

s 22

OFFICIAL: Sensitive

From: s 22

Sent: Friday, June 7, 2024 11:27 AM

To: s 22

Cc: s 22

Subject: RE: Security Clearance [SEC=OFFICIAL:Sensitive]

Hi s 22

We understand the Minister has an office in Perth, details below:

Exchange Tower 2 the Esplanade Perth WA 6000

Contact details: (08) 9260 5000 mps-wa@finance.gov.au

Office hours: 8:30am–5pm (Monday to Friday)

Accessible access is through the building's main entrance on Sherwood Court.

s 47E(d)

s 47E(d)

Thanks

s
22

Security and Business Continuity Team
Phone s 22

A close up of a blue and orange background Description automatically generated

The Department of Education acknowledges the Traditional Owners and Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past and present.

The artwork *Guwanyi wingara yirabana* is our story. It means 'learning journey' in Dharug/Darug language. Designed by Trevor Eastwood from Dalmarri with our people, the artwork was made by many hands in a powerful gesture showcasing reconciliation in action.

From: s 22 s 22
Sent: Friday, June 7, 2024 11:08 AM
To: s 22
Cc: s 22
Subject: RE: Security Clearance [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

Thanks s 22

Our Security team will work with these parameters.

s 47E(d)

Kind regards,
s
22

s 22 | Ministerial Liaison and Support (MEL)
Cabinet, Ministerial and Parliamentary Branch (CXB) | Executive Division (EXD)
Department of Foreign Affairs and Trade
P s 22 | M s 22

I work remotely each Thursday. Please contact me on the mobile number above or via Microsoft Teams.

OFFICIAL: Sensitive

From: s 22
Sent: Friday, June 7, 2024 11:00 AM
To: s 22
Cc: s 22
Subject: RE: Security Clearance [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22

Members of Parliament are not required to hold a security clearance and I confirm that s 47F(1)

Many thanks

s 22

s 22

Security and Business Continuity Team
Phone s 22

A close up of a blue and orange background? ? Description automatically generated

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OFFICIAL: Sensitive

From: s 22
Sent: Friday, June 7, 2024 10:30 AM

To: s 22 <s 22
Subject: Security Clearance [SEC=OFFICIAL:Sensitive]

You don't often get email from s 22 . [Learn why this is important](#)

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

Hello s 22 ,

I have been trying to contact you or your colleague to ascertain what security clearance the Minister Aly and s 47F(1) may have.

Is this something you can look at for me?

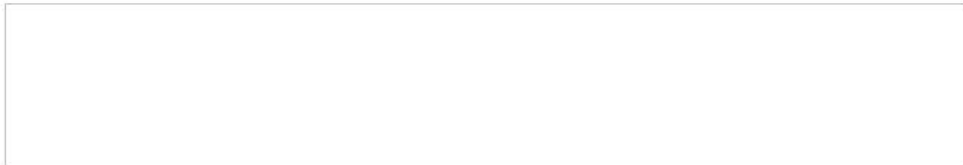
If they have NV1 and above, they can receive hard copy briefings.

Grateful for advice.

Kind regards,
s
22

s 22 | Ministerial Liaison and Support (MEL)
Cabinet, Ministerial and Parliamentary Branch (CXB) | Executive Division (EXD)
Department of Foreign Affairs and Trade
P s 22 | M s 22

I work remotely each Thursday. Please contact me on the mobile number above or via Microsoft Teams.



© Brooke Rigney-Lively (2024)

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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.

s 33(b)

s 33(b)

s 33(b)

s 33(b); 47(E)(d)

s 33(b)

s 22

OFFICIAL: Sensitive

From: s 22

Sent: Thursday, June 6, 2024 5:34 PM

To: s 22

Cc: s 22 s 22

s 22 ; s 22

Subject: RE: heads up Minister Aly likely overseas travel [SEC=OFFICIAL]

Hi all

I just got off the phone to s 22 (s 22) in DFAT who is coordinating travel and briefing arrangements for Min Aly s 47E(d)

s 47E(d)

Many thanks

s
22

Security and Business Continuity Team

Phone s 22

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From: s 22

Sent: Thursday, June 6, 2024 5:03 PM

To: s 22

Cc: s 22

s 22

s 22

s 22

Subject: RE: heads up Minister Aly likely overseas travel [SEC=OFFICIAL]

Hi s 22

It would be great if someone from the team could attend the briefing. We would learn heaps from a DFAT travel briefing I am sure. A golden opportunity. But very happy with you making a call on what is humanly possible in terms of our current workload.

Cheers, s 22

s 22

s 22 , Security and Business Continuity team

Parliamentary, Audit and Risk Branch

Phone s 22

| Mobile s 22

From: s 22

Sent: Thursday, June 6, 2024 3:47 PM

To: s 22

Cc: s 22

s 22

s 22

; s 22

Subject: FW: heads up Minister Aly likely overseas travel [SEC=OFFICIAL]

Hi s 22

s 22 has been on the phone to s 22 from MO to check if Min Aly is receiving a security travel briefing for her trip to Jordan.

s 22 has advised Min Aly is attending an international conference obo Minister Wong and for this reason DFAT are taking the lead on briefings and scheduling them for tomorrow.

s 22 doesn't have any further details on the briefings at this stage but is checking to see if they include a security travel component and will get back to us soon.

Will provide an update to you when we receive further info.

Thanks

s
22

Security and Business Continuity Team
Phone s 22

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From: s 47E(d)

Sent: Thursday, June 6, 2024 12:20 PM

To: s 22

Cc: s 22

Subject: FW: heads up Minister Aly likely overseas travel

From: s 47E(d)

Sent: Thursday, June 6, 2024 11:00 AM

To: s 47E(d)

Cc: s 47E(d)

Subject: FW: heads up Minister Aly likely overseas travel

Hi team,

Could you please assist s 22 with her request below.

