

From: s 22(1)(a)(ii)
To: s 47E(d)
Cc: s 22(1)(a)(ii) s 22(1)(a)(ii); Ministerial Travel; s 47E(d); s 47E(d); s 22(1)(a)(ii)
Subject: RE: APPROVAL – International Travel – Minister Aly – Jordan – 9 to 13 June 2024
 [SEC=OFFICIAL:Sensitive]
Date: Friday, 7 June 2024 4:13:38 PM

OFFICIAL: Sensitive

Thank you s 22(1)(a)(ii)

OFFICIAL: Sensitive

From: s 47E(d) @pm.gov.au>
Sent: Friday, June 7, 2024 4:11 PM
To: s 22(1)(a)(ii) @education.gov.au>
Cc: s 47E(d) pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; Ministerial Travel <MinTravel@pmc.gov.au>; s 47E(d) @ipea.gov.au>; s 47E(d) @education.gov.au>; s 22(1)(a)(ii) @education.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 47E(d) @education.gov.au>
Subject: APPROVAL – International Travel – Minister Aly – Jordan – 9 to 13 June 2024
 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

OFFICIAL: Sensitive

Dear s 22(1)(a)(ii),

I refer to your correspondence dated 6 June 2024 seeking approval for the Minister for Early Childhood Education and Minister for Youth, the Hon Anne Aly MP, to travel to Jordan from 9 to 13 June 2024.

The Prime Minister has asked me to convey to you that:

- The Prime Minister has approved Minister Aly's travel to Jordan from 9 to 13 June 2024, accompanied by one adviser.
- s 47E(d)

s 47E(d)

- It is noted that the Minister for Education, the Hon Jason Clare MP, will act as the Minister for Early Childhood Education and Minister for Youth while Minister Aly is absent.
 - As Minister Clare is appointed to administer the Department of Education, there is no requirement for an Instrument of Authorisation.
- Your office is responsible for giving the Independent Parliamentary Expenses Authority the details of the staff member who will accompany the Minister. Email advice should be sent to s 47E(d) [@ipea.gov.au](mailto:s 47E(d)@ipea.gov.au).
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards,

s 22(1)(a)(ii)

Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP
Parliament House, Canberra ACT 2600

p. s 22(1)(a)(ii)

e. s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)

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OFFICIAL: Sensitive

Notice:



The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient, any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 566 046 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.

MS24-000544

**MINISTERIAL INTERNATIONAL TRAVEL REQUEST - ALY - JORDAN -
9 JUNE TO 13 JUNE 2024**

Prime Minister, we recommend you:	
1. Approve travel for the Hon Anne Aly MP, Minister for Early Childhood Education and Minister for Youth, to Jordan from 9 June to 13 June 2024, accompanied by one adviser.	
s 22(1)(a)(ii) 	<div>Approved / Not Approved</div> <div>7/6/24</div>
ANTHONY ALBANESE	Date:
Comments: 	

TRAVEL SUMMARY

Travelling Party:	Minister Aly and one adviser
Travel dates:	Sunday 9 June 2024 to Thursday 13 June 2024
Key event(s):	Call to Action: Urgent Humanitarian Response for Gaza Conference
Absent from:	s 34(2) 
Parliament:	Parliament is not scheduled to sit
Strategy:	The Government has committed \$41 million in humanitarian assistance for the conflict and the Government has a direct interest in the discussions taking place in Jordan.
Notes:	See paragraph 4 on Risks
SPA request:	Not requested
Cost:	\$32,658
Acting Minister:	The Hon Jason Clare MP – Instrument of Authorisation not required.
s 22(1)(a)(ii) 	
PM&C comment:	PM&C supports the travel

KEY POINTS

- Approval is sought by the Chief of Staff to the Hon Anne Aly MP, Minister for Early Childhood Education and Minister for Youth (Minister Aly), for the Minister to travel to Jordan from 9 to 13 June 2024 (Attachment B).
- The purpose of the visit would be to attend the emergency international conference *Call to Action: Urgent Humanitarian Response for Gaza Conference*, co-hosted by Egypt, Jordan and the United Nations.

3. We support the travel noting that the ongoing Hamas-Israel conflict has impacts for Australia's domestic social cohesion and international security. The Government has committed \$41 million in humanitarian assistance for the conflict and the Government has a direct interest in the discussions taking place in Jordan.

SUPPLEMENTARY INFORMATION

Risks and Sensitivities

4. s 47E(d)

Financial Implications

5. The estimated total cost of this visit for Minister Aly and one adviser is \$32,658 as outlined below.

Commercial flights	\$30,808
Ground transport	Nil
Accommodation	\$1,450
Meals and incidentals	\$400
Total estimated costs (the Minister and one adviser)	\$32,658

General Information

6. s 47C s 34(2), s 47C s 47C
s 47C s 34(2)
s 34(2) s 47C s 34(2), s 47C
s 34(2), s 47C
- a. s 47C
7. It is also noted that Parliament is not scheduled to sit while the Minister is overseas.
8. The Hon Jason Clare MP, Minister for Education (Minister Clare), is available to act as Minister for Early Childhood Education and Minister for Youth, during Minister Aly's absence overseas.
- a. As Minister Clare is appointed to administer the Department of Education, an instrument of authorisation is not required.
9. A draft response is at Attachment A for your office to convey your decision to Minister Aly's office.

Consultation

PM&C DIVISIONS – Cabinet, International

s 22(1)(a)(ii)

A/g Senior Adviser

Parliamentary and Government Branch

6 June 2024

Policy Officer: s 22(1)(a)(ii)

Phone no: s 22(1)(a)(ii)

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; DS, International and Security Group, *G Fletcher*; FAS, Ministerial Support Division, *G Martin*; FAS, Government Division, *A Walter*; FAS, International Division, *C Chittick*; AS, Global Interests; *D Titheridge*; A/g AS, Parliamentary & Government Branch, s 22(1)(a)(ii) A/g SA, Government Section, s 22(1)(a)(ii)

PMO Chief of Staff; s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii) s 22(1)(a)(ii)

Cabinet Secretary s 22(1)(a)(ii) CSO DLOs.

ATTACHMENTS:

ATTACHMENT A DRAFT RESPONSE TO MINISTER ALY'S OFFICE

ATTACHMENT B INCOMING CORRESPONDENCE

OFFICIAL: Sensitive

Classification 'Official: Sensitive'

Email to s 22(1)(a)(ii) @education.gov.au cc s 22(1)(a)(ii) s 22(1)(a)(ii) @pm.gov.au; Ministerial Travel (mintravel@pmc.gov.au); s 47E(d) @pm.gov.au; s 47E(d) @ipea.gov.au; s 47E(d) @education.gov.au; s 22(1)(a)(ii) @education.gov.au; s 22(1)(a)(ii) @education.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au

SUBJECT: APPROVAL – International Travel – Minister Aly – Jordan – 9 to 13 June 2024

Dear s 22(1)(a)(ii)

I refer to your correspondence dated 6 June 2024 seeking approval for the Minister for Early Childhood Education and Minister for Youth, the Hon Anne Aly MP, to travel to Jordan from 9 to 13 June 2024.

