

Maude, Richard

From: [REDACTED] s47F [REDACTED] s22
Sent: Thursday, 20 January 2011 10:03 PM
To: Diana Nelson; Maude, Richard
Cc: Bernadette Smith
Subject: Re: ANZAC Day [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED

Richard, yes KR is keen on VB, and plans to go on to Germany for the next meet of the cross regional disarmament initiative. P

From: Diana Nelson
Sent: 20/01/2011 08:16 PM ZE10
To: "Maude, Richard" [REDACTED] s47F Philip Green [REDACTED] s22
Subject: Re: ANZAC Day [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED

Richard its pencilled in but I'm unsure of current status. Can I get back to you tomorrow? Dn

From: "Maude, Richard" [REDACTED] s47F [REDACTED] s22
Sent: 20/01/2011 08:07 PM ZE11
To: Diana Nelson
Subject: ANZAC Day [SEC=UNCLASSIFIED]

Diana

I have a vague recollection of someone telling me Mr Rudd would like to be in France (VB) for ANZAC Day. Are you able to confirm?

Richard Maude
Senior Adviser, International
Office of the Prime Minister
[REDACTED] s47F [REDACTED] s22

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Maude, Richard

From: [REDACTED] s47F s22
Sent: Tuesday, 15 February 2011 12:01 PM
To: Maude, Richard; Thompson, George
Cc: Bernadette Smith; Rebecca Barton; Diana Nelson
Subject: Rudd Travel - Brussels 23 February [SEC=UNCLASSIFIED]

George

s33 [REDACTED] s22
[REDACTED]
[REDACTED] s22

Could I ask for your approval:
a) in principle for this travel - we will of course get you a formal letter asap, but I think we need to get the cart moving.

s22 [REDACTED]

Kind regards

Philip



Philip Green
Chief of Staff
Office of the Hon Kevin Rudd MP
Minister for Foreign Affairs
s47F s22
[REDACTED]

Maude, Richard

From: [REDACTED] s22
Sent: Saturday, 5 March 2011 3:20 PM
To: Thompson, George
Cc: [REDACTED] s47F Maude, Richard
Subject: Change to travel [SEC=UNCLASSIFIED]

Classification: UNCLASSIFIED

George, I wanted to let you know that,

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I'll ask Bernadette to get to you a precise new schedule as soon as we have it. P

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-----Original Message-----

From: [REDACTED] s47F [REDACTED] s47F

s22

Sent: Wednesday, 30 March 2011 2:30 PM

To: Tuohy, Lauren; Maude, Richard

Subject: Letter on travel [SEC=UNCLASSIFIED]

Just to let you know we are in close stages of finalising a letter seeking approval for travel in April.

12th April depart

13th April Vietnam

14th April Berlin for NATO ISAF component

Home via Tel Aviv and Ramallah

Kate and myself hope to be travelling with the Minister.

Sorry for lateness.

RB

Rebecca Barton

Office of the Hon Kevin Rudd MP

Minister for Foreign Affairs

s47F

s22

Maude, Richard

From: Maude, Richard
Sent: Monday, 11 April 2011 8:03 PM
To: [REDACTED]
Subject: RE: Minister Rudd's Travel [SEC=UNCLASSIFIED]

Security Classification: UNCLASSIFIED

Many thanks

Richard Maude | Senior Adviser, International | Office of the Prime Minister
t: +61 (0)2 6277 7700 | www.pm.gov.au

[REDACTED] [REDACTED]

From: [REDACTED]
Sent: Monday, 11 April 2011 7:57 PM
To: Maude, Richard
Cc: Philip Green; [REDACTED]
Subject: Minister Rudd's Travel [SEC=UNCLASSIFIED]

Hi Richard

Please find attached the Minister's travel plans for the next few weeks.

Rebecca will be sending you more specific details of the first trip shortly.