Thanks
s 22

s 22
s 22

Parliamentary Committee Inquiries and Ministerial Office Support
T: s 22 | E: s 22

From: s 47E(d)
Sent: Thursday, June 6, 2024 10:52 AM
To: s 47E(d) s 47E(d)
s 47E(d)
Cc: s 47E(d)
Subject: heads up Minister Aly likely overseas travel

hi folks

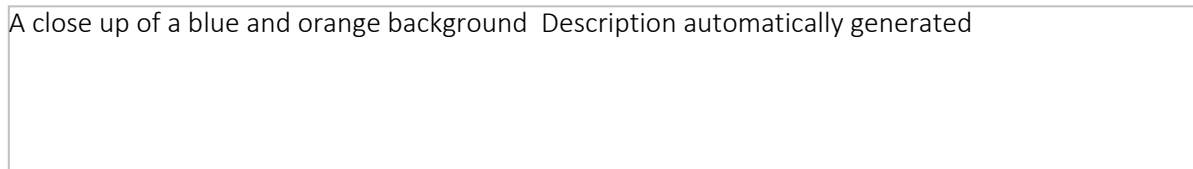
it looks like Minister Aly is going overseas to the middle east as part of a delegation, leaving on Sunday. I don't have details yet (dates, countries) but once I do, I'll fill in an international travel notification and forward details. I'm checking if she needs to take any departmental assets with her and trying to confirm if she needs a burner phone – but checking if DFA T can provide, as she flies back home to Perth this afternoon.

I've been asked by the office if the dept has a photo of her diplomatic passport? apparently they need to provide to DFAT. MO Support -can you advise?

Yindamara (respect),

s 22 (she/her)
s 22

Office of the Hon Dr Anne Aly MP
Minister for Early Childhood Education, Minister for Youth
Ngunnawal Country
Mobile s 22
[Website](#) | [LinkedIn](#) | [Instagram](#) | [Facebook](#) | [X](#) | [Newsroom](#)



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From: s 47E(d)
To: s 47E(d) ; s 22
Cc: s 22
Subject: FW: Minister Aly's travel [SEC=OFFICIAL]
Date: Thursday, 6 June 2024 1:12:35 PM
Attachments: [Call For Action Gaza Logistical Note English.pdf](#)
[Agenda.Gaza.Conference.Jun.PD.pdf](#)

hi folks

pls see below advice from s 22 re arrangements for Minister's travel. DFAT has suggested our MO section get in contact with their ministerial team to assist with arrangements. Can you please reach out and advise how I can assist?

I've cc'ed s 22 , who is Minister Aly's s 22 and s 22 .

Yindamara (respect),

s 22 (she/her)

s 22

Office of the Hon Dr Anne Aly MP
Minister for Early Childhood Education, Minister for Youth
Ngunnawal Country
Mobile s 22

From: s 22
Sent: Thursday, June 6, 2024 1:05 PM
To: s 22
Cc: s 22 s 22
s 22
Subject: RE: Minister's travel [SEC=OFFICIAL]

Hi s 22

I have started to go through the form, however I don't have answers to all those questions.

DFAT have suggested that said the Ministerial Support Section should contact their Ministerial team to assist with arrangements:

s 22 , s 22 | Ministerial Liaison and Support (MEL)
Cabinet, Ministerial and Parliamentary Branch (CXB) | Executive Division (EXD)
Department of Foreign Affairs and Trade
ps 22 | Ms 22

In particular to assist with logistics and working out accommodation and security briefing etc.

Cheers s 22

From: s 22
Sent: Thursday, June 6, 2024 11:53 AM
To: s 22
Cc: s 22
Subject: Minister's travel [SEC=OFFICIAL]

s 22

In support of the Ministers travel I need to complete an International Travel Notification Form, which requires travel dates, countries, and airport transits. When you get these details, can you please send on to me? s 22 and I spoke to IT and we have confirmed that the Minister cannot take her departmental iPad with her, but she can take the department-issued phone if she wishes to. IT is confirming that it is enabled for international roaming.

Yindamara (respect),

s 22 (she/her)

s 22

Office of the Hon Dr Anne Aly MP
Minister for Early Childhood Education, Minister for Youth
Ngunnawal Country
Mobile s 22

[Website](#) | [LinkedIn](#) | [Instagram](#) | [Facebook](#) | [X](#) | [Newsroom](#)

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From: s 22
To: s 47E(d)
Cc: s 22
Subject: FW: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]
Date: Thursday, 6 June 2024 1:42:09 PM
Attachments: [Agenda.Gaza.Conference.Jun.PD.pdf](#)
[Call For Action Gaza Logistical Note English.pdf](#)
[Working_Groups_Outline_04062024.pdf](#)
[1476.pdf](#)
[Ministerial International Travel Request Form - v230322.dotx](#)

hello lovely MO support folks

can someone pls call me to discuss logistics for the Minister's trip – has someone from the team touched based with DFAT per my previous email? also, it looks like dept needs to book flights for the Minister – it would be good to confirm if that is the case, then s 22 can tictac on proposed flights.

thanks

Yindamara (respect),

s 22 (she/her)

s 22

Office of the Hon Dr Anne Aly MP
Minister for Early Childhood Education, Minister for Youth
Ngunnawal Country
Mobile s 22

From: s 22
Sent: Thursday, June 6, 2024 1:36 PM
To: s 22
Cc: s 22
Subject: FW: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

Info and assist re hospitality would be great

From: s 22
Sent: Thursday, June 6, 2024 1:16 PM
To: s 22
Subject: FW: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

Hi s 22

Attached is the Travel Request for that I have started to populate but hoping you can add the proposed flights and check accommodate (s 47E(d)). I have asked the Dept to liaise with DFAT to get any info on logistics as we don't have a huge amount of info on the event.

From memory the Dept actually book the flights so we will also need to get them the proposed flight details.

