

From: [Elisabeth Bowes](#)
To: [s22\(1\)\(a\)\(ii\)](#)
Cc: [s22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#)
Subject: RE: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]
Date: Friday, 31 March 2023 12:12:49 PM

OFFICIAL

Thanks [s 22\(1\)\(a\)\(ii\)](#)

Elisabeth

From: [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Sent: Friday, 31 March 2023 12:05 PM
To: Elisabeth Bowes <Elisabeth.Bowes@dfat.gov.au>; [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Cc: [s22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Subject: RE: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

Elisabeth and [s 22\(1\)\(a\)\(ii\)](#)

Further to HOM's feedback on Jansz and your verbal agreement yesterday, I have swapped out the Jansz below for:

- 15 x Jacob's Creek Sparkling Chardonnay Pinot Noir at 10 GBP/bottle (**total 150 GBP**) from IDS.

Thanks
[s 22\(1\)\(a\)\(ii\)](#)

From: Elisabeth Bowes <Elisabeth.Bowes@dfat.gov.au>
Sent: Thursday, 30 March 2023 5:50 PM
To: [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Cc: [s22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Subject: Re: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

All good, thanks [s 22\(1\)\(a\)\(ii\)](#)

Elisabeth

From: [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Date: Thursday, 30 March 2023 at 15:28:29
To: [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#), "Elisabeth Bowes" <Elisabeth.Bowes@dfat.gov.au>
Cc: [s22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@treasury.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)
Subject: RE: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

Thanks [s 22\(1\)\(a\)\(ii\)](#)

[s 22\(1\)\(a\)\(ii\)](#) has suggested 1 bottle per 4 people would be a more reasonable estimate so I have revised the quote down to reflect:

Revised Budget

- 15 x Jansz Cuvee NV (£9.13/bottle): £136.95
- 8 x Tyrrell's Old Winery Shiraz 2020 (£5.69/bottle): £45.52
- 8 x Yalumba Wild Ferment Limestone Coast Sauvignon Blanc 2021 (£6.10/bottle): £48.80
- Delivery: £15
- **TOTAL budget:** around **260 GBP**

Once I receive feedback from DHOM I will progress with placing the order.

Kind regards
s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Thursday, 30 March 2023 1:50 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>; Elisabeth Bowes <Elisabeth.Bowes@dfat.gov.au>
Cc: s22(1)(a)(ii) <@treasury.gov.au> s 22(1)(a)(ii) <@treasury.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: RE: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

That sounds great s22(1)(a)(ii) . Happy to provide s23 approval for this from PD budget.

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Thursday, 30 March 2023 1:43 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>; Elisabeth Bowes <Elisabeth.Bowes@dfat.gov.au>
Cc: s22(1)(a)(ii) <@treasury.gov.au> s 22(1)(a)(ii) <@treasury.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: RE: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

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

Thanks for coming back to me on this.

I am working to a total event budget of 3,000 GBP, so the food and service element is the largest part at around 1,700 GBP, leaving 1,300 GBP for alcohol, flowers and production incidentals. If we can use the existing microphones in the Exhibition Hall and the televisions for the s

Regarding alcohol, I suggest we purchase s 47G(1)(a), s 47G(1) which has very competitive deals at the moment.

For 100 people, I suggest we need 30 bottles of sparkling wine, 15 bottles of red wine and 15 bottles of white wine.

Budget

- 30 x Jansz Cuvee NV (£9.13/bottle): £273.90
- 15 x Tyrrell's Old Winery Shiraz 2020 (£5.69/bottle): £85.35
- 15 x Yalumba Wild Ferment Limestone Coast Sauvignon Blanc 2021 (£6.10/bottle): £91.50
- Delivery: £15
- **TOTAL budget:** around 480 GBP

Let me know if you are happy with the above duty free order and I will reach out s 47G(1)(a), s 47 This needs to be placed before 11am tomorrow.

Thanks
s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Wednesday, 29 March 2023 2:04 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Cc: s22(1)(a)(ii) <@treasury.gov.au> s 22(1)(a)(ii) <@treasury.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: RE: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

s22(1)(a)(ii) I agree with your recommendation to go with s 47G(1)(a), s 47G(1)(b)

s 47G(1)(a), s 47G(1)(b)

provide a quote for the wine and a sense of total overall costs to see if we remain in budget?

. Can you please

Many thanks
s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Wednesday, 29 March 2023 1:52 PM
To: Elisabeth Bowes <Elisabeth.Bowes@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Cc: s22(1)(a)(ii) <@treasury.gov.au>; s 22(1)(a)(ii) <@treasury.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL]

OFFICIAL

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

We have procured several quotes for catering for the OMFIF event on 20 April. The event will comprise a 100 person stand-up canape element for around 90 minutes.

We can provide all the equipment and glassware in-house to save on hire costs. We can also source our own non-alcoholic drinks to serve.