The Prime Minister has asked me to convey to you that:

- The Prime Minister has approved Minister Aly's travel to Jordan from 9 to 13 June 2024, accompanied by one adviser.
- s 47E(d)
- It is noted that the Minister for Education, the Hon Jason Clare MP, will act as the Minister for Early Childhood Education and Minister for Youth while Minister Aly is absent.
 - As Minister Clare is appointed to administer the Department of Education, there is no requirement for an Instrument of Authorisation.
- Your office is responsible for giving the Independent Parliamentary Expenses Authority the details of the staff member who will accompany the Minister. Email advice should be sent to s 47E(d) @ipea.gov.au.
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards

OFFICIAL: Sensitive

Ministerial International Travel Request Form

- This form is submitted to the Departmental Liaison Officer in the Prime Minister's Office with associated documents a **minimum of three** weeks prior to the proposed departure date.
 - Failure to meet this timeframe may mean that a Minister's international travel request is not approved.
 - The Chief of Staff to the Minister making this request is responsible for the accuracy of this form and makes this travel request on behalf of their Minister.
 - The Chief of Staff should send this form to the PMO DLO, or be cc'd in the email.
 - The templates attached should be used for all submissions.
- Please read the [Ministerial International Travel Guidelines \(the Guidelines\)](#) before completing this form.
- Travel approval is required **before**:
 - A Minister's participation in international engagements can be confirmed with third parties.
 - Media can be briefed on intended international travel / engagements.
- International travel on sitting days is not typically approved. Written confirmation from the Leader of the House or Chief Government Whip in the Senate is required when submitting this request.

Minister: The Hon Anne Aly, Minister for Early Childhood Education and Youth	The Minister intends to depart Australia on: 9/06/2024 12:00 AM
Is the minister travelling on behalf of another Minister? Yes If yes, who: Senator the Hon Penny Wong, Minister for Foreign Affairs	And return to Australia on: 13/06/2024 12:00 AM
Destination Country/ies: Jordan Choose an item. Choose an item. Choose an item. Choose an item.	Method of Travel: Commercial If SPA is selected, has the Department of Defence been consulted regarding cost and availability? Choose an item.
Key events and essential purpose of the travel: Purpose of the travel is to attend the emergency international conference <i>Call to Action: Urgent Humanitarian Response for Gaza Conference</i> co-hosted by Egypt, Joran and the UN.	
Estimated total costs: \$32658	
Class of travel Are the selected flights business class or lower? Yes If not, please provide a reason:	

Hotel rooms

Have standard rooms (or equivalent) been selected? **Yes**

If you're quote does not indicate 'standard room', please provide a reason: **Chose lowest-cost accommodation option at hotel suggested by conference organisers**

Are there any sensitivities/risks associated with this travel? For example, the timing of this visit coincides with X announcement...

Hospitality

Has the Minister been invited as a Guest of Government?

Yes

Is a hospitality package included in the request?

Yes

Hospitality received on a visit (e.g. accommodation provided by a host nation) is subject to the normal declaration of interests procedures for the House of Representatives and Senate.

Absences from Parliament

Will the Minister be absent from Parliament? **No**

A copy of an email approving your Minister's leave from Parliament must be provided with this request.

Absences from Cabinet/Ministry Meetings

s 47E(d)

s 47E(d)

s 34(2)

Acting Arrangements

The Hon Jason Clare, Minister for Education will act from 9/06/2024 to 13/06/2024

Is an Instrument of Authorisation required? **No**

An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.

Assistant Ministers are not required to provide acting arrangements.

Typically, only Cabinet Ministers act for other Cabinet Ministers.

Accompanying (MoPS Act) staff

Typically, **only one MoPS staff member** travels overseas with Ministers.

Please provide the name and position of staff intending to travel with the Minister: s 22(1)(a)(ii)
s 22(1)(a)(ii)

If more than one MoPS staff member is requested: Please provide a reason why the additional staff member is required and why travelling Departmental / Post officials cannot provide the required support to the Minister.

Note - Departmental officials do not need to be listed. Departmental Liaison Officers do not typically undertake international travel with Ministers.

Pre-departure security briefing

Ministers and staff are required to attend a security briefing prior to departure. Please provide details of the official in your Department who will complete your pre-departure security briefing.

Official's name:	
Title	
Mobile:	
Email:	

Chief of Staff declaration:

- ☒ I have read and understood the Ministerial International Travel Guidelines.
- ☒ I understand that the Minister's attendance / participation in engagements listed in this application cannot be confirmed with third parties until travel approval has been provided.
- ☒ I confirm that the most cost effective proposal has been put forward in line with the requirements and principles of the *Parliamentary Business Resources Act 2017* and associated Regulations.
- ☒ A full itinerary/program has been provided using the template below with key meetings confirmed.
- ☒ All costings have been provided using the template provided below.
- ☒ I have scheduled a pre-departure security briefing for my Minister and accompanying staff.
- ☐ **For Minister's planning to travel on Sitting Days:** I have attached authorisation for my Minister's leave from Parliament.
- ☐ **For Offices of Assistant Minister's only:** I have attached an email from the Chief-of-Staff for the relevant Cabinet Minister supporting this travel.

Name: s 22(1)(a)(ii)

Position: Chief of Staff

Date: 6/06/2024

Email: s 22(1)(a)(ii)@education.gov.au

Phone: s 22(1)(a)(ii)

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
FLIGHT ITINERARY

Local Time Sunday, 9, June

2245 Depart PER on QR901 [Delegate(s)]

Monday, 10, June

0930 Arrive AMM on QR6100

1000 **Tuesday, 11, June**

Call for Action: Urgent Humanitarian Response for Gaza conference

1810 **Wednesday, 12, June**

Depart AMM on EK904

Thursday, 13, June

1735 Arrive PER on EK420

Note: Flight details may be incorporated into the draft program. Transit locations should be included.