Cheers s 22

From: s 22
Sent: Thursday, June 6, 2024 11:51 AM
To: s 22 ; s 22
s 22 ; s 22
Cc: s 22 >; s 22
s 22 >;
Subject: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

Some people who received this message don't often get email from s 22 . [Learn why this is important](#)

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OFFICIAL

Hi s 22

Writing to introduce you to:

- s 22 , Strategic Communications.
- s 22
- s 22 , s 47F
- s 22 , s 47F

Travelling party

We are hoping to confirm the travelling party asap. This is necessary to ensure we can get relevant travel requirements in place asap. It will make processes easiest if those travelling have passports here in Canberra. We can contact the Australian Passports office to issue new passports if necessary, but this will delay processes.

Once you have confirmed staffing, hoping you can provide full names and passport numbers.

Support

Minister Aly will be supported by post in Amman, including Australia’s Ambassador in Jordan, Bernard Lynch. Australia’s Humanitarian Coordinator, Beth Delaney, will also be there for the Conference on 11 June.

PMO travel approval form

s 22 has asked the Ministerial Liaison and Support Section in DFAT to draft the Travel Approval Form for the Prime Minister's consideration. We will get a draft through to you as soon as possible.

Flights

The conference commences at 10:00am on Tuesday 11 June, so we are aiming to have the travelling party on the ground from Monday 10 June. Looks like the best flight options from Perth depart late on night of Sunday 9 June 2024. We will ask DFAT to look at best flight options and will revert in the draft travel approval form for PMO.

Visas

Hoping your office can contact IPRO at lpro@aph.gov.au IPRO requesting advice on travel requirements, including Visas.

The Embassy in Jordan will also send a note to the Ministry of Foreign Affairs to indicate travellers to assist with processing of visas.

Media

s 22 will lead on pre-departure media. We are also happy to assist with communicating to stakeholders here in Australia.

-

If you can nominate your lead for these elements s 22 will liaise direct with them.

Cheers

s 22

s 22

Senator the Hon Penny Wong
Leader of the Government in the Senate
Minister for Foreign Affairs
Labor Senator for South Australia

E s 22

| P s 22

| P s 22

| M s 22

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: \$AUD</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>	

<p>Hotel rooms</p> <p>Have standard rooms (or equivalent) been selected? Yes</p> <p>If you're quote does not indicate 'standard room', please provide a reason:</p>	
<p>Are there any sensitivities/risks associated with this travel? For example, the timing of this visit coincides with X announcement...</p>	
<p>Hospitality</p> <p>Has the Minister been invited as a Guest of Government?</p> <p>Yes</p> <p>Is a hospitality package included in the request?</p> <p>Choose an item.</p> <p><i>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.</i></p>	
<p>Absences from Parliament</p> <p>Will the Minister be absent from Parliament? No</p> <p><i>A copy of an email approving your Minister's leave from Parliament must be provided with this request.</i></p>	<p>Absences from Cabinet/Ministry Meetings</p> <p>s 47C</p>
<p>Acting Arrangements</p> <p>The Hon Jason Clare, Minister for Education will act from 9/06/2024 to 13/06/2024</p> <p>Is an Instrument of Authorisation required? No</p> <p><i>An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.</i></p> <p><i>Assistant Ministers are not required to provide acting arrangements.</i></p> <p><i>Typically, only Cabinet Ministers act for other Cabinet Ministers.</i></p>	

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 47F(1), s 47F(1)

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
Position: s 22
Date: 6/06/2024

Email: s 22

Phone: s 22

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

Local Time [Sunday, 9, June]

[Time] Depart [City in Australia] on [Airline] [Flight] [Delegate(s)]

[DAY, DATE, MONTH]

[Time] Arrive [City] on [Airline] [Flight] [Delegate(s)]

[Time] [Meeting/Event]

[Time] Depart [City] on [Airline] [Flight] [Delegate(s)]

[DAY, DATE, MONTH]

[Time] Arrive [City in Australia] on [Airline] [Flight] [Delegate(s)]

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

**VISIT BY [MINISTER] TO [COUNTRY/S]
[DAY, MONTH, YEAR] TO [DAY, MONTH, YEAR]
COST ESTIMATES**

ITEM	ESTIMATE (AUD)
Air Fares - Commercial	
[Minister] ([Class of travel])	[\$Cost]
[Staff member] ([Class of travel])	[\$Cost]
	[\$Sub-total cost]
Ground transport	
[hire cars]	[\$Cost]
[train]	[\$Cost]
	[\$Sub-total cost]
Accommodation*	
[City]	
[Hotel]	
[Minister] [Nights] [Cost per night]	[\$Cost] [Room type – Standard room]
[Staff member] [Nights] [Cost per night]	[\$Cost] [Room type – Standard room]
[City]	
[Hotel]	
[Minister] [Nights] [Cost per night]	[\$Cost] [Room type]
[Staff member] [Nights] [Cost per night]	[\$Cost] [Room type]
*Accommodation quotes provided by post	
	[\$Sub-total cost]
	[\$Sub-total cost]
Meals and incidentals	
[Minister]	[\$Cost]
[Staff member]	[\$Cost]
	[\$Sub-total cost]
TOTAL	[\$Total cost]

VISIT BY [MINISTER] TO [COUNTRY]
[DAY, MONTH, YEAR] TO [DAY, MONTH, YEAR]
PROGRAM

Local Time	[Date]
	[detailed information on program arrangements]
Local Time	[Date]
	[detailed information on program arrangements]

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

From: s 47E(d)
To: s 47E(d) s 47E(d) s 47E(d)
Cc: s 47E(d)
Subject: RE: heads up Minister Aly likely overseas travel
Date: Thursday, 6 June 2024 4:49:58 PM

All – an update

I have confirmed Minister Aly's trip is from Sunday 9 June to Thursday 13 June. Her only destination is Jordan, she is leaving from Perth. The purpose of travel is to attend the emergency international conference *Call to Action: Urgent Humanitarian Response for Gaza Conference* co-hosted by Egypt, Jordan and the UN. She will be accompanied by s 47F(1) from her office, and a DFAT staffer.

