

Appendix I: Senator Carr's
Specific Requirements

EXB will email further personal preferences to post prior to the visit.

Accommodation
(Section 1)

Senator Carr prefers to stay in hotels, although residences will sometimes be acceptable. s 47 F(1)

Phones should have instructions on how to phone out of the hotel/residence. Posts should ensure that no material has been left in the party's rooms on departure.

Documents
(Section 1)

The post needs to put in place arrangements for managing documents for the Minister. A primary point of communication for the FMO to channel incoming documents, and to liaise with the Minister's adviser on document handling, including the return to the FMO in Canberra of material (ministerial submissions, letters etc) that has been processed by the Minister, will be required. If the ministerial party wants signed material sent back to Canberra, this should be scanned and sent back to the FMO. This role could be undertaken by a separate Document Liaison Officer or by the Post Visit Coordinator.

Meetings/Program Development

(Section 2) Senator Carr prefers time in advance of, and between, meetings for briefing and preparation. Early morning and late evening meetings should only be pursued if strictly necessary. Posts should consult with the FMO in putting programs together. Meetings and appointments should represent considered value-adding engagement. Where appropriate Senator Carr likes to use space between meetings to engage with media.

Early in a visit, time should be scheduled for a focused briefing with the Head of Mission.

Senator Carr values serious round-table discussions – ie with post, travelling officials, representatives of the business community, civil society, academia and/or political actors.

Where possible, the Minister is interested in making visits to important cultural or historical sites early on in a program, to allow him to engage at a more personal level with interlocutors. Such a visit can add useful context to other parts of the program. Senator Carr is also interested in ensuring that visit programs include notable Australian aid projects, including those outside capital cities.

Speeches
(Section 2)

Posts should consult FMO about possible speaking opportunities for Senator Carr during visits. All speeches should be recorded and transcribed, including the Minister's formal interventions at multilateral meetings.

The Visit
(Section 3)

Posts should make a judgement about whether the Document Liaison Officer (if one is appointed) needs to be in attendance for Senator Carr's arrival and departure to handle documents, or whether the Post Visit Coordinator can manage this at the airport.

Senator Carr is flexible about car arrangements. He will usually travel with Mrs Carr, but sometimes she may go in a separate vehicle with the senior adviser if another foreign minister is in the car with Senator Carr and there is no additional space.

Daily Program

(Section 4) A6 (pocket size) on stiff, un-laminated card. These can be minimalist; there is no requirement for Canberra times or detailed descriptions of events.

For visits by Senator Carr, these should be emailed (in BlackBerry format) to the CHCH Office of the Foreign Minister address, or to all FMO staff in the blue pages if sending from a non-DFAT email account.

MEL/EXB should also be included in the daily program distribution.

Briefing

(Section 4) Detailed briefing guidelines for Senator Carr, including Checklists and templates, are contained in the Briefing and Follow-up Guidelines for the Foreign Minister available on the Intranet and should be consulted for completeness.

As a guide, Senator Carr's briefing is to consist of two components: a comprehensive 'Master Brief' and short 'Daily Briefs'.

The Master Brief will be the primary resource used by the advisers and officials travelling with the Minister. With the exception of the media messages (which will be prepared in the immediate lead-up to the visit and which may change as the visit progresses), the Master Brief should contain facts and figures for the visit, talking points, CVs, extracts from relevant speeches by interlocuters together with thematic briefs, maps, agreements and other relevant documents.

The Daily Brief will be the primary resource used by the Minister and is prepared in consultation with the most senior accompanying adviser.

This Daily Brief should consist of:

- Daily program (1 page)
- Visit overview (2-3 pages)
- Facts and figures relevant to the visit (1 page)
- Talking points for each of the day's meetings – no background (1.5-2 pages)
- CVs – short form for multilateral meetings, long form for bilateral meetings (1 page)
- Brief extracts from recent speeches/articles by interlocutors, if applicable (maximum 1 page per item – more pages if required for more items)
- Media messages for the visit (prepared by divisions) and media points on current international issues (compiled by the Foreign Minister's Office (FMO)) (2-3 pages or less)

The daily brief is the responsibility of the post in consultation with the travelling advisers.

The final version of the Daily Brief is to be presented in a slim '2 ring binder' folder (one for the Minister and one for each accompanying adviser). Note: the accompanying senior adviser will usually carry a black folder to be used for the Minister's Daily Brief.

At the end of each day the post should prepare the folders ready for the following day's program - insert the following day's schedule, relevant talking points, CVs, speech/article extracts and media messages (updated as necessary). The visit overview and facts and figures will remain the same throughout and should be included in the folders for every day of the visit.

Sometimes the travelling adviser will ask the next post on the visit itinerary to provide these materials to him/her at the preceding post so the adviser can create the Daily Brief before departure.

Cable Requirements

(Section 6) While travelling Senator Carr likes to read cables on topical issues, not only relating to the specific visit or country he is in at the time –especially cables written by HOMs. s 47 F(1)

One set only of cables is required and should be provided to the senior adviser accompanying. In addition to ticking the "For Min Abroad" box on cables, Canberra and posts should alert the visiting party by email on Low of interesting cables in the system.

Temporary Hotel Office (Section 7)

A hotel office will generally be required when the travelling party has flown overnight and will need to process paperwork. The requirement for an office should be discussed with FMO. Offices should be adequately resourced but not excessively so. For short visits, the party may be prepared to base themselves at the chancery or residence (posts should consult EXB in advance). The office should be convenient to but not opposite or immediately adjacent to the Minister's room.