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
COST ESTIMATES

ITEM	ESTIMATE (AUD)	
Air Fares - Commercial		
[Minister] (Business)	\$15404	
[Staff member] (Business)	\$15404	
		\$30808
Ground transport		
[hire cars]	[\$[Cost]	
[train]	[\$[Cost]	
		[\$[Sub-total cost]
Accommodation*		
Sweimeh		
s 47E(d)		
[Minister] [2 nights] [JOD150/night]	\$725 [Room type – Standard room]	
[Staff member] [2 nights]	\$725 [Room type – Standard room]	
[JOD150/night]		
		\$1450
Meals and incidentals		
[Minister]	\$200	
[Staff member]	\$200	
		\$400
TOTAL		\$32658

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
PROGRAM

Local Time	JUNE 11, 2024
	<p>10:00 Arrival</p> <p>10:30-10:45 Opening for Working Groups Session with remarks by His Excellency Deputy Prime Minister and Minister of Foreign Affairs & Expatriates of Jordan Ayman Safadi; His Excellency Minister of Foreign Affairs of Egypt Sameh Shoukry; UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.</p> <p>10:45-12:15 Working Groups Session</p> <ul style="list-style-type: none">• Working Group Session 1: "Supplies of Humanitarian Assistance into Gaza commensurate to the humanitarian needs".• Working Group Session 2: "Overcoming challenges to the delivery of Humanitarian assistance and the protection of civilians in Gaza".• Working Group Session 3: "Early Recovery Priorities". <p>13:30 Plenary Session with remarks by His Majesty King Abdullah II of Jordan; His Excellency President Abdel Fatah el-Sisi of Egypt; His Excellency United Nations Secretary-General António Guterres .</p> <p>Briefing on the Working Groups Session Outcomes by UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.</p> <p>Speeches by Heads of States and Governments.</p> <p>Speeches by other Heads of Delegations.</p> <p>17:30 End of Plenary Session</p>

NOTE: This form should not be signed until the travel request has been approved



Instrument of Authorisation

I, [NAME OF MINISTER], Minister for xxx, acting in accordance with sections 19 and 34AAB of the *Acts Interpretation Act 1901*, and all other powers thereunto enabling, as the case requires, hereby authorise [NAME OF ACTING MINISTER], Minister for xxx, to exercise, on my behalf, all my powers and functions, including powers and functions conferred on me by any law of the Commonwealth.

This instrument commences on [date] and ceases to have effect at the end of [date].

Dated

[Name]

Minister for xxx

s 22(1)(a)(ii)

From: s 47E(d)
Sent: Thursday, 6 June 2024 8:08 PM
To: s 22(1)(a)(ii)
Cc: Ministerial Travel; s 47E(d)
Subject: Re: Aly travel brief [SEC=PROTECTED]
Attachments: image004.jpg; image003.png; MS24-000544 002 Attachment A - Draft Response to Alys office.docx; MS24-000544 003 Attachment B - International MinTravel Request - Aly - Jordan - 9-13 June 2024.dotx; MS24-000544 001 Ministerial International Travel Request - Aly - Jordan - 9 June to 13 June 2024.docx

Thanks so much s 22(1)(a)(ii). With the PMO

Have a nice evening.

Thanks, s 22(1)(a)

Sent from my iPhone

On 6 Jun 2024, at 8:00 PM, s 22(1)(a)(ii) @pmc.gov.au> wrote:

PROTECTED

Hi s 22(1)(a)

Apologies for the delay, please find the Aly travel brief attached.

s 22(1)(a)(ii)

A/g Assistant Secretary

Parliamentary and Government Branch | Government Division

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

EA: s 22(1)(a)(ii) | s 22(1)(a)(ii)
s 22(1)(a)(ii) @pmc.gov.au

The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Classification 'Official: Sensitive'

Email to s 22(1)(a)(ii) @education.gov.au cc s 22(1)(a)(ii) @pm.gov.au; Ministerial Travel (mintravel@pmc.gov.au); s 47E(d) @pm.gov.au; s 47E(d) @ipea.gov.au; s 47E(d) @education.gov.au; s 22(1)(a)(ii) @education.gov.au; s 22(1)(a)(ii) @education.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au;

SUBJECT: APPROVAL – International Travel – Minister Aly – Jordan – 9 to 13 June 2024

Dear s 22(1)(a)(ii),

I refer to your correspondence dated 6 June 2024 seeking approval for the Minister for Early Childhood Education and Minister for Youth, the Hon Anne Aly MP, to travel to Jordan from 9 to 13 June 2024.

The Prime Minister has asked me to convey to you that:

- The Prime Minister has approved Minister Aly's travel to Jordan from 9 to 13 June 2024, accompanied by one adviser.
- s 47E(d) [REDACTED].
- It is noted that the Minister for Education, the Hon Jason Clare MP, will act as the Minister for Early Childhood Education and Minister for Youth while Minister Aly is absent.
 - As Minister Clare is appointed to administer the Department of Education, there is no requirement for an Instrument of Authorisation.
- Your office is responsible for giving the Independent Parliamentary Expenses Authority the details of the staff member who will accompany the Minister. Email advice should be sent to s 47E(d) @ipea.gov.au.
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards

Ministerial International Travel Request Form

- This form is submitted to the Departmental Liaison Officer in the Prime Minister's Office with associated documents a **minimum of three** weeks prior to the proposed departure date.
 - Failure to meet this timeframe may mean that a Minister's international travel request is not approved.
 - The Chief of Staff to the Minister making this request is responsible for the accuracy of this form and makes this travel request on behalf of their Minister.
 - The Chief of Staff should send this form to the PMO DLO, or be cc'd in the email.
 - The templates attached should be used for all submissions.
- Please read the [Ministerial International Travel Guidelines \(the Guidelines\)](#) before completing this form.
- Travel approval is required **before**:
 - A Minister's participation in international engagements can be confirmed with third parties.
 - Media can be briefed on intended international travel / engagements.
- International travel on sitting days is not typically approved. Written confirmation from the Leader of the House or Chief Government Whip in the Senate is required when submitting this request.