Kind regards

Jess

Jessica Bukowski
Executive Assistant
The Hon Kevin Rudd MP
Minister for Foreign Affairs

[REDACTED]

s22



s47F

s22

From: Philip Green
Sent: Friday, 8 April 2011 1:14 PM
To: Thompson, George
Subject: s47F

s22

s47F



I'd be glad for your views on this. I am happy to put in a more formal request when I have more details, as you require.

Philip

s22



7
Maude, Richard

From: Philip Green [s47F] [s22]
Sent: Thursday, 28 April 2011 8:32 PM
To: Thompson, George; Hubbard, Ben; Philip Green; Maude, Richard
Subject: Kevin Rudd's travel

Dear George [s22]

I am writing to put on your radar a possible change to KR's travel plans for this visit. [s33]
[s33] If this happens, he would propose to attend, subject to your concurrence.

[s33] [s22]
[s33] I am told that they will cost around \$4,000 in total, and will probably net some saving by doing less by commercial aircraft.

I am deliberately getting in touch with you as early as possible on this [s33] [s22]
[s33] so that we have as much time as possible to settle arrangements.

I will be in touch more formally, [s33] [s22]

Kind regards

Philip

Maude, Richard

s47F

s22

From: Philip Green
Sent: Friday, 29 April 2011 9:37 AM
To: Thompson, George; Hubbard, Ben; Bernadette Smith; Maude, Richard; Philip Green; peter sawczak
Subject: Kevin Rudd's travel

Dear George

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[Redacted]

s33 The total cost s33 will be in the order of \$9,900 - which will probably be offset to some extent by a lower cost for commercial services for Mr Rudd and party.

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[Redacted]

I would be grateful if, given these factors, the proposed alterations to Mr Rudd's travel could be approved.

I will ask Bernadette to send you a) the actual itinerary and costs b) what offsets for the charter there are from the reduction in commercial legs and c) the nature of the aircraft proposed to be used for the charter.

Please do not hesitate to ask Bernadette for more information if you require it.

s47F

s47F

s22

Kind regards

Philip

Maude, Richard

From: Maude, Richard
Sent: Friday, 20 May 2011 10:06 PM
To: Philip Green s47F
Cc: Lynne Ashpole; s33
Subject: s33

s22

Philip

I don't see any problems, but I've copied this to George Thompson in case he has a view.

RM

Thnks

RM

Richard Maude
 Senior Adviser, International | Office of the Prime Minister

 IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

This message has been sent from a mobile device.

----- Original Message -----

From: s47F
To: Maude, Richard
Cc: Lynne Ashpole; Jennifer Mason s47F
Sent: Fri May 20 22:00:13 2011
Subject: s33

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Classification: UNCLASSIFIED

Richard, as I think you are aware, KR is doing China econ/business speech in Guangzhou on Sunday. I will have Jen send you the draft if you don't have it yet. He will also be doing a lunch with Oz business.

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Pls let me know if u see any problem with that.



Australian Government
Department of Foreign Affairs and Trade

Ms Amanda Lampe
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Ms Lampe

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to Pakistan and the United States of America. Mr Rudd would depart Australia on Wednesday 15 September 2010 and return on Monday 27 September 2010.

It is proposed that, en route to the United States, Mr Rudd visit Australian civilian and military personnel currently deployed to Pakistan (Punjab province) in response to the recent devastating flooding. The one day visit will provide an early opportunity for Mr Rudd to convey the Australian Government's appreciation and support for the work being undertaken by the Australian Medical Task Force (AMTF), comprising specialist staff from AusAID, ADF and Australian state medical services, at a medical facility at Kot Addu in Punjab province, and to assess first-hand progress in providing Australian assistance for Pakistan-led flood relief and recovery efforts. A high-level visit at this time will also demonstrate Australia's strong commitment to the Pakistan Government and people and to sustained support to help Pakistan deal with the added, long term challenges arising from the flooding.

