

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 21 September 2022 2:49 PM  
**To:** s22(1)(a)(ii)  
**Cc:**  
**Subject:** FW: PGPA Approval - Bucharest official travel 27 Sep - 29 Sept 2022 DHOM s 22(1)(a)(ii) [SEC=OFFICIAL]  
**Attachments:** Re: ITU Plenipotentiary conference - Bucharest[SEC=OFFICIAL]; Bucharest Accommodation details [SEC=OFFICIAL]

**OFFICIAL**

Approved.

In approving this proposal, I confirm that it is consistent with required policies and process, including the Public Governance Performance and Accountability Act 2013 (Section 23), Financial Framework (Supplementary Powers) Act 1997 (Section 32B), DFAT's Finance Management Manual and DFAT's Procurement Policy and Procedures as relevant. There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

s 22(1)(a)(ii) | SAO

Australian Embassy, Athens

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

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

**From:** s 22(1)(a)(ii) @dfat.gov.au  
**Sent:** Wednesday, 21 September 2022 2:20 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au  
**Subject:** PGPA Approval - Bucharest official travel 27 Sep - 29 Sept 2022 DHOM s 22(1)(a)(ii) [SEC=OFFICIAL]

**OFFICIAL**

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

Please find attached HOM's approval for DHOM's official trip to Bucharest for the period 27 – 29 , September 2022  
 Grateful PGPA approval for all costs as detailed below:

- Tickets Eur 542.00
- Hotel Eur 580.00
- Car hire Eur 360.00
- Airport transfers in Athens Eur 120.00
- TA Eur 150.00 (approx.)

|                 |                     |
|-----------------|---------------------|
| <b>OFFICIAL</b> | s 22(1)(a)(ii) DHOM |
| Travelling to:  | Bucharest           |

|                      |  |
|----------------------|--|
| Reason for travel:   | International Telecommunications Union Reception, hosted by Australia        |
| Departure date:      | 27 September 2022  |
| Depart:              | Depart Athens at 18:05 – Arrive in Bucharest 19:40                           |
| Airport transfers:   | Athens Y Destination Y   |
| Program commences:   | AM on 28 September   |
| Program finishes:    | PM on 28 September   |
| Driver requirements: | Car hire with driver or Use of taxi svcs instead (it depends of the program) |
| Return date:         | 29 September 2022  |
| Return:              | Depart Bucharest at 10:40 - Arrive in Athens at 12:15                        |
| Airport transfers:   | Athens Y Destination Y   |
| Travel advance:      | N  |

Thank you

s 22(1)(a)(ii)

Accounts Officer / Travel Coordinator  
 Australian Embassy Athens  
 5 Hatziyianni Mexi Street  
 Athens 115 28

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

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

[www.greece.embassy.gov.au](http://www.greece.embassy.gov.au)

FB: [www.facebook.com/AustralianGreece](https://www.facebook.com/AustralianGreece)

**Confirmation No:** s 47E(d)

s 22(1)(a)(ii)

**Company:** meeting broker

**Travel Agency:**

Thank you for booking your stay at the s47E(d) following accommodation for you:

. We have reserved the

**Arrival Date:** 27.09.22

**Departure Date:** 29.09.22

**Rate per Night:** EUR

**No of guests:** 1

**Room Type:** Standard Room King

**Guarantee method:** Guarantee to Company

**Payment:** CST: Quotable Cost : EUR 290

The nightly rate is inclusive of Full Breakfast, 5% VAT . 0.5% City Tax is included.

Hotel Facilities:

- \* Standard free Wi-Fi Internet access
- \* Conference rooms
- \* At your choice self-laundry service (24hrs)
- \* Business Center
- \* Room Service
- \* s47E(d) Restaurant
- \* The Shop (24hrs)

The standard check-in time is 3:00 PM and check-out is at 12:00 PM local time (GMT+2).

Free Cancellation is permitted until up to 24hrs prior to the standard check-in time. In order to avoid any penalties, please inform us about any changes that might occur on your initial itinerary.

Please, let us know if you require the following services:

- Airport transfer (1 way), starting from 29 Euro (up to 3 guests)
- Parking (within 2 minutes walking distance), price varies according to duration.

We would be delighted to assist you with any other arrangements you may need for your stay with us.

For any information on how we process your personal data, please check our [Privacy Policy available here](#) s47E(d)

We look forward to welcoming you soon.

s47F(1)

s 47E(d)

s 47E(d)

# Tax Invoice

Level 7  
175 LIVERPOOL STREET  
SYDNEY NSW 2000

## Customer Details

**Name: DFAT**  
(ABN: 47065634525)  
JOHN MCEWEN CRESCENT  
R G CASEY BUILDING  
BARTON ACT 0221

**Passenger:** s 22(1)(a)(ii)


## Invoice Details

**Invoice Number:** s 22(1)(a)(ii)  
**Invoice Date:** 20-Sep-2022  
**QBT Booking Reference:** s 47E(d)  
**Customer Number:**  
**Customer Reference/s:** Trip Number: s 22(1)(a)(ii)  
Employee ID: s 22(1)(a)(ii)