The Minister is travelling on behalf of Senator the Hon Penny Wong, Minister for Foreign Affairs. The MO is working closely with DFAT and PMO to arrange the travel.

Yindamara (respect),

s 22 (she/her)

s 22

Office of the Hon Dr Anne Aly MP
Minister for Early Childhood Education, Minister for Youth
Ngunnawal Country
Mobile s 22

From: s 47E(d)
Sent: Thursday, June 6, 2024 11:00 AM
To: s 47E(d)
Cc: s 47E(d)
Subject: FW: heads up Minister Aly likely overseas travel

Hi team,

Could you please assist s 22 with her request below.

Thanks

s 22

s 22

Parliamentary Committee Inquiries and Ministerial Office Support

T: s 22 | E: s 22

From: s 47E(d)
Sent: Thursday, June 6, 2024 10:52 AM

To: s 47E(d) s 47E(d)
s 47E(d)
Cc: s 47E(d)
Subject: heads up Minister Aly likely overseas travel

hi folks

it looks like Minister Aly is going overseas to the middle east as part of a delegation, leaving on Sunday. I don't have details yet (dates, countries) but once I do, I'll fill in an international travel notification and forward details. I'm checking if she needs to take any departmental assets with her and trying to confirm if she needs a burner phone – but checking if DFA T can provide, as she flies back home to Perth this afternoon.

I've been asked by the office if the dept has a photo of her diplomatic passport? apparently they need to provide to DFAT. MO Support -can you advise?

Yindamara (respect),

s 22 (she/her)

s 22

Office of the Hon Dr Anne Aly MP
Minister for Early Childhood Education, Minister for Youth
Ngunnawal Country
Mobiles 22

[Website](#) | [LinkedIn](#) | [Instagram](#) | [Facebook](#) | [X](#) | [Newsroom](#)

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Requested Item

Number

RITM0308162

Protective Marking

SEC=OFFICIAL

Item

International Travel Notification Form

Assignment group

Request

REQ0307133

Assigned to

Requested for

s 22

Stage

Fulfillment

Opened

06/06/2024 16:43:05

Urgency

3 - Low

Opened by

s 22

State

Open

Service

Quantity

1

Configuration item

Due date

08/06/2024 16:43:05

Location

Estimated delivery

Watch list

s 22

Automation Next Step

Approval

Approved

Details

Short Description

Description

Requested for

s 22

Has your ASA (Agency Security Advisor), ITSA (Information Technology Security Advisor), CIO (Chief Information Officer) or CISO (Chief Information Security Officer) approved this travel?

Travel Details:

What is the main purpose of your trip?

official_work

Please provide details regarding which devices are approved

The provision of travel devices will be in accordance with DFAT provided security briefing and advice.

City/Regions

Country

From date

To date

Airport Transit

ICT Device Requests:

Are you intending to take departmental devices or connect into the network while overseas?

Do you require access to corporate email or RAS?

no

Do you require a work mobile phone with roaming enabled?

no

Do you already have a work mobile?

no

Please specify any further equipment requirements


this form is being completed for Minister Anne Aly. Minister Aly will be accompanied by one of her Office staff, s 47F(1) , who has been in discussion with Premier support regarding a burner phone and lapt op to support the Minister during the trip. s 22 is NOT joining the trip.

Please attach the PDMS minute

Terms and Conditions

Policy

I agree to keep any departmentally issued assets and services secure and use them in a manner that complies with the relevant international travel and security policies:




- [International Travel Security Guidelines](#) 
- [Security information and policies](#) 
- [Reporting International Travel Factsheet](#) 

I am aware that taking my departmentally issued devices such as laptop, mobile phone and tablet or accessing the department's network on any non-department issued devices while overseas is **not allowed** without approval from the CISO or their delegate.

Terms and Conditions

Policy

I agree to keep any departmentally issued assets and services secure and use them in a manner that complies with the relevant international travel and security policies:

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- [Security information and policies](#) 
- [Reporting International Travel Factsheet](#) 

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- [Security information and policies](#)
- [Reporting International Travel Factsheet](#)

I am aware that taking my departmentally issued devices such as laptop, mobile phone and tablet or accessing the department's network on any non-department issued devices while overseas is **not allowed** without approval from the CISO or their delegate.

I have read, understood, and agree to the Terms and Conditions

Branch Manager Approval

Manager approval

s 22

Notes

Watch list

s 22

Work notes list

Additional comments

07/06/2024 15:25:42 - s 22 (Additional comments)
 Good afternoon s 22 ,

Thank you for submitting the International Travel Notification Form for Minister Aly and s 47F(1) .

The provision of travel devices will be in accordance with DFAT provided security briefing and advice.

The request has been sent to the Premier Support Team who will be able to assist with the collection of travel devices and any further requirements.

Before departure, we recommend all travellers familiarise with the departments'[code]Acceptable Use of IT Policy[/code] and [code]Tips for Travelling Overseas with DEWR ICT Devices[/code].

Please let us know should these circumstances change.

Kind regards,
 s 22

Work notes

19/06/2024 11:36:53 - s 22 (Work notes)
 s 47E(d)
 s 47E(d)

07/06/2024 10:00:34 - s 22 (Work notes)
 s 47F(1) s 22 idd, roaming confirmed.
 Day pass does not apply in Jordan. Data is charged at \$2 per mb.
 TRN 1158 583 411

06/06/2024 16:44:41 - s 22 (Work notes)
 Approval Comment: Note it is not s 22 travelling.