<p>Minister: The Hon Anne Aly, Minister for Early Childhood Education and Youth</p> <p>Is the minister travelling on behalf of another Minister? Yes</p> <p>If yes, who: Senator the Hon Penny Wong, Minister for Foreign Affairs</p>	<p>The Minister intends to depart Australia on: 9/06/2024 12:00 AM</p> <p>And return to Australia on: 13/06/2024 12:00 AM</p>
<p>Destination Country/ies: Jordan</p> <p>Choose an item. Choose an item. Choose an item. Choose an item.</p>	<p>Method of Travel: Commercial</p> <p>If SPA is selected, has the Department of Defence been consulted regarding cost and availability? Choose an item.</p>
<p>Key events and essential purpose of the travel: Purpose of the travel is to attend the emergency international conference <i>Call to Action: Urgent Humanitarian Response for Gaza Conference</i> co-hosted by Egypt, Joran and the UN.</p>	
<p>Estimated total costs: \$32658</p>	
<p>Class of travel</p> <p>Are the selected flights business class or lower? Yes</p> <p>If not, please provide a reason:</p>	

MS24-000544

MINISTERIAL INTERNATIONAL TRAVEL REQUEST - ALY - JORDAN -
9 JUNE TO 13 JUNE 2024

Prime Minister, we recommend you:	
1. Approve travel for the Hon Anne Aly MP, Minister for Early Childhood Education and Minister for Youth, to Jordan from 9 June to 13 June 2024, accompanied by one adviser.	
Approved / Not Approved	
ANTHONY ALBANESE	Date:
Comments:	

TRAVEL SUMMARY

Travelling Party:	Minister Aly and one adviser
Travel dates:	Sunday 9 June 2024 to Thursday 13 June 2024
Key event(s):	Call to Action: Urgent Humanitarian Response for Gaza Conference
Absent from:	s 34(2)
Parliament:	Parliament is not scheduled to sit
Strategy:	The Government has committed \$41 million in humanitarian assistance for the conflict and the Government has a direct interest in the discussions taking place in Jordan.
Notes:	See paragraph 4 on Risks
SPA request:	Not requested
Cost:	\$32,658
Acting Minister:	The Hon Jason Clare MP – Instrument of Authorisation not required.
s 22(1)(a)(ii)	
PM&C comment:	PM&C supports the travel

KEY POINTS

- Approval is sought by the Chief of Staff to the Hon Anne Aly MP, Minister for Early Childhood Education and Minister for Youth, for the Minister to travel to Jordan from 9 to 13 June 2024 (Attachment B).
- The purpose of the visit would be to attend the emergency international conference *Call to Action: Urgent Humanitarian Response for Gaza Conference*, co-hosted by Egypt, Jordan and the UN.

3. We support the travel noting that the ongoing Hamas-Israel conflict has impacts for Australia’s domestic social cohesion and international security. The Government has committed \$41 million in humanitarian assistance for the conflict and the Government has a direct interest in the discussions taking place in Jordan.

SUPPLEMENTARY INFORMATION

Risks and Sensitivities

4. s 47E(d)

Financial Implications

5. The estimated total cost of this visit for Minister Aly and one adviser is \$32,658 as outlined below.

Commercial flights	\$30,808
Ground transport	Nil
Accommodation	\$1,450
Meals and incidentals	\$400
Total estimated costs (the Minister and one adviser)	\$32,658

General Information

6. s 47C s 34(2) s 47C
s 47C s 34(2) s 34(2)
s 34(2) s 47C s 34(2) s 47C
a. s 47C
7. It is also noted that Parliament is not scheduled to sit while the Minister is overseas.
8. The Minister for Education, the Hon Jason Clare MP, is available to act as Minister for Early Childhood Education and Minister for Youth, during Minister Aly’s absence overseas.
- a. As Minister Clare is appointed to administer the Department of Education, an instrument of authorisation is not required.
9. A draft response is at Attachment A for your office to convey your decision to Minister Aly’s office.

Consultation

PM&C DIVISIONS – Cabinet, International

s 22(1)(a)(ii)

A/g Senior Adviser

Parliamentary and Government Branch

6 June 2024

Policy Officer: s 22(1)(a)(ii)

Phone no: s 22(1)(a)(ii)

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; DS, International and Security Group, *G Fletcher*; FAS, Ministerial Support Division, *G Martin*; FAS, Government Division, *A Walter*; FAS, International Division, *C Chittick*; AS, Global Interests; *D Titheridge*; A/g AS, Parliamentary & Government Branch, s 22(1)(a)(ii); A/g SA, Government Section, s 22(1)(a)(ii)

PMO Chief of Staff; s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii).

Cabinet Secretary s 22(1)(a)(ii); CSO DLOs.

ATTACHMENTS:

ATTACHMENT A DRAFT RESPONSE TO MINISTER ALY'S OFFICE

ATTACHMENT B INCOMING CORRESPONDENCE

Hotel rooms

Have standard rooms (or equivalent) been selected? **Yes**

If you're quote does not indicate 'standard room', please provide a reason: **Chose lowest-cost accommodation option at hotel suggested by conference organisers**

Are there any sensitivities/risks associated with this travel? *For example, the timing of this visit coincides with X announcement...*

Hospitality

Has the Minister been invited as a Guest of Government?

Yes

Is a hospitality package included in the request?

Yes

Hospitality received on a visit (e.g. accommodation provided by a host nation) is subject to the normal declaration of interests procedures for the House of Representatives and Senate.

Absences from Parliament

Will the Minister be absent from Parliament? **No**

A copy of an email approving your Minister's leave from Parliament must be provided with this request.

Absences from Cabinet/Ministry Meetings

s 47E(d)

s 47E(d)

s 34(2)

Acting Arrangements

The Hon Jason Clare, Minister for Education will act from 9/06/2024 to 13/06/2024

Is an Instrument of Authorisation required? **No**

An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.

Assistant Ministers are not required to provide acting arrangements.

Typically, only Cabinet Ministers act for other Cabinet Ministers.

Accompanying (MoPS Act) staff

Typically, **only one MoPS staff member** travels overseas with Ministers.

Please provide the name and position of staff intending to travel with the Minister: s 22(1)(a)(ii),
s 22(1)(a)(ii)

If more than one MoPS staff member is requested: Please provide a reason why the additional staff member is required and why travelling Departmental / Post officials cannot provide the required support to the Minister.

Note - Departmental officials do not need to be listed. Departmental Liaison Officers do not typically undertake international travel with Ministers.

Pre-departure security briefing

Ministers and staff are required to attend a security briefing prior to departure. Please provide details of the official in your Department who will complete your pre-departure security briefing.

Official's name:	
Title	
Mobile:	
Email:	

Chief of Staff declaration:

<input checked="" type="checkbox"/>	I have read and understood the Ministerial International Travel Guidelines.
<input checked="" type="checkbox"/>	I understand that the Minister's attendance / participation in engagements listed in this application cannot be confirmed with third parties until travel approval has been provided.
<input checked="" type="checkbox"/>	I confirm that the most cost effective proposal has been put forward in line with the requirements and principles of the <i>Parliamentary Business Resources Act 2017</i> and associated Regulations.
<input checked="" type="checkbox"/>	A full itinerary/program has been provided using the template below with key meetings confirmed.
<input checked="" type="checkbox"/>	All costings have been provided using the template provided below.
<input checked="" type="checkbox"/>	I have scheduled a pre-departure security briefing for my Minister and accompanying staff.
<input type="checkbox"/>	<i>For Minister's planning to travel on Sitting Days:</i> I have attached authorisation for my Minister's leave from Parliament.
<input type="checkbox"/>	<i>For Offices of Assistant Minister's only:</i> I have attached an email from the Chief-of-Staff for the relevant Cabinet Minister supporting this travel.