Item	s 47G(1)(a), s 47G(1)(b)			
Canapes	900	1,350	960	960
Chef/s	150	175	0	0
Non-alcoholic drinks	50	50	50	50
Hire equipment	0	0	0	0
Transport	249.6	65	78	78
Manager	135	125	96	125
Bar staff	216	187.5		187.5
Waitstaff	324	255	345.6	255
Total	2024.6	2,208	1529.6	1655.5

Of the options above, I recommend we opt for the s 47G(1)(a), s 47G(1)(b) . Although this isn't the cheapest option, I think it will assure us the slickest delivery at a reasonable price. s 47G(1)(a), s 47G(1)(b) has been recommended to us by s 22(1)(a)(ii) at the s 47G(1)(a), s 47G(1)(b) and although s 47G company can offer waitstaff themselves, I recommend we use s 47G(1)(a), s 47G(1)(b) company for the waitstaff element. They are well-known to the High Commission and are really top quality. They also handle the clean-up of the glassware and the packing of equipment which is extremely useful. It was s 47G(1)(a), s 47G(1)(b) who staffed the AUKUS drinks reception in the Downer Room.

s 47G(1)(a), s quote covers 5 canapes per person. I have listed his full menu below and I highlight my recommendations.

- Melba Toast of Whipped Feta, Tapenade and Crisp Onion
- Indonesian Vegetable Spring Roll , Plum Dipping Sauce
- Har Gau Dumpling on a Porcelain Spoon with Sweet Soy and Sesame
- Crostini of Caponata and Shaved Parmesan
- Chicken Rendang Skewer
- Cherry Tomato Tart Tatin
- Cucumber Cup of Gravdlax and Dill Mustard Drizzle
- Tartlet of Caramelised Onion and Goat Cheese

Please let me know your thoughts and whether you are happy to proceed on a 50-50 budget basis split between PD and DHOM Rep.

Kind regards
s 22(1)(a)(ii)

Executive Events Officer
Australian High Commission
Australia House, Strand, London, WC2B 4LA

E: s 22(1)(a)(ii) <@dfat.gov.au>

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

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

uk.embassy.gov.au

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s 47G(1)(a), s 47G(1)(b)

s 22(1)(a)(ii),
Executive Events
Australian High Commission

QUOTATION/Event 20th April 2023

Menu

- 1. Melba Toast of Whipped Feta, Tapenade and Crisp Onion**
- 2. Indonesian Vegetable Spring Roll , Plum Dipping Sauce**
- 3. Har Gau Dumpling on a Porcelain Spoon with Sweet Soy and Sesame**
- 4. Cherry Tomato Tart Tatin**
- 5. Chicken Rendang Skewer**

100 canapé menu @ £8.00 per guest

Delivery and Collection £65.00

Grand Total: 865.00 GB Pounds

s 47G(1)(a), s 47G(1)(b)

s 47G(1)(a), s 47G(1)(b)

Attention: s 22(1)(a)(ii)
Australia House
The Strand
WC2B 4LA

INVOICE – AH02-23

20th April 2023	
Australia House	
100 canapés @ £8.00	800.00
Delivery/Collection	65.00
	865.00
V.A.T. @ 0%	0.00
Total	865.00

s 47G(1)(a), s 47G(1)(b)

s 47G(1)(a), s 47G(1)(b)

TITLE	FIRST NAME	LAST NAME	ORGANISATION	JOB TITLE
Dr	Martine	Abboud	Creo Incubator	CEO
			Federated Hermes	s 47F(1), s 47E(d), s 33(a)(iii)
			Reserve Bank of Australia	
			Embassy of the Republic of Slo	
			Department for Transport	
			OMFIF	
			Diversitas institute	
			Banca dItalia	
			Abt Associates	
			Financial Conduct Authority	
			UK Defence Solutions Centre	
			Australian High Commission, Lc	
			LSE, The Grantham Research In	s 47F(1), s 47E(d), s 33(a)(iii)
			Tradenvest	
			International Finance Corporati	
			Mazars LLP	
			OMFIF	
			KPMG UK	
			Bank of America	
			SWIFT	
			Australian High Commission, Lc	
			Australian High Commission, Lc	
				s 47F(1), s 47E(d), s 33(a)(iii)
			EBRD (European Bank for Reco	
			OMFIF	
			Vasant Capital	
			OMFIF	
			Financial Conduct Authority (FC	
			Association of Certified Comme	
			His Majesty's Treasury	
			Morgan Stanley	
			Embassy of Finland	Deputy Head of Mission
			OMFIF	s 47F(1), s 47E(d), s 33(a)(iii)
			Financial Times	
			World Bank	
			European Central Bank	
			Caixabank	
			US State Department	
			Embassy of Japan in the United	
			Margin Group	
			Australian High Commission, Lc	
			OMFIF	

Ambas Guisell Morales
 s47F(1), s47E(d), s33(a)(iii)