Related Lists

Task SLAs (0)

Catalog Tasks (4)

Number	Priority	Status	Short Description	Assignment Group	Assigned to	Request Item	Requested for	Opened by	Closed by	Location	Due date	Quantity
SC TA SK 023 156 0	4	Closed	International Travel Notification - Premier Support - Jordan - Department of Education - Ministry & s 47F(1)	Premier Support		International Travel Notification Form	s 22				08/06/2024 14:16:43	1
SC TA SK 023 126 1	4	Closed	International Travel Notification - Cyber Governance and Education Review - Jordan - Department of Education	Cyber Governance and Education (50038226)	s 22	International Travel Notification Form	s 22				08/06/2024 14:16:43	1
SC TA SK 023 156 2	4	Closed	International Travel Notification - IT Security Services Review - Jordan - Department of Education	IT Security Services (50038317)	s 22	International Travel Notification Form	s 22				08/06/2024 14:16:43	1

Number	Priority	State	Short Description	Assignment group	Assigned to	Request Item	Requested for	Opened by	Closed by	Location	Due date	Quantity
SC TA SK 023 156 1	4 - L o w	Op en	International Travel Notification - EDU Protective Security Review - Jordan - Department of Education	EDU Protective Security		International Travel Notification Form	RE Q0 30 71 33	s 22			08/ 06/ 202 4 1 6:4 3:0 5	1

Approvers (1)

State	Approver	Comments	Created
Approved	s 22	06/06/2024 16:44:42 - s 22 (Comment s) Note it is not s 22 travelling.	06/06/2024 16:43:09

- Group approvals (0)
- Change Requests (0)
- Affected CIs (0)
- Task (0)

Tasks (4)

Number	Priority	State	Assignment group	Assigned to	Short Description	Task type	Location	Due date	Updated
SCT ASK0 2315 60	4 - Lo w	Clos ed C ompl ete	Premier Support		International Travel Notification - Premier Support - Jordan - Department of Education - Min Aly & s 47F(1)	Cat alog Tas k			19/06/ 2024 11:49: 49
SCT ASK0 2312 61	4 - Lo w	Clos ed C ompl ete	Cyber Governance and Education (50038226)	s 22	International Travel Notification - Cyber Governance and Education Review - Jordan - Department of Education	Cat alog Tas k			07/06/ 2024 15:27: 08
SCT	4 -	Clos	IT Security S	s 22	International Travel Notificati	Cat			07/06/

Number	Priority	State	Assignment group	Assigned to	Short Description	Task type	Location	Due date	Updated
ASK0231562	Low	Completed	Services (50038317)	s 22	on - IT Sec Ops Review - Jordan - Department of Education	Catalog Task			2024-06-13:16:13:45
SCTASK0231561	4 - Low	Open	EDU Protective Security		International Travel Notification - EDU Protective Security Review - Jordan - Department of Education	Catalog Task			19/06/2024 11:36:53

Universal Tasks (0)

WORKING GROUP I

Title: Supplies of Humanitarian Assistance into Gaza commensurate to the humanitarian needs

Time: From X pm to X pm - [1h30 min]

Location: Room X

Overall Objective:

- In light of the needs and financing asks per sector as articulated within the UN Flash Appeal, and with a perspective on the funding received so far, articulate minimum requirements for ensuring sustained, predictable and sufficient supplies of humanitarian assistance can reach into and throughout Gaza, via land and sea routes and in line with Security Council Resolution 2720 (2023).

Co-Facilitators: His Royal Highness Prince Rashid bin El Hassan, His Excellency Minister of Foreign Affairs Sameh Hassan Shoukry, and Senior Humanitarian and Reconstruction Coordinator for Gaza Sigrid Kaag.

Keynote Speakers: WFP Executive Director McCain: Jordan Hashemite Charity Organization (JHCO). Janez Lenarčič Commissioner for Crisis Management in the European Commission (TBC).

Expected Outcomes:

- Highlight the importance of the mechanism as mandated in Security Council Resolution/2720 (2023), in view of progress to date and steps needed for its full implementation, and the importance of ensuring conditions conducive to bringing UN personnel and equipment inside Gaza necessary for the operation of the mechanism.
- Reaffirm the critical role of the humanitarian organizations operating in Gaza under the UN leadership to identify needs and prioritize necessary humanitarian assistance, highlight priority funding requirements, in line with the UN Flash Appeal.
- Identify essential factors for establishing reliable and standardized measures and procedures that ensure a sustained flow of humanitarian aid across all parts of Gaza via all routes, including through effective coordination on necessary logistical needs, such as the minimum required number of trucks, sufficient warehouses, and the availability of adequate aid stockpiles in Gaza and concerned countries to sustain daily delivery of aid.
- Review funds allocated towards critical gaps and sectors, based on the revision of the specific needs and financing requirements per sector as outlined in the Flash Appeal.

Agenda – [1h30 min]:

1. **Introduction** - [10 min]
 - Welcome and opening remarks by the Facilitator.
2. **Keynote Speakers remarks up to 4 speakers** – [20 min max]
3. **Discussion** – [45 min]
 - Open floor for participants to discuss key issues, share insights, and propose solutions.
4. **Conclusion and wrap up** – [15 min]
 - Closing by the facilitator and summary of the main outcomes and recommendations.

Supporting Documents:

- Include relevant documents that participants should review before the session (i.e. FA, etc).

WORKING GROUP II

Title: Overcoming challenges to the delivery of Humanitarian assistance and the protection of civilians in Gaza

Time: From X pm to X pm [*1h30min*]

Location: Room X

Overall Objective:

- In line with previous calls for an immediate ceasefire and based on existing constraints to the safe and effective delivery of aid, outline the minimum requirements for ensuring conditions conducive to the safe and effective distribution of aid inside Gaza, including those related to protection of civilians, and humanitarian staff.

Co-Facilitators: His Excellency Deputy Prime Minister and Minister of Foreign Affairs Ayman Safadi, and Emergency Relief Coordinator and USG for Humanitarian Affairs Martin Griffiths.

Keynote Speakers: RC/HC Muhannad Hadi. ICRC (TBC).. Palestinian Red Crescent Society (TBC). UNRWA. World Central Kitchen (TBC).