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It is proposed that Mr Rudd attend the High-level segment of the 65th session of the United Nations General Assembly (UNGA65) in New York from 19 to 25 September 2010. Mr Rudd would also attend a number of related high-level events, including the Millennium Development Goals Summit, the Biodiversity Summit, the High Level Review Meeting on the Mauritius Strategy on Small Island Developing States, the Commonwealth Foreign Ministers' Meeting, s33

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It is proposed that Mr Rudd be accompanied by Mr Philip Green, Chief of Staff and Mr Patrick Gorman, Adviser. I would be grateful for your approval for Mr Rudd to be accompanied by two advisers on this occasion given the breadth of issues to be covered in this visit.

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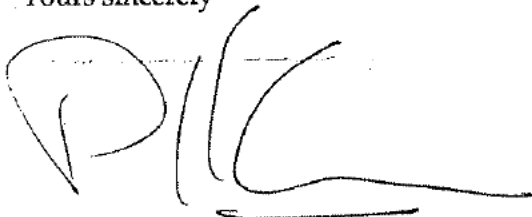
s37

An itinerary and cost estimates for the proposed travel are attached at A and B. A draft program is also provided at Attachment C. I confirm that the most cost effective arrangements have been sought for the proposed travel.

Dr Craig Emerson will be available from Wednesday 15 September to the evening of Saturday 18 September and Mr Robert McClelland will be available from then until Monday 27 September 2010 to act as Minister for Foreign Affairs during Mr Rudd's absence.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely



Philip Green
Chief of Staff to Mr Rudd



OFFICE OF THE PRIME MINISTER
CANBERRA

15 SEP 2010

Reference: B10/1057

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

Dear Mr Green

I refer to your correspondence received on 14 September 2010 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to Pakistan to visit deployed Australian civilian and military personnel, and to the United States to undertake a series of high-level discussions and attend the 65th session of United Nations General Assembly and related high-level events.

Mr Rudd's travel from 15 to 27 September 2010, accompanied by you and Mr Patrick Gorman, Adviser, has been approved. It is noted that the estimated cost of the visit is \$115,587, excluding the cost of RAAF travel.

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I am writing to the office of the Minister for Trade, the Hon Dr Craig Emerson MP, and to the office of the Attorney-General, the Hon Robert McClelland MP, to advise that it has been agreed that Dr Emerson act from 15 to 18 September and Mr McClelland from 19 to 27 September 2010 as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

As Mr McClelland has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Mr Rudd's statutory powers and functions while he is absent.

Yours sincerely

Amanda Lampe
Chief of Staff



OFFICE OF THE
MINISTER FOR FOREIGN AFFAIRS
PARLIAMENT HOUSE
CANBERRA ACT 2600

Ms Amanda Lampe
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

8 October 2010

Dear Ms Lampe

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to Japan, Belgium, the Holy See and Italy. Mr Rudd would depart Australia on the evening of Tuesday 12 October 2010 and return on the morning of Wednesday 20 October 2010.

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It is proposed that Mr Rudd attend the Canonisation of Blessed Mary MacKillop at Vatican City, and associated events organised by the Australian Catholic Church in Rome, over the period 16 to 18 October 2010. Mr Rudd will be accompanied by a small bipartisan delegation of senior Federal Parliamentarians. The canonisation will create Australia's first Catholic Saint, and recognise the contribution her order has made to the betterment of Australian society - particularly disadvantaged and Indigenous communities. The Australian

Government is providing significant financial and organisational support for this landmark event in Australia's history.

It is proposed that Mr Rudd be accompanied by Mr Philip Green, Chief of Staff and Ms Kate Sieper, Senior Media Adviser. I would be grateful for your approval for Mr Rudd to be accompanied by two advisers on this occasion given the breadth of issues to be covered in this visit.

I confirm that the most cost effective arrangements have been sought for the proposed travel. An itinerary and cost estimates for the proposed travel are attached at A and B. A draft program will be provided in due course.