Name: s 22(1)(a)(ii)

Position: s 22(1)(a)(ii)

Date: 6/06/2024

Email: s 22(1)(a)(ii)@education.gov.au

Phone: s 22(1)(a)(ii)

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
FLIGHT ITINERARY

Local Time Sunday, 9, June

2245 Depart PER on QR901 [Delegate(s)]

Monday, 10, June

0930 Arrive AMM on QR6100

1000 **Tuesday, 11, June**

Call for Action: Urgent Humanitarian Response for Gaza conference

1810 **Wednesday, 12, June**

Depart AMM on EK904

Thursday, 13, June

1735 Arrive PER on EK420

Note: Flight details may be incorporated into the draft program. Transit locations should be included.

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
COST ESTIMATES

ITEM	ESTIMATE (AUD)
Air Fares - Commercial	
[Minister] (Business)	\$15404
[Staff member] (Business)	\$15404
	\$30808
Ground transport	
[hire cars]	\$(Cost)
[train]	\$(Cost)
	\$(Sub-total cost)
Accommodation*	
Sweimeh	
s 47E(d)	
[Minister] [2 nights] [JOD150/night]	\$725 [Room type – Standard room]
[Staff member] [2 nights]	\$725 [Room type – Standard room]
[JOD150/night]	
	\$1450
Meals and incidentals	
[Minister]	\$200
[Staff member]	\$200
	\$400
TOTAL	\$32658

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
PROGRAM

Local Time	JUNE 11, 2024
	<p>10:00 Arrival</p> <p>10:30-10:45 Opening for Working Groups Session with remarks by His Excellency Deputy Prime Minister and Minister of Foreign Affairs & Expatriates of Jordan Ayman Safadi; His Excellency Minister of Foreign Affairs of Egypt Sameh Shoukry; UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.</p> <p>10:45-12:15 Working Groups Session</p> <ul style="list-style-type: none"> • Working Group Session 1: “Supplies of Humanitarian Assistance into Gaza commensurate to the humanitarian needs”. • Working Group Session 2: “Overcoming challenges to the delivery of Humanitarian assistance and the protection of civilians in Gaza”. • Working Group Session 3: “Early Recovery Priorities”. <p>13:30 Plenary Session with remarks by His Majesty King Abdullah II of Jordan; His Excellency President Abdel Fatah el-Sisi of Egypt; His Excellency United Nations Secretary-General António Guterres .</p> <p>Briefing on the Working Groups Session Outcomes by UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.</p> <p>Speeches by Heads of States and Governments.</p> <p>Speeches by other Heads of Delegations.</p> <p>17:30 End of Plenary Session</p>

NOTE: This form should not be signed until the travel request has been approved



Instrument of Authorisation

I, [NAME OF MINISTER], Minister for xxx, acting in accordance with sections 19 and 34AAB of the *Acts Interpretation Act 1901*, and all other powers thereunto enabling, as the case requires, hereby authorise [NAME OF ACTING MINISTER], Minister for xxx, to exercise, on my behalf, all my powers and functions, including powers and functions conferred on me by any law of the Commonwealth.

This instrument commences on [date] and ceases to have effect at the end of [date].

Dated

[Name]

Minister for xxx

s 22(1)(a)(ii)

From: s 47E(d)
Sent: Thursday, 6 June 2024 5:59 PM
To: Ministerial Travel
Cc: s 47E(d) s 22(1)(a)(ii)
Subject: Minister Aly: Amended Ministerial International Travel Request Form [SEC=PROTECTED]
Attachments: Ministerial International Travel Request Form.docx

PROTECTED

Hi team

Please find attached a slightly amended Ministerial International Travel Request Form for Minister Aly to travel to Jordan. This version has been updated and fills in some of the information missing for the first version.

Let me know if you like us to reassign the brief back to you, noting we need to have back up here at 9:30am tomorrow morning.

Thanks

s 22(1)(a)

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP
 MG 8, Parliament House, Canberra ACT 2600

P: s 22(1)(a)(ii) | M: s 22(1)(a)(ii)

E: s 47E(d) @pm.gov.au | s 22(1)(a)(ii) @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Ministerial International Travel Request Form

- This form is submitted to the Departmental Liaison Officer in the Prime Minister's Office with associated documents a **minimum of three** weeks prior to the proposed departure date.
 - Failure to meet this timeframe may mean that a Minister's international travel request is not approved.
 - The Chief of Staff to the Minister making this request is responsible for the accuracy of this form and makes this travel request on behalf of their Minister.
 - The Chief of Staff should send this form to the PMO DLO, or be cc'd in the email.
 - The templates attached should be used for all submissions.
- Please read the [Ministerial International Travel Guidelines \(the Guidelines\)](#) before completing this form.
- Travel approval is required **before**:
 - A Minister's participation in international engagements can be confirmed with third parties.
 - Media can be briefed on intended international travel / engagements.
- International travel on sitting days is not typically approved. Written confirmation from the Leader of the House or Chief Government Whip in the Senate is required when submitting this request.

<p>Minister: The Hon Anne Aly, Minister for Early Childhood Education and Youth</p> <p>Is the minister travelling on behalf of another Minister? Yes</p> <p>If yes, who: Senator the Hon Penny Wong, Minister for Foreign Affairs</p>	<p>The Minister intends to depart Australia on: 9/06/2024 10:45 PM</p> <p>And return to Australia on: 13/06/2024 5:35 PM</p>
<p>Destination Country/ies:</p> <p>Jordan</p> <p>Choose an item.</p> <p>Choose an item.</p> <p>Choose an item.</p> <p>Choose an item.</p>	<p>Method of Travel:</p> <p>Commercial</p> <p>If SPA is selected, has the Department of Defence been consulted regarding cost and availability? Choose an item.</p>
<p>Key events and essential purpose of the travel:</p> <ul style="list-style-type: none"> To attend the 11 June high level conference "Call for Action: Urgent Humanitarian Response for Gaza" in Amman, to be co-hosted by Jordan, Egypt and the UN. Heads of State have been invited to attend the conference to discuss urgent humanitarian needs in Gaza. It is important Australia is represented in person at ministerial level to add our voice to global efforts to build momentum for an urgent resolution to the Israel-Hamas conflict and alleviate the catastrophic humanitarian situation in Gaza, including highlighting the \$62.5 million in humanitarian assistance we have committed to the region since 7 October 2023. Many of our like-minded will be represented at ministerial level, including the United States and United Kingdom. 	
<p>Estimated total costs: AUD\$35,074.00</p>	

Class of travel

Are the selected flights business class or lower? **Yes**

If not, please provide a reason:

Hotel rooms

Have standard rooms (or equivalent) been selected? **Yes**

If you're quote does not indicate 'standard room', please provide a reason:

Are there any sensitivities/risks associated with this travel?