Media and News

(Section 12)

Senator Carr is likely to take up Australian-oriented media opportunities while overseas. Media officers should identify local venues, including nearby radio and tv studios for interviews and advise the office of the details. If there is more than one option, the preference for studios is APTN, Bloomberg, Reuters, PakTV, CNN, in that order. Post should also enquire what it would cost to make a booking.

Post should, where possible, send through the names and contact details for any Australian correspondents and stringers/freelancers who regularly contribute to Australian media outlets. Where there are Australian correspondents it is likely that they will be offered a one-on-one interview (of about 20 minutes each) – this should be kept in mind for gaps in the program. Stringers may be asked to accompany the minister for the day (although not into meetings).

Post should have access to crisp, quality talking points on topical foreign policy issues, and the capacity to update them.

Senator Carr will often choose to issue 'mini' press releases after key meetings. Post should liaise with MLS and the Minister's media adviser on whether a media release – or other media material such as short statements, blogs or tweets – will be required on the outcomes of each leg of the overseas visit. Any such media releases/material, ideally prepared in advance of the visit, should be finalised at post and cleared with the Minister prior to departure from the country in question. If this is not practical, alternative arrangements should be made with the Minister's party. The FMO should be provided with a final version and will arrange for its release as appropriate in Australia.

(These arrangements are distinct from the 'Media Messages' document to be included in the Daily Brief.)

Visit-specific media points should be cleared through MLS, and emailed by divisions to the FMO (relevant adviser, DLO and media team) and post three days before the visit (and updated during the visit as required). The DFAT officer travelling with the party should take a copy on a USB stick. The FMO will provide the latest international points at the start of each day.

Thank you letters

(Section 14) Senator Carr prefers to sign short 'thank you' letters for appropriate people with whom he has met during bilateral visits, prior to departure.

Program as Completed

(Section 14) Senator Carr's cabled program-as-completed should include details of all pull-asides in addition to completed bilaterals.

The 'Program as Completed' cable should be cleared by the most senior ministerial adviser and senior DFAT officer, preferably before departure, or by email following the visit, before it is sent.

Visit Follow Up

(Section 14)

All visit 'round-up' cables are to include succinct lists of all substantive policy commitments and other undertakings requiring specific follow-up made during the visit, including any relevant timeframes. No special clearance requirements apply to these lists. These same commitments should also be recorded in relevant records of conversation. Posts are asked to keep parent divisions apprised of the status of commitments which they are required to take forward and provide prompt advice

once work has been completed. For more information on managing commitments see Admin Circular P1115.

Spouse Program

(Section 15) Mrs Carr is to accompany the Minister to official events as appropriate (but not usually official meetings). When this is not possible the post should make arrangements for Mrs Carr to visit women's related projects where Australia has an interest, cultural sites and heritage-related sites. The responsible visit officer from the FMO will be in contact with the nominated visit officer at post to discuss arrangements.

Senator the Hon Bob Carr Specific Personal Requirements

Personal Information

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| Blood Group | s 47 F(1) |
| Allergies and dietary requirements | s 47 F(1) |
| Shirt Size | s 47 F(1) |

Travel Preferences

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| Accommodation | Minister Carr generally prefers a hotel to the Residence. Prefers a junior suite. |
| Linen | s 47 F(1) |

Program Preferences

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| Personal Time and A-Based business time | s 47 F(1) |
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| | s 47 F(1) |
| Functions and Cultural Visits | Minister Carr is interested in cultural visits or inspections during the program, provided they are of genuine historic significance (i.e. world heritage listed or nominated) |
| Documents | |
| Media and News | Delivery of the Media Roundup is appreciated. Local papers are not necessary. |
| Hotel Room | |
| Newspapers | Daily access to the Financial Times and the International Herald Tribune. |
| Mini Bar | Prior to the Minister's arrival post should ensure the mini bar is empty of all hotel snacks and beverages. Post should stock the fridge with bottled water. |
| Adaptors | Minister Carr would prefer more than one adaptor in his hotel room. Adaptors should also be placed in Advisers' rooms. |
| Iron/Ironing Board | Preference for iron and ironing board in his hotel room. |
| Internet | Minister Carr travels with an iPad. A local sim card will be useful. Advisers may also travel with iPads and will also require local sim cards. See also visit tasking cable from Canberra for communications requirements. |
| Food and Drink | |
| Food Preferences | s 47 F(1) |
| Drink Preferences | s 47 F(1) |
| Food/drink for the temporary office | Bottled water and mineral water, fruit and health snacks such as nuts including almonds, pistachio and walnuts. If in office over lunch, opportunity to have a proper meal, not sandwiches. |

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| Food/drink for hotel room | Bottled water, fruit and nuts as above. |
| Gift Preferences | |
| Gifts to give | As appropriate (guided by posts) |
| Gifts received | <p>For gifts the Minister would like to retain only:</p> <ol style="list-style-type: none"> 1. Place a note on the gift of who it is from if it is not identifiable – i.e. no business card in with gift. 2. Email: s 22 1(a)(ii) @dfat.gov.au (Office Manager, FMO) with the list of gifts received for the Minister for Mark to register them. 3. Send Minister's gifts to MEL/EXB – clearly labelled "Gifts for Minister Carr". |