Expected Outcomes:

- Reemphasize the urgency to end the immense human suffering, reiterate the call for an immediate ceasefire and release of hostages and detainees.
- Articulate the essential conditions necessary for the safe and effective provision of humanitarian assistance within Gaza.
- Outline the essential elements for the full implementation of existing mechanisms to protect civilians and humanitarian staff.

Agenda:

1. **Introduction** – [*10 min*]
 - Welcome and opening remarks by the Facilitator.
2. **Keynote Speakers remarks up to 4 speakers** – [*20 min*]
3. **Discussion** – [*45 min*]
 - Open floor for participants to discuss key issues, share insights, and propose solutions.
4. **Conclusion and wrap up** – [*15 min*]
 - Closing by the facilitator and summary of the main outcomes and recommendations.

Supporting Documents:

Include relevant documents that participants should review before the session (i.e. FA, etc.)

WORKING GROUP III

Title: Early Recovery Priorities

Time: From X pm to X pm [*1h30min*]

Location: Room X

Overall Objective:

- Discuss opportunities to support early recovery priorities identified at the country level that will bring back dignity to people in need and help them regain their rights, such as learning, basic shelter, primary healthcare and psychosocial support.

Co-Facilitators: Secretary-General for Diplomatic Affairs & Expatriates, Majed Alqatarneh, and UNRWA Commissioner-General Philip Lazzarini.

Keynote Speakers: UNDP, WHO. Palestinian Authority (PA) (TBC). World Bank (TBC).

Expected Outcomes:

- Outline the priorities in the early recovery phase of intervention.
- Articulate the key enablers and conditions necessary for implementing Early Recovery activities across OPT.

Agenda:

- 1. Introduction – [10 min]**
 - Welcome and opening remarks by the Facilitator.
- 2. Keynote Speakers remarks up to 4 speakers – [20 min]**
- 3. Discussion – [45 min]**
 - Open floor for participants to discuss key issues, share insights, and propose solutions.
- 4. Conclusion and wrap up – [15 min]**
 - Closing by the facilitator and summary of the main outcomes and recommendations.

Supporting Documents:

- Include relevant documents that participants should review before the session (i.e. WB Interim Damage Assessment Report, PA relief and recovery plan, UNCT early recovery paper, etc.)

s 22

From: s 22
Sent: Friday, June 7, 2024 4:28 PM
To: s 47E(d)
Subject: FW: APPROVAL – International Travel – Minister Aly – Jordan – 9 to 13 June 2024 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Please add these dates to s 22 s calendar to advise that Clare will be acting Aly for the next four days
 Kind regards
 s 22

OFFICIAL: Sensitive

From: s 47E(d)
Sent: Friday, June 7, 2024 4:11 PM
To: s 22
Cc: s 47E(d); s 22; s 22
 s 22; Ministerial Travel <MinTravel@pmc.gov.au>; Overseas Travel <overseastravel@ipea.gov.au>; s 47E(d);
 s 22; s 22; s 22
 s 22; s 22
 s 22; s 47E(d); s 22
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,

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.
- Minister Aly and the adviser travelling are required to participate in a security briefing prior to departure, which is to be organised by your Department. Your Department is required to coordinate this briefing with relevant security agencies.
- 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 overseastravel@ipea.gov.au.
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards,

s 22

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

p. s 22
e. s 47E(d)

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.

OFFICIAL: Sensitive

From: MLO FM
 To: s 47E(d)
 Subject: FW: [EXTERNAL] FOR URGENT ACTION: Flights to depart 10 June ex PER [SEC=OFFICIAL]
 Date: Thursday, 6 June 2024 1:42:14 PM

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

As discussed.

s 22

s 22 Ministerial Liaison and Support (MEL)
 Cabinet, Ministerial and Parliamentary Branch (CXB) | Executive Division (EXD)
 Department of Foreign Affairs and Trade
 P - s 22 | M - s 22

I work remotely each Thursday. Please contact me on the mobile number above or via Microsoft Teams

From: CTM IPEA <IPEA@travelctm.com>
 Sent: Thursday, June 6, 2024 12:49 PM
 To: MLO FM <mlo.fm@dfat.gov.au>
 Subject: [EXTERNAL] Re: FOR URGENT ACTION: Flights to depart 10 June ex PER [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hey s 22

Thank you for your email.

I have quoted both options below.

All as separate airlines, in the highest fully flex.

If you want to hold anything in, we will then look into the lowest flexible available.

Perth Options:

Depart on the 9th arrive on the 10th:

AIR							
Qatar Airways	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	QR0901	J-Business	Perth, WA - Terminal 1 - Intl/Dom	Sun 09 Jun 22:45	Hamad, Doha, Qatar	Mon 10 Jun 05:15	11h30m
						Stops:	0
AIR							
Qatar Airways	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	QR6100	J-Business	Hamad, Doha, Qatar	Mon 10 Jun 06:35	Amman Queen Alia, Amman, Jordan	Mon 10 Jun 09:30	2h55m
						Stops:	0

Cost: \$13,792.60
 Changes: Permitted without change fee, plus any tax and fare difference.
 Cancellation: Permitted without cancellation fee.
 No show: Permitted subject to \$665 USD no show fee, plus any tax and fare difference.

Depart on the 9th arrive on the 10th:

AIR							
Emirates	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	EK0421	J-Business	Perth, WA - Terminal 1 - Intl/Dom	Sun 09 Jun 22:20	Dubai, United Arab Emirates - Terminal 3	Mon 10 Jun 05:20	11h
						Stops:	0
AIR							
Emirates	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	EK0903	J-Business	Dubai, United Arab Emirates - Terminal 3	Mon 10 Jun 14:05	Amman Queen Alia, Amman, Jordan	Mon 10 Jun 16:20	3h15m
						Stops:	0

Cost: \$8,294.91
 Changes: Permitted without change fee, plus any tax and fare difference.
 Cancellation: Permitted without cancellation fee.
 No show: Permitted subject to \$800 no show fee, plus any tax and fare difference.

