

The Hon Julie Bishop MP Personal Preferences

Personal Information	
Title	Minister
Like/Dislikes	Is a non-smoker. Is a runner
Travel Preferences	
Hotel Room	<p>Prefers a standard room.</p> <p>Provision of a hotel iron and ironing board, <i>iPhone 5 and iPad chargers</i> and power adaptor are appreciated.</p>
Airport	If there is an opportunity to depart early, this is generally appreciated.
Transport	<p>Prefers a window seat.</p> <p>Accompanying adviser should travel with the Minister where there is a spare seat available in addition to the HOM.</p>
Program Preferences	
Personal Time	1 hour (early morning) for exercise.
Functions and Meetings	<p>Likes a local 'snippet' to start conversation with interlocuters</p> <p>(i.e. meeting New York Mayor: "<i>Yankees scraped into the finals this week</i>")</p>
Food and Drink	
Food Preferences	<p>No food allergies.</p> <p>Prefers to eat healthily but not a fussy eater and open to try local foods.</p>
Food and Drink continued	
Drink Preferences	<p>Prefers sparkling water, however will drink wine or champagne at appropriate functions.</p> <p>Not a coffee drinker. Prefers English Breakfast tea with skim milk or peppermint tea - no need to provide in hotel room.</p> <p>Bottled water required if local tap water is not drinkable.</p>

Gift Preferences

Gifts to give	Wrapping paper, scissors and tape to be available for wrapping or re-wrapping gifts as required.
Gifts received	<p>Prefers gifts to be retained at post.</p> <p>Provide a list of all gifts given and received, including giver, recipient, date and approximate cost (in AUD) to:</p> <ul style="list-style-type: none">• ministerial.liaison@dfat.gov.au <p>If gifts are to be returned post should send gifts to MEL/EXB – clearly labelled “Gifts for Foreign Minister”. Post should advise EXB if sending gifts will impose an unreasonable financial burden.</p>

Ministerial and Parliamentary Secretary Preferences

Appendix I: Minister for Foreign Affairs - Specific Requirements



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

Accommodation (Section 1)

The Minister prefers to stay in hotels, although residences will sometimes be acceptable. 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. 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)

Posts should consult the FMO in putting programs together. Meetings and appointments should represent value-adding engagement.

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

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

The Minister is interested in Australian aid projects, including those outside capital cities.

Speeches (Section 2)

Posts should consult the FMO about possible speaking opportunities for the Minister.

**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 the Minister's arrival and departure to handle documents, or whether the Post Visit Coordinator can manage this at the airport.

**Daily Program
(Section 4)**

A6 (pocket size) on stiff, un-laminated card. These can be minimalist and should be emailed (in BlackBerry format) to the CHCH Office of the Foreign Minister address and to MEL/EXB.

**Briefing
(Section 4)**

Detailed briefing guidelines, 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, the 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 interlocutors 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) – refer above
- . Facts and figures relevant to the visit (1 page)
- . Talking points for each of the day's meetings – concise background if required (1-3 pages)
- . CVs – short form for multilateral meetings, long form for bilateral meetings (1 page)

**Briefing continued
(Section 4)**

- . Brief extracts from recent relevant speeches/articles by interlocutors, if applicable (maximum 1 page per item – more pages if required for more items)
- . Media talking points for the visit (prepared by divisions/posts) or other current international issues.

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 ring binder' (one for the Minister and one for each accompanying adviser).

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 talking points (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 the Minister likes to read cables on topical issues, not only relating to the specific visit or country she is in at the time. One set only of cables is required and should be provided to the accompanying senior adviser. In addition to ticking the "For Min Abroad" box on cables, Canberra and posts should alert the visiting party by email on Low of relevant cables in the system.

**Temporary Hotel
Office
(Section 7)**

A temporary office will generally be required for visits over 24 hours. Offices should be adequately resourced but not excessively so. Posts should consult MEL/EXB in advance to confirm requirements.

**Media and News
(Section 12)**

The Minister may 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.

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.

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

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 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)**

The Minister prefers to sign short 'thank you' letters for appropriate people with whom she has met during bilateral visits within one week of the visit's completion, if appropriate.

**Program as Completed
(Section 14)**

The Minister'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.