Not applicable

Hospitality

Has the Minister been invited as a Guest of Government?

No

Is a hospitality package included in the request?

No

Hospitality received on a visit (e.g. accommodation provided by a host nation) is subject to the normal declaration of interests procedures for the House of Representatives and Senate.

Absences from Parliament

Will the Minister be absent from Parliament? **No**

A copy of an email approving your Minister's leave from Parliament must be provided with this request.

Absences from Cabinet/Ministry Meetings

Will the Minister be absent from Cabinet, Cabinet Committee or Ministry meetings? **No**

If yes, provide details:

Acting Arrangements

The Hon Jason Clare, Minister for Education will act from 9/06/2024 to 13/06/2024

Is an Instrument of Authorisation required? **No**

An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.

Assistant Ministers are not required to provide acting arrangements.

Typically, only Cabinet Ministers act for other Cabinet Ministers.

Accompanying (MoPS Act) staff

Typically, **only one MoPS staff member** travels overseas with Ministers.

Please provide the name and position of staff intending to travel with the Minister:

- s 22(1)(a)(ii)

If more than one MoPS staff member is requested: Please provide a reason why the additional staff member is required and why travelling Departmental / Post officials cannot provide the required support to the Minister.

Note - Departmental officials do not need to be listed. Departmental Liaison Officers do not typically undertake international travel with Ministers.

Pre-departure security briefing

Ministers and staff are required to attend a security briefing prior to departure. Please provide details of the official in your Department who will complete your pre-departure security briefing.

Official's name:	s 22(1)(a)
Title	Director, Operational Security Branch
Mobile:	s 22(1)(a)(ii)
Email:	s 22(1)(a) @dfat.gov.au

Chief of Staff declaration:

- ☒ I have read and understood the Ministerial International Travel Guidelines.
- ☒ I understand that the Minister's attendance / participation in engagements listed in this application cannot be confirmed with third parties until travel approval has been provided.
- ☒ I confirm that the most cost effective proposal has been put forward in line with the requirements and principles of the *Parliamentary Business Resources Act 2017* and associated Regulations.
- ☒ A full itinerary/program has been provided using the template below with key meetings confirmed.
- ☒ All costings have been provided using the template provided below.
- ☒ I have scheduled a pre-departure security briefing for my Minister and accompanying staff.
- ☐ **For Minister's planning to travel on Sitting Days:** I have attached authorisation for my Minister's leave from Parliament.
- ☐ **For Offices of Assistant Minister's only:** I have attached an email from the Chief-of-Staff for the relevant Cabinet Minister supporting this travel.

Name: s 22(1)(a)(ii)

Position: Chief of Staff

Date: 6/06/2024

Email: s 22(1)(a)(ii)@education.gov.au

Phone: s 22(1)(a)(ii)

VISIT BY THE HON DR ANNE ALY MP TO JORDAN
9 JUNE 2024 TO 13 JUNE 2024
FLIGHT ITINERARY

Local Time	Sunday 9 June 2024
22:45	Depart Perth on Qatar Airways QR0901 for Doha, Qatar
	Monday 10 June 2024
05:15	Arrive Doha, Qatar
06:35	Depart Doha, Qatar on Qatar Airways QR6100 for Amman, Jordan
09:30	Arrive Amman, Jordan
	Wednesday 12 June 2024
18:10	Depart Amman on Emirates flight EK0904 for Dubai, United Arab Emirates
22:10	Arrive Dubai, United Arab Emirates
	Thursday 13 June 2024
02:45	Depart Dubai on Emirates flight EK0420 for Perth
17:35	Arrive Perth

Note: Flight details may be incorporated into the draft program. Transit locations should be included.

VISIT BY THE HON DR ANNE ALY MP TO JORDAN
9 JUNE 2024 TO 13 JUNE 2024
COST ESTIMATES

ITEM	ESTIMATE (AUD)	
Air Fares - Commercial		
Minister Aly (business class)	\$15,404.00	
Adviser (business class)	\$15,404.00	
		\$30,808.00
Ground transport		
Post vehicles	*\$2,000.00	
*Contingency		
		\$2,000.00
Accommodation*		
Amman		
s 47E(d)		
Minister Aly 2 nights @ \$340.00/night	\$680.00 [Standard room]	
Adviser 2 nights @ \$340.00/night	\$680.00 [Standard room]	
*Accommodation quotes provided by post		
		\$1,360.00
Meals and incidentals		
Minister Aly	\$453.00	
Adviser	\$453.00	
		\$906.00
TOTAL		\$35,074.00

VISIT BY THE HON DR ANNE ALY MP TO JORDAN
9 JUNE 2024 TO 13 JUNE 2024
PROGRAM

09 June 2024

22:45	Depart Perth on QR0901 for Doha, Qatar
--------------	--

10 June 2024

05:15	Arrive Doha, Qatar
06:35	Depart Doha on QR6100 for Amman, Jordan
09:30	Arrive Amman, Jordan

11 June 2024

Call for Action: Urgent Humanitarian Response for Gaza

10:00	Arrival
10:30-10:45	Opening for Working Groups Session <ul style="list-style-type: none"> Remarks by His Excellency Deputy Prime Minister and Minister of Foreign Affairs & Expatriates of Jordan Ayman Safadi. Remarks by His Excellency Minister of Foreign Affairs of Egypt Sameh Shoukry. Remarks by UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.
10:45-12:15	Working Groups Sessions <ul style="list-style-type: none"> Working Group Session 2: "Overcoming challenges to the delivery of Humanitarian assistance and the protection of civilians in Gaza". Working Group Session 3: "Early Recovery Priorities".
12:15-13:15	Lunch Break
13:30	Plenary Session <ul style="list-style-type: none"> Remarks by His Majesty King Abdullah II of Jordan. Remarks by His Excellency President Abdel Fatah el-Sisi of Egypt. Remarks by His Excellency United Nations Secretary-General António Guterres. Briefing on the Working Groups Session Outcomes by UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths. Speeches by Heads of States and Governments.
15:00-15:15	Technical Break <ul style="list-style-type: none"> Speeches by other Heads of Delegations
17:30	End of Plenary Session

12 June 2024

18:10	Depart Amman on Emirates flight EK0904 for Dubai, United Arab Emirates
22:10	Arrive Dubai, United Arab Emirates

13 June 2024

02:45	Depart Dubai on Emirates flight EK0420 for Perth
17:35	Arrive Perth

NOTE: This form should not be signed until the travel request has been approved



***Acts Interpretation (Ministerial Acting Arrangements for Foreign Affairs
and Trade Portfolio) Authorisation (No. XX) 2023***

I, [NAME OF MINISTER], Minister for [XXX], acting in accordance with sections 19 and 34AAB of the *Acts Interpretation Act 1901*, and all other powers thereunto enabling, as the case requires, hereby authorise [NAME OF ACTING MINISTER], Minister for xxx, to exercise, on my behalf, all my powers and functions, including powers and functions conferred on me by any law of the Commonwealth.