Dr Emerson will be available from the evening of Tuesday 12 October to the morning of 20 October 2010 to act as Minister for Foreign Affairs during Mr Rudd's absence.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely



Philip Green
Chief of Staff



OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B10/1286

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

Dear Mr Green

I refer to your letter of 8 October 2010 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to Japan, Belgium and Italy. In Japan and Brussels Mr Rudd will undertake a series of high-level discussions. In Italy, Mr Rudd will head a bipartisan delegation and attend events at the Holy See surrounding the canonisation of Sister Mary MacKillop.

Mr Rudd's travel from 12 to 20 October 2010, accompanied by you and one other Adviser, has been approved, s22

s22 It is noted that the s22

estimated cost of the visit is \$78,228. s22

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I am writing to the office of the Minister for Trade, the Hon Dr Craig Emerson MP, to advise that it has been agreed that Dr Emerson act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

Yours sincerely

Amanda Lampe
Chief of Staff



OFFICE OF THE HON KEVIN RUDD MP

MINISTER FOR FOREIGN AFFAIRS
CANBERRA

Ms Amanda Lampe
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Ms Lampe

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to Japan (Yokohama). Mr Rudd proposes to depart Australia on the evening of Tuesday 9 November and return on the morning of Friday 12 November 2010.

Mr Rudd proposes to attend the 22nd APEC Ministerial Meeting (AMM) in Yokohama on 10-11 November. The AMM, comprising Foreign and Trade Ministers from all 21 APEC economies, will take place shortly before the 18th APEC Economic Leaders' Meeting.

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It is proposed that Mr Rudd be accompanied by Ms Diana Nelson, Senior Adviser and Ms Ranya Alkadamari, Media, Adviser. I would be grateful for your approval for Mr Rudd to be accompanied by two advisers on this occasion given the breadth of issues to be covered in this visit.

I confirm that the most cost effective arrangements have been sought for the proposed travel. s33

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An itinerary and cost estimates for the proposed travel are attached at A and B. A draft program is also provided at Attachment C.

WITHDRAWN - TRIP CANCELLED DUE TO ILL HEALTH



OFFICE OF THE HON KEVIN RUDD MP

MINISTER FOR FOREIGN AFFAIRS
CANBERRA

The Attorney-General, Mr McClelland, will be available from Tuesday 9 November to Friday 12 November 2010 to act as Minister for Foreign Affairs during Mr Rudd's absence.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'Philip Green'.

Philip Green
Chief of Staff



THE HON KEVIN RUDD MP

MINISTER FOR FOREIGN AFFAIRS
CANBERRA

Ms Amanda Lampe
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Ms Lampe

Amanda

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to the United Arab Emirates, Kazakhstan and Bahrain. Mr Rudd proposes to depart Australia on the evening of Monday 29 November and return on the morning of Monday 6 December 2010.

Mr Rudd has been invited to the World Economic Forum (WEF) Summit on the Global Agenda, to be held in Dubai from 29 November to 1 December. s33

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Mr Rudd would visit Bahrain from 3 to 4 December to attend the International Institute for Strategic Studies' 7th Manama Dialogue. The Manama Dialogue is a significant forum on regional security issues and Mr Rudd has been invited to speak on Asia and the Region. s33

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It is proposed that Mr Rudd be accompanied by Ms Diana Nelson, Senior Advisor and Ms Kate Sieper. I would be grateful for your approval for Mr Rudd to be accompanied by two advisers on this occasion given the breadth of issues to be covered in this visit.

I confirm that the most cost effective arrangements have been sought for the proposed travel. s33

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An itinerary and cost estimates for the proposed travel are attached at A and B. A draft program is also provided at Attachment C.

The Honourable Robert McClelland MP will be available from Monday 29 November to the morning of Monday 6 December 2010 to act as Minister for Foreign Affairs during Mr Rudd's absence.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely



Philip Green
Chief of Staff



16

OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B10/1685

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

25 NOV 2010

Dear Mr Green

I refer to your letter received on 23 November 2010 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to the United Arab Emirates, Kazakhstan and Bahrain. Mr Rudd will attend the World Economic Forum Summit on the Global Agenda in Dubai, the Organisation for Security and Cooperation in Europe Summit in Astana and the International Institute for Strategic Studies' 7th Manama Dialogue in Bahrain.