Embassy of Nicaragua
 Deutsche Bank AG
 State Street Bank & Trust

Ambassador
 s47F(1), s47E(d), s33(a)(iii)

Bank of Finland
 OMFIF
 Tony Blair Institute for Global C
 RegTech Associates
 OMFIF
 EDGE Certified Foundation
 EBRD (European Bank for Reco
 OMFIF
 The Ramphal Institute

s22(1)(a)(ii)
 s 47F(1), s 47E(d), s 33(a)(iii)

Australian High Commission, Lc
 The European Bank for Reconst s 47F(1), s 47E(d), s 33(a)(iii)
 Moodys

s22(1)(a)(ii)
 s 47F(1), s 47E(d), s 33(a)(iii)

Australian High Commission, Lc Campaigns, Events and Relati
 OMFIF s 47F(1), s 47E(d), s 33(a)(iii)

Arunima Sharan
 s 47F(1), s 47E(d), s 33(a)(iii)

OMFIF
 Invesco Ltd

s22(1)(a)(ii)
 s 47F(1), s 47E(d), s 33(a)(iii)

Australian High Commission, Lc
 Financial Conduct Authority s 47F(1), s 47E(d), s 33(a)(iii)
 Grantham Research Institute,
 Bulb

s22(1)(a)(ii)

Bank of England (BoE)
 Australian High Commission, Lc
 Australian High Commission, Lc

s 47F(1), s 47E(d), s 33(a)(iii)

s 47F(1), s 47E(d), s 33(a)(iii)

Amoo Venture Capital Advisory
 Spanish Chamber of Commerc
 Bank of England
 European Union Delegation to
 Grant Thornton
 SWIFT
 International Trade and Invest
 Commonwealth Businesswom
 Durham University

s47F(1), s47E(d), s33(a)(iii)

From: [Elisabeth Bowes](#)
To: s 22(1)(a)(ii)
Cc: s22(1)(a)(ii) [@treasury.gov.au](mailto:); s 22(1)(a)(ii)
Subject: Re: OMFIF Gender Balance event - 20 April 2023 - Catering [SEC=OFFICIAL][SEC=OFFICIAL]
Date: Wednesday, 29 March 2023 10:07:05 PM

OFFICIAL

Looks great, s22(1)(a)(ii) I agree with your recommendation. I think PTB will also contribute.

Elisabeth

s22(1)(a)(ii) - duplicate of email at page 3

s22(1)(a)(ii) - duplicate of email at page 3

Invoice

Invoice To

Australian High Commission London
 (Diplomatic Staff Fund)
 Australia House
 Strand
 London
 WC2B 4LA

Delivery To

Australian High Commission London
 (Diplomatic Staff Fund)
 Australia House
 Strand
 London
 WC2B 4LA

Customer Order No	Order Date	Account No	Invoice No	Invoice Date	Due Date
s 22(1)(a)(ii)	31 Mar 23	AUST02	301021	4 Apr 23	31 May 23
Salesman	SOP No	Cust VAT No	Warehouse	Page	
s 47F(1)	737248		s 47G(1)(a), s 47G(1)(b)	1	

Product Code	Description	Outers	Singles	Net Price	Goods Value	VAT %
18320N620	Tyrrell's Old Winery Shiraz 2020 6/75cl (new presen)		8	5.35	42.80	0.00
2262B621	Yalumba Wild Ferment Limestone Coast Sauvignon Blanc 2021 6/75cl		8	5.71	45.68	0.00
	Delivery Charge	1		5.00	5.00	0.00

Total		16	Goods	93.48
			VAT	0.00
Amount Payable (£)				93.48

s 47G(1)(a), s 47G(1)(b)

SALES INVOICE

Page 1 of 1

Phone No.

s 47G(1)(a), s 47G(1)(b)

E-Mail

Home Page

Beneficiary Account Name

s 47G(1)(a), s 47G(1)(b)

Beneficiary Bank

Beneficiary Address

Bank Sort Code

SWIFT Code

Account No.

IBAN

Duty Status

DUTY FREE

Invoice No.

s 47G(1)(a), s 47G(1)(b)

Order No.

Due Date

07 April 2023

Document Date

31 March 2023

Payment Terms

Net 7 Days

Invoice To: Official Account Australian High Commission
Australia House
Strand
LONDON, WC2B 4LA
United Kingdom

Deliver To: High Commission Of Australia in London
London, Australia
Australia House
The Strand
LONDON, WC2B 4LA

Bill-to 10275

External

Salesperson s 47F(1)

No.	Description	Qty	Unit	Price	VAT %	Line Amount Excl. VAT
SW1027	Jacob's Creek Sparkling Chardonnay Pinot Noir	15	75CL	9.90	0	148.50
Total £ Incl. VAT						148.50
Outstanding Balance						148.50

Please refer to our Standard Terms and Conditions

s 47G(1)(a), s 47G(1)(b)