This instrument commences on [date] and is repealed at the end of [date].

Dated

[Name]

Minister for [XXX]

From: s 22(1)(a)(ii)
To: Ministerial Travel; s 47E(d) s 47E(d)
Subject: RE: URGENT: Ministerial International Travel Request - Aly - Jordan - 9-13 June 2024 [SEC-PROTECTED, CAVEAT-SH.CABINET]
Date: Thursday, 6 June 2024 4:13:00 PM
Attachments: image003.png

~~PROTECTED//CABINET~~

Hi s 22(1)(a)(ii),

Please see below for our advice on Minister Aly's travel to Jordan.

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Adviser

Middle East, Africa and Multilateral Policy | International Division
 Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Thursday, 6 June 2024 3:52 PM

To: s 47E(d) @pmc.gov.au; s 47E(d)

@pmc.gov.au

Cc: Ministerial Travel <MinTravel@pmc.gov.au>

Subject: URGENT: Ministerial International Travel Request - Aly - Jordan - 9-13 June 2024

[SEC-PROTECTED, CAVEAT-SH.CABINET]

Importance: High

~~PROTECTED//CABINET~~

Hi teams

Please see below a request for advice on Minister Aly's travel to Jordan.

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due 9am Friday 7 June 2024.

Approval is being sought for Minister Aly to travel to Jordan from 9 to 13 June 2024.

-

Instructions:

- Advice should be emailed to MinTravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.

International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.

- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](#)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes – PM&C supports the Minister attending the Call for Action: Urgent Humanitarian Response for Gaza conference in Jordan. The ongoing Hamas-Israel conflict has impacts for Australia's domestic social cohesion and international security. The Government has committed \$41 million in humanitarian assistance for the conflict and the Government has a direct interest in the discussions taking place in Jordan.

2. Does the travel align with Australia's strategic priorities? -

Yes.

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

N/A

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

We note that the conference is scheduled for 11 June – it is not clear what the Minister's itinerary is for 12 June prior to her departure in the evening. ^{s 47E(d)}

Kind regards,

^{s 22(1)(a)(i)}

^{s 22(1)(a)(ii)}

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. ^{s 22(1)(a)(ii)} | e. ^{s 22(1)(a)(ii)} [@pmc.gov.au](mailto:pmc.gov.au) | w. pmc.gov.au

^{s 22(1)(a)(ii)}



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 47E(d)
To: Ministerial Travel
Cc: s 47E(d)
Subject: RE: URGENT: Ministerial International Travel Request - Aly - Jordan - 9-13 June 2024 [SEC-PROTECTED, CAVEAT-SH: CABINET]
Date: Thursday, 6 June 2024 4:01:22 PM
Attachments: Ministerial International Travel Request Form - v230322 - ALY 2024-06-06.dotx
image003.jpg
image004.png
image006.jpg
image007.png
image002.png

~~PROTECTED//CABINET~~

Hi s 22(1)(a)(ii)

s 47C

- s 47C
 - s 34(2)
 - s 47C s 34(2) s 47C s 34(2)
 - s 47C s 34(2)
 - s 47C

s 47C s 34(2) , s 47C s 47C

Let me know if you need any additional information.

Kind regards,

s 22(1)(a)(ii)
s 47E(d) | Cabinet Division
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
s 47E(d) | s 22(1)(a)(ii) @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: [Ministerial Travel](#)
To: s 22(1)(a)(ii) ; s 47E(d)
Cc: [Ministerial Travel](#)
Subject: URGENT: Ministerial International Travel Request - Aly - Jordan - 9-13 June 2024 ~~SEC-PROTECTED, CAVEAT-SH-CABINET~~
Date: Thursday, 6 June 2024 3:52:28 PM
Attachments: [Ministerial International Travel Request Form - v230322 - ALY 2024-06-06.dotx](#)
[image002.png](#)
Importance: High

~~PROTECTED//CABINET~~

Hi teams

Please see below a request for advice on Minister Aly's travel to Jordan.

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due 9am Friday 7 June 2024.

Approval is being sought for Minister Aly to travel to Jordan from 9 to 13 June 2024.

-

Instructions:

- Advice should be emailed to MinTravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.
- International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](#)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes / No [Please provide details/reasons.]

2. Does the travel align with Australia's strategic priorities? -

Yes / No [Please provide details.]

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

Yes / No [Please provide details if answered yes.]

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

Yes / No *[Please provide details if answered yes.]*

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e s 22(1)(a)(ii) [@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au) | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Ministerial International Travel Request Form

- This form is submitted to the Departmental Liaison Officer in the Prime Minister's Office with associated documents a **minimum of three** weeks prior to the proposed departure date.
 - Failure to meet this timeframe may mean that a Minister's international travel request is not approved.
 - The Chief of Staff to the Minister making this request is responsible for the accuracy of this form and makes this travel request on behalf of their Minister.
 - The Chief of Staff should send this form to the PMO DLO, or be cc'd in the email.
 - The templates attached should be used for all submissions.
- Please read the [Ministerial International Travel Guidelines \(the Guidelines\)](#) before completing this form.
- Travel approval is required **before**:
 - A Minister's participation in international engagements can be confirmed with third parties.
 - Media can be briefed on intended international travel / engagements.
- International travel on sitting days is not typically approved. Written confirmation from the Leader of the House or Chief Government Whip in the Senate is required when submitting this request.