Mr Rudd's travel from 29 November to 6 December 2010, accompanied by Ms Diana Nelson, Senior Adviser, and Ms Kate Sieper, Press Secretary, has been approved. It is noted that the estimated cost of the visit is \$58,745. s34 s22

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I am writing to the office of the Attorney-General, the Hon Robert McClelland MP, to advise that it has been agreed that Mr McClelland act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

As Mr McClelland has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Mr Rudd's statutory powers and functions while he is absent.

Yours sincerely

Amanda Lampe
Chief of Staff



OFFICE OF THE HON KEVIN RUDD MP

MINISTER FOR FOREIGN AFFAIRS
CANBERRA

Mr Ben Hubbard
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Mr Hubbard

Ben,

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to New Zealand. Mr Rudd proposes to depart Australia on the morning of Friday 25 March and return to Australia on the afternoon of Saturday 26 March 2011.

The focus of Mr Rudd's visit to New Zealand would be the biannual Australia New Zealand Foreign Ministers' Meeting (FMM), to be hosted by New Zealand, following NZ Foreign Minister McCully's visit to Australia for the FMM in November 2010. s33

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It is proposed that Mr Rudd be accompanied by two advisers on the visit on this occasion given the breadth of issues to be covered in this visit.

I confirm that the most cost effective arrangements have been sought for the proposed travel. An itinerary and cost estimates for the proposed travel are attached at A, B and C. A draft program is also provided at Attachment D.

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The Hon Dr Craig Emerson MP, Minister for Trade, will act as Minister for Foreign Affairs during Minister Rudd's absence. Acting arrangements will be in place from the morning of Friday 25 March until the afternoon of Saturday 26 March.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Green', with a horizontal line drawn underneath.

Philip Green
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/669

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

23 MAR 2011

Dear Mr Green 

I refer to correspondence received on 21 March 2011 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to New Zealand to attend the biannual Australia New Zealand Foreign Ministers' Meeting.

Mr Rudd's travel from 25 to 26 March 2011, accompanied by an Adviser, has been approved. It is noted that the estimated cost of the visit is \$11,978.

It has been agreed that the Minister for Trade, the Hon Dr Craig Emerson MP, will act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

A copy of this letter has been forwarded to Dr Emerson's office for information.

Yours sincerely

A large, stylized handwritten signature in black ink.

Ben Hubbard
Chief of Staff



OFFICE OF THE HON KEVIN RUDD MP

MINISTER FOR FOREIGN AFFAIRS
CANBERRA

Mr Ben Hubbard
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Mr Hubbard

Ben

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to Thailand (Bangkok), Finland (Helsinki), Sweden (Stockholm), Norway (Oslo) and China (Guangzhou). Mr Rudd proposes to depart Australia on the evening of Friday 13 May and return to Australia on the morning of Monday 23 May 2011.

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It is proposed that Mr Rudd be accompanied by Philip Green, Chief of Staff and Ms Ranya Alkadamani, Adviser.

I confirm that the most cost effective arrangements have been sought for the proposed travel. s33

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s37 An itinerary and cost estimates for the proposed travel are attached at A and B. A draft program is also provided at Attachment C.

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The Attorney General, Hon Robert McClelland, has confirmed that he would be able to act as Minister for Foreign Affairs in Mr Rudd's absence.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely



Philip Green
Chief of Staff

12 v 2011



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/1126

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

12 MAY 2011

Dear Mr Green

I refer to your letter of 12 May 2011 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to Thailand, Finland, Sweden, Norway and China to undertake a series of high-level meetings, attend the UN High-Level Panel on Global Sustainability, participate in the Global Sustainability Panel Nobel Laureates Symposium and address the Guangdong University for Foreign Affairs.