Returning on the 12th, arrival on 13th:

AIR							
Emirates	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	EK0904	J-Business	Amman Queen Alia, Amman, Jordan	Wed 12 Jun 18:10	Dubai, United Arab Emirates - Terminal 3	Wed 12 Jun 22:10	3h
						Stops:	0
AIR							
Emirates	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	EK0420	J-Business	Dubai, United Arab Emirates - Terminal 3	Thu 13 Jun 02:45	Perth, WA - Terminal 1 - Intl/Dom	Thu 13 Jun 17:35	10h50m
						Stops:	0

Cost: \$12,176.11
 Changes: Permitted without change fee, plus any tax and fare difference.
 Cancellation: Permitted without cancellation fee.
 No show: Permitted subject to \$165 JOD no show fee, plus any tax and fare difference.

Returning on the 12th, arrival on 13th:

AIR							
Qatar Airways	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	QR0401	A-First	Amman Queen Alia, Amman, Jordan	Wed 12 Jun 20:30	Hamad, Doha, Qatar	Wed 12 Jun 23:10	2h40m
						Stops:	0
AIR							
Qatar Airways	Flight Number	Class:	From:	Leaving:	Destination:	Arriving:	Flying Time:
	QR0900	C-Business	Hamad, Doha, Qatar	Thu 13 Jun 02:30	Perth, WA - Terminal 1 - Intl/Dom	Thu 13 Jun 18:35	11h5m
						Stops:	0

Cost: \$12,747.50
 Changes: Permitted without change fee, plus any tax and fare difference.
 Cancellation: Permitted without cancellation fee.
 No show: Permitted subject to \$165 USD no show fee, plus any tax and fare difference.

Canberra Options:

Depart on the 9th arrive on the 10th:

AIR								
Emirates	Flight Number EK5473	Class: J- Business	From: Canberra, AC	Leaving: Sun 09 Jun 18:05	Destination: Melbourne, VI - Terminal 1	Arriving: Sun 09 Jun 19:15	Flying Time: 1h10m	Stops: 0
AIR								
Emirates	Flight Number EK0407	Class: J- Business	From: Melbourne, VI - Terminal 2	Leaving: Sun 09 Jun 21:15	Destination: Dubai, United Arab Emirates - Terminal 3	Arriving: Mon 10 Jun 05:15	Flying Time: 14h	Stops: 0
AIR								
Emirates	Flight Number EK0903	Class: J- Business	From: Dubai, United Arab Emirates - Terminal 3	Leaving: Mon 10 Jun 14:05	Destination: Amman Queen Alia, Amman, Jordan	Arriving: Mon 10 Jun 16:20	Flying Time: 3h15m	Stops: 0

Cost: \$8,944.67

Changes: Permitted without change fee, plus any tax and fare difference.

Cancellation: Permitted without cancellation fee.

No show: Permitted subject to \$800 no show fee, plus any tax and fare difference.

Depart on the 9th arrive on the 10th:

AIR								
Qatar Airways	Flight Number QR6351	Class: B- Economy	From: Canberra, AC	Leaving: Sun 09 Jun 16:20	Destination: Sydney Kingsford Smith, Sydney, NS - Terminal 2 Domestic	Arriving: Sun 09 Jun 17:20	Flying Time: 1h	Stops: 0
AIR								
Qatar Airways	Flight Number QR0909	Class: C- Business	From: Sydney Kingsford Smith, Sydney, NS - Terminal 1 International	Leaving: Sun 09 Jun 20:45	Destination: Hamad, Doha, Qatar	Arriving: Mon 10 Jun 04:55	Flying Time: 15h10m	Stops: 0
AIR								
Qatar Airways	Flight Number QR6100	Class: C- Business	From: Hamad, Doha, Qatar	Leaving: Mon 10 Jun 06:35	Destination: Amman Queen Alia, Amman, Jordan	Arriving: Mon 10 Jun 09:30	Flying Time: 2h55m	Stops: 0

Cost: \$13,577.97

Changes: Permitted without change fee, plus any tax and fare difference.

Cancellation: Permitted without cancellation fee.

No show: Permitted subject to \$665 USD no show fee, plus any tax and fare difference.

Returning on the 12th, arrival on 13th:

AIR								
Qatar Airways	Flight Number QR0403	Class: A-First	From: Amman Queen Alia, Amman, Jordan	Leaving: Wed 12 Jun 14:00	Destination: Hamad, Doha, Qatar	Arriving: Wed 12 Jun 16:40	Flying Time: 2h40m	Stops: 0
AIR								
Qatar Airways	Flight Number QR0904	Class: C-Business	From: Hamad, Doha, Qatar	Leaving: Wed 12 Jun 20:15	Destination: Melbourne, VI - Terminal 2	Arriving: Thu 13 Jun 16:45	Flying Time: 13h30m	Stops: 0
AIR								
Qantas	Flight Number QF1528	Class: Y-Economy	From: Melbourne, VI - Terminal 1	Leaving: Thu 13 Jun 18:25	Destination: Canberra, AC	Arriving: Thu 13 Jun 19:30	Flying Time: 1h5m	Stops: 0

Cost: \$13,001.05

Changes: Permitted without change fee, plus any tax and fare difference.

Cancellation: Permitted without cancellation fee.

No show: Permitted subject to \$165 USD no show fee, plus any tax and fare difference.