<p>Minister: The Hon Anne Aly, Minister for Early Childhood Education and Youth</p> <p>Is the minister travelling on behalf of another Minister? Yes</p> <p>If yes, who: Senator the Hon Penny Wong, Minister for Foreign Affairs</p>	<p>The Minister intends to depart Australia on: 9/06/2024 12:00 AM</p> <p>And return to Australia on: 13/06/2024 12:00 AM</p>
<p>Destination Country/ies: Jordan</p> <p>Choose an item. Choose an item. Choose an item. Choose an item.</p>	<p>Method of Travel: Commercial</p> <p>If SPA is selected, has the Department of Defence been consulted regarding cost and availability? Choose an item.</p>
<p>Key events and essential purpose of the travel: Purpose of the travel is to attend the emergency international conference <i>Call to Action: Urgent Humanitarian Response for Gaza Conference</i> co-hosted by Egypt, Joran and the UN.</p>	
<p>Estimated total costs: \$32658</p>	
<p>Class of travel</p> <p>Are the selected flights business class or lower? Yes</p> <p>If not, please provide a reason:</p>	

Hotel rooms

Have standard rooms (or equivalent) been selected? **Yes**

If you're quote does not indicate 'standard room', please provide a reason: **Chose lowest-cost accommodation option at hotel suggested by conference organisers**

Are there any sensitivities/risks associated with this travel? *For example, the timing of this visit coincides with X announcement...*

Hospitality

Has the Minister been invited as a Guest of Government?

Yes

Is a hospitality package included in the request?

Yes

Hospitality received on a visit (e.g. accommodation provided by a host nation) is subject to the normal declaration of interests procedures for the House of Representatives and Senate.

Absences from Parliament

Will the Minister be absent from Parliament? **No**

A copy of an email approving your Minister's leave from Parliament must be provided with this request.

Absences from Cabinet/Ministry Meetings

s 47E(d)

s 47E(d)

s 34(2)

Acting Arrangements

The Hon Jason Clare, Minister for Education will act from 9/06/2024 to 13/06/2024

Is an Instrument of Authorisation required? **No**

An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.

Assistant Ministers are not required to provide acting arrangements.

Typically, only Cabinet Ministers act for other Cabinet Ministers.

Accompanying (MoPS Act) staff

Typically, **only one MoPS staff member** travels overseas with Ministers.

Please provide the name and position of staff intending to travel with the Minister: s 22(1)(a)(ii),
s 22(1)(a)(ii)

If more than one MoPS staff member is requested: Please provide a reason why the additional staff member is required and why travelling Departmental / Post officials cannot provide the required support to the Minister.

Note - Departmental officials do not need to be listed. Departmental Liaison Officers do not typically undertake international travel with Ministers.

Pre-departure security briefing

Ministers and staff are required to attend a security briefing prior to departure. Please provide details of the official in your Department who will complete your pre-departure security briefing.

Official's name:	
Title	
Mobile:	
Email:	

Chief of Staff declaration:

- ☒ I have read and understood the Ministerial International Travel Guidelines.
- ☒ I understand that the Minister's attendance / participation in engagements listed in this application cannot be confirmed with third parties until travel approval has been provided.
- ☒ I confirm that the most cost effective proposal has been put forward in line with the requirements and principles of the *Parliamentary Business Resources Act 2017* and associated Regulations.
- ☒ A full itinerary/program has been provided using the template below with key meetings confirmed.
- ☒ All costings have been provided using the template provided below.
- ☒ I have scheduled a pre-departure security briefing for my Minister and accompanying staff.
- ☐ **For Minister's planning to travel on Sitting Days:** I have attached authorisation for my Minister's leave from Parliament.
- ☐ **For Offices of Assistant Minister's only:** I have attached an email from the Chief-of-Staff for the relevant Cabinet Minister supporting this travel.

Name: s 22(1)(a)(ii)

Position: s 22(1)(a)(ii)

Date: 6/06/2024

Email: s 22(1)(a)(ii)@education.gov.au

Phone: s 22(1)(a)(ii)

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
FLIGHT ITINERARY

Local Time Sunday, 9, June

2245 Depart PER on QR901 [Delegate(s)]

Monday, 10, June

0930 Arrive AMM on QR6100

1000 **Tuesday, 11, June**

Call for Action: Urgent Humanitarian Response for Gaza conference

1810 **Wednesday, 12, June**

Depart AMM on EK904

Thursday, 13, June

1735 Arrive PER on EK420

Note: Flight details may be incorporated into the draft program. Transit locations should be included.

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
COST ESTIMATES

ITEM	ESTIMATE (AUD)
Air Fares - Commercial	
[Minister] (Business)	\$15404
[Staff member] (Business)	\$15404
	\$30808
Ground transport	
[hire cars]	\$(Cost)
[train]	\$(Cost)
	\$(Sub-total cost)
Accommodation*	
Sweimeh	
s 47E(d)	
[Minister] [2 nights] [JOD150/night]	\$725 [Room type – Standard room]
[Staff member] [2 nights]	\$725 [Room type – Standard room]
[JOD150/night]	
	\$1450
Meals and incidentals	
[Minister]	\$200
[Staff member]	\$200
	\$400
TOTAL	\$32658

VISIT BY MINISTER TO JORDAN
9 JUNE, 2024 TO 13 JUNE, 2024
PROGRAM

Local Time	JUNE 11, 2024
	<p>10:00 Arrival</p> <p>10:30-10:45 Opening for Working Groups Session with remarks by His Excellency Deputy Prime Minister and Minister of Foreign Affairs & Expatriates of Jordan Ayman Safadi; His Excellency Minister of Foreign Affairs of Egypt Sameh Shoukry; UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.</p> <p>10:45-12:15 Working Groups Session</p> <ul style="list-style-type: none"> • Working Group Session 1: “Supplies of Humanitarian Assistance into Gaza commensurate to the humanitarian needs”. • Working Group Session 2: “Overcoming challenges to the delivery of Humanitarian assistance and the protection of civilians in Gaza”. • Working Group Session 3: “Early Recovery Priorities”. <p>13:30 Plenary Session with remarks by His Majesty King Abdullah II of Jordan; His Excellency President Abdel Fatah el-Sisi of Egypt; His Excellency United Nations Secretary-General António Guterres .</p> <p>Briefing on the Working Groups Session Outcomes by UN Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator Martin Griffiths.</p> <p>Speeches by Heads of States and Governments.</p> <p>Speeches by other Heads of Delegations.</p> <p>17:30 End of Plenary Session</p>

NOTE: This form should not be signed until the travel request has been approved



Instrument of Authorisation

I, [NAME OF MINISTER], Minister for xxx, acting in accordance with sections 19 and 34AAB of the *Acts Interpretation Act 1901*, and all other powers thereunto enabling, as the case requires, hereby authorise [NAME OF ACTING MINISTER], Minister for xxx, to exercise, on my behalf, all my powers and functions, including powers and functions conferred on me by any law of the Commonwealth.

This instrument commences on [date] and ceases to have effect at the end of [date].

Dated

[Name]

Minister for xxx