Mr Rudd's travel from 13 to 23 May 2011, accompanied by you and Ms Ranya Alkadamani, Adviser, has been approved. It is noted that the estimated cost of the visit is \$77,607. In relation to accommodation costs, you should make every effort to ensure that costs are kept to an acceptable minimum. It is noted that Mr Rudd will be absent from Community Cabinet scheduled for 19 May 2011. It is further noted that Mr Rudd has agreed to act as the Minister for Trade from 23 May to 3 June 2011.

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to emb@finance.gov.au. You should also keep this office informed in the event of any change.

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It has been agreed that the Attorney-General, the Hon Robert McClelland MP, will act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

As Mr McClelland has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Mr Rudd's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to Mr McClelland's office for information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ben Hubbard', with a long horizontal flourish extending to the right.

Ben Hubbard
Chief of Staff



OFFICE OF THE HON KEVIN RUDD MP

MINISTER FOR FOREIGN AFFAIRS
CANBERRA

Mr Ben Hubbard
Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Mr Hubbard

Ben,

I am writing to seek the Prime Minister's approval for Mr Rudd to travel to Hungary (Budapest), the United States of America (New York), the United Arab Emirates (Abu Dhabi) and the United Kingdom (London). Mr Rudd proposes to depart Australia on Saturday 4 June and return to Australia on the morning of Tuesday 14 June 2011.

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It is proposed that Mr Rudd be accompanied by Ms Kate Sieper, Senior Media Adviser and myself for the visit. I would be grateful for your approval for Mr Rudd to be accompanied by two advisers on all legs of the visit on this occasion given the breadth of issues to be covered in this visit. In addition I seek approval to travel from Australia to Hungary separately from the Minister, departing Australia one day later.

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I regret that, at the time of writing, the precise itinerary for New York and Abu Dhabi remains unclear. s33

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The timing of the

journey between New York and Abu Dhabi will be tight.

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If the latter option is chosen, the use of this aircraft would be declared in the usual way.

I confirm that the most cost effective arrangements have been sought for the proposed travel. An itinerary and cost estimates for the proposed travel are attached at A and B.

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A draft program is also provided at Attachment C.

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Details will be provided in due course.

I note that the letter of 20 December 2010 from Ms Amanda Lampe, former Chief of Staff, Office of the Prime Minister advised that the Prime Minister had given in-principle approval for Mr Rudd to travel to Hungary (visit number 13).

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The Minister for Trade, Dr Emerson, will be available to act as Minister for Foreign Affairs from Saturday 4 June to the morning of Tuesday 14 June 2011.

I would be grateful if you could obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely



Philip Green
Chief of Staff

24 2011



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/1346

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

3 JUN 2011

Dear Mr ~~Green~~ *Philip*

I refer to your letter dated 2 June 2011 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to Hungary, the United States, the United Arab Emirates and the United Kingdom to attend the ASEM 10th Foreign Ministers' Meeting, the Contact Group on Libya, the opening of the GAVI Pledging Conference and lead Australia's delegation to the UN High Level Meeting on HIV/AIDS.

Mr Rudd's travel from 4 to 14 June 2011, accompanied by you and Ms Kate Sieper, Senior Media Adviser, has been approved. Approval has also been given for you to travel to Hungary independently of the Minister. It is noted that the estimated cost of the visit is \$102,863. Approval for use of an SPA has not been given. s34

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In the event that the nominated staff members are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff members who will accompany the Minister. Email advice should be sent to emb@finance.gov.au. You should also keep this office informed in the event of any change.

Approval has also been given for Senator Louise Pratt, Senator for Western Australia, to represent parliamentarians at the UN High Level Meeting on HIV/AIDS in New York from 6 to 13 June 2011. Senator Pratt would be travelling under Regulation 3C of the Parliamentary Entitlements Regulations 1997.

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It has been agreed that the Minister for Trade, the Hon Dr Craig Emerson MP, will act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

A copy of this letter has been forwarded to Dr Emerson's office for information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'BH' followed by a long horizontal stroke.

Ben Hubbard
Chief of Staff