Returning on the 12th, arrival on 14th:

AIR								
Emirates	Flight Number EK2057	Class: J- Business	From: Amman Queen Alia, Amman, Jordan - Terminal 2	Leaving: Wed 12 Jun 22:35	Destination: Dubai, United Arab Emirates - Terminal 2	Arriving: Thu 13 Jun 02:35	Flying Time: 3h	Stops: 0
AIR								
Emirates	Flight Number EK0412	Class: J- Business	From: Dubai, United Arab Emirates - Terminal 3	Leaving: Thu 13 Jun 10:15	Destination: Sydney Kingsford Smith, Sydney, NS - Terminal 1 International	Arriving: Fri 14 Jun 06:05	Flying Time: 13h50m	Stops: 0
AIR								
Emirates	Flight Number EK5264	Class: J- Business	From: Sydney Kingsford Smith, Sydney, NS - Terminal 3 Domestic	Leaving: Fri 14 Jun 07:35	Destination: Canberra, AC	Arriving: Fri 14 Jun 08:30	Flying Time: 55m	Stops: 0

Cost: \$12,930.69

Changes: Permitted without change fee, plus any tax and fare difference.

Cancellation: Permitted without cancellation fee.

No show: Permitted subject to \$170 JOD no show fee, plus any tax and fare difference.

IPEA are unable to approve ticketing unless formal approval for this trip has been granted. Please contact IPEA on 02 6215 3000 or overseastravel@ipea.gov.au to finalise the approval of this booking prior to tickets being issued.

Many Thanks,

Charlotte.

CTM Travel Team

p | 1800 187 584 | +61 2 8286 7499 e | ipea@travelctm.com w | travelctm.com
Corporate Travel Management | Parliament House, Parliament Dr, Canberra ACT 2600

To book online for yourself and others, please request your access [here!](#)

From: MLO FM
To: s 47E(d)
Subject: FW: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]
Date: Thursday, 6 June 2024 1:37:43 PM

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OFFICIAL

s 22

s 22 | Ministerial Liaison and Support (MEL)
 Cabinet, Ministerial and Parliamentary Branch (CXB) | Executive Division (EXD)
 Department of Foreign Affairs and Trade
 P s 22 | Ms 22

I work remotely each Thursday. Please contact me on the mobile number above or via Microsoft Teams.

From: s 22
Sent: Thursday, June 6, 2024 12:23 PM
To: s 22 ; s 22
 s 22 ; s 22
Cc: s 22 s 22
 s 22 ; s 22
Subject: FW: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

OFFICIAL

Hi s 22

Below exchange with Minister Aly's office FYI.

I've asked their office to engage with Education to book flights etc. I've said you stand ready to provide their department with advice and assistance and provided your contact details.

Cheers

s 22

From: s 22
Sent: Thursday, June 6, 2024 12:22 PM
To: s 22 s 22
 s 22 s 22 ; s 22

s 22
s 22
Cc: s 22 ; s 22
s 22

Subject: RE: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

OFFICIAL

Thanks s 22

Re booking of flights – that is the responsibility of the home Department. Hoping your DLOs can liaise with your Ministerial Support section in Education.

DFAT happy to assist with advice. Your Ministerial Support Section can contact:

s 22 | Ministerial Liaison and Support (MEL)
Cabinet, Ministerial and Parliamentary Branch (CXB) | Executive Division (EXD)
Department of Foreign Affairs and Trade
p s 22 | M s 22

s 47F – appreciate if you could get full names and Passport numbers for yourself and Minister Aly to us asap.

Cheers

s 22

From: s 22

Sent: Thursday, June 6, 2024 12:16 PM

To: s 22 ; s 22

s 22 ; s 22 ;

s 22 s 22

s 22

Cc: s 22 ; s 22

s 22

Subject: RE: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

Thank you s 22 ,

It is proposed s 47F from our office travel with the Minister. s 47F(1)
s 47F(1)

s 47F is also best contact re media. She will reach out to s 22 I have also copied in s 22 from our office who does some of the CALD community engagement.

s 22 will contact IPRO in relation to VISAs.

Cheers s 22

s 22

Minister Anne Aly MP
Minister for Early Childhood Education
Minister for Youth

Mobile s 22

From: s 22 s 22

Sent: Thursday, June 6, 2024 11:51 AM

To: s 22 s 22

s 22

s 22

Cc: s 22 s 22

s 22 s 22

Subject: Travel to Jordan for 11 June Gaza Humanitarian Conference [SEC=OFFICIAL]

Some people who received this message don't often get email from s 22

[Learn why this is important](#)

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OFFICIAL

Hi s 22

Writing to introduce you to:

- s 22 ; Strategic Communications.
- s 22
- s 22 ; s 47F
- s 22 ; s 47F

Travelling party

We are hoping to confirm the travelling party asap. This is necessary to ensure we can get relevant travel requirements in place asap. It will make processes easiest if those travelling have passports here in Canberra. We can contact the Australian Passports office to issue new passports if necessary, but this will delay processes.

Once you have confirmed staffing, hoping you can provide full names and passport numbers.

Support

Minister Aly will be supported by post in Amman, including Australia’s Ambassador in Jordan, Bernard Lynch. Australia’s Humanitarian Coordinator, Beth Delaney, will also be there for the Conference on 11 June.

PMO travel approval form

s 22 has asked the Ministerial Liaison and Support Section in DFAT to draft the Travel Approval Form for the Prime Minister’s consideration. We will get a draft through to you as soon as possible.

Flights

The conference commences at 10:00am on Tuesday 11 June, so we are aiming to have the travelling party on the ground from Monday 10 June. Looks like the best flight options from Perth depart late on night of Sunday 9 June 2024. We will ask DFAT to look at best flight options and will revert in the draft travel approval form for PMO.

Visas

Hoping your office can contact IPRO at lpro@aph.gov.au IPRO requesting advice on travel requirements, including Visas.

The Embassy in Jordan will also send a note to the Ministry of Foreign Affairs to indicate travellers to assist with processing of visas.

Media

s 22 will lead on pre-departure media. We are also happy to assist with communicating to stakeholders here in Australia.

-
If you can nominate your lead for these elements s 22 will liaise direct with them.

Cheers

s 22

s 22
s 22 to Senator the Hon Penny Wong
Leader of the Government in the Senate
Minister for Foreign Affairs
Labor Senator for South Australia

E s 22 P s 22 M s 22

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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.