## Product Details

|   |   | Ex GST   | GST  | Total    |
|---|---|----------|------|----------|
|  | <b>Description:</b> International Air Tickets - Qatar Airways | 18942.86 | 0.00 | 18942.86 |
|   | <b>Full Routing:</b> CBR/SYD/DOH/OTP/DOH/HKG/SYD              |          |      |          |
|   | <b>First Departure Date:</b> 21 Sep 2022                      |          |      |          |
|   | <b>Ticket No:</b> s 22(1)(a)(ii)                              |          |      |          |
|   | <b>Booking Class:</b> Y                                       |          |      |          |
|   | <b>Flight No:</b> QF1446/QR0909/QR0221/QR0222/QR0818/QR3450   |          |      |          |
|   | <b>Taxes:</b> \$1363.86                                       |          |      |          |
|   | <b>Airline Credit Card fee (incl. GST):</b> \$70.00           |          |      |          |

## Product Details

|   |  | Ex GST | GST   | Total  |
|---|--|--------|-------|--------|
|  | <b>Description:</b> Domestic Air Tickets - Qantas  | 171.19 | 17.12 | 188.31 |
|   | <b>Full Routing:</b> SYD/GBR                       |        |       |        |
|   | <b>First Departure Date:</b> 07 Oct 2022           |        |       |        |
|   | <b>Ticket No:</b> s 22(1)(a)(ii)                   |        |       |        |
|   | <b>Booking Class:</b> B                            |        |       |        |
|   | <b>Flight No:</b> QF1437                           |        |       |        |
|   | <b>Taxes:</b> \$45.69                              |        |       |        |
|   | <b>Airline Credit Card fee (incl. GST):</b> \$1.90 |        |       |        |

## Fee Details

|   |                 | Ex GST | GST  | Total  |
|---|-----------------|--------|------|--------|
|  | Complex Int Air | 135.70 | 0.00 | 135.70 |
|   | WoAG Admin Int  | 3.00   | 0.30 | 3.30   |

**Total:** **Ex GST** **GST** **Total**

|   |                          |                  |              |                  |
|---|--------------------------|------------------|--------------|------------------|
|  | <b>Total Tax Invoice</b> | <b>19,252.75</b> | <b>17.42</b> | <b>19,270.17</b> |
|---|--------------------------|------------------|--------------|------------------|

## Payment Details

|                     |          |
|---------------------|----------|
| <b>Diners Club:</b> | 18942.86 |
| <b>Diners Club:</b> | 188.31   |
| <b>Diners Club:</b> | 135.70   |
| <b>Diners Club:</b> | 3.30     |





# Tax Invoice

QBT Pty Limited ABN: 50 128 382 187

ABN: 50 128 382 187

Level 7

175 LIVERPOOL STREET

SYDNEY NSW 2000

**Total Payment**

**19270.17**



# Your Itinerary

**QBT Pty Limited**  
**ABN: 50 128 382 187**

Level 7, 175 Liverpool Street  
 Sydney NSW 2000

Tel: (+61) 1300 770 631

Printed: 20-Sep-2022

## Attention

**DEPARTMENT OF FOREIGN AFFAIRS AND TRADE**

**DFAT**

John Mcewen Crescent, R G Casey Building, Barton ACT 0221

## Booking Details

**Last Updated Date:** 20 Sep 2022

**Created Date:** 20 Sep 2022


**QBT Booking Reference:** s 47E(d)

**Customer Number:** s 22(1)(a)(ii)

We are pleased to advise the following travel arrangements

## Name of Passenger

s 22(1)(a)(ii)

| Product  | Flight Details  | Departure  | Arrival  | Status                   | Other Info   |
|--|---|--|--|--------------------------|--|
|  | <b>Qantas</b><br><b>QF1446</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>17:10</b><br><b>21/09/2022</b><br><b>Wed</b><br><b>Canberra: Canberra</b><br><b>Airport</b> | 18:05<br>21/09/2022<br>Wed<br>Terminal 3<br>Sydney: Kingsford<br>Smith | ECONOMY (Y)<br>Confirmed | <b>Aircraft type:</b> DE HAVILLAND DHC-8<br>400 SERIES<br><b>Flight Duration:</b> 0:55<br><b>Airline Meal:</b> (R) Refreshments -<br>complimentary<br><b>Number of stops:</b> 0<br><b>Baggage allowance:</b> 40K |

## Remarks

**CBR SYD - Dep:** 21/09/2022 17:10 Terminal N/A /Arr: 21/09/2022 18:05 Terminal 3


**CBR SYD - CO2/PAX\*** 39.02 KG ECO, 39.02 KG PRE

| Product  | Flight Details  | Departure  | Arrival  | Status                                  | Other Info  |
|--|---|--|--|---|---|
|  | <b>Qatar Airways</b><br><b>QR909</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>21:00</b><br><b>21/09/2022</b><br><b>Wed</b><br><b>Terminal 1</b><br><b>Sydney: Kingsford Smith</b> | <b>04:55</b><br><b>22/09/2022</b><br><b>Thu</b><br><b>Doha: Doha International Airport</b> | <b>BUSINESS (C)</b><br><b>Confirmed</b> | <b>Aircraft type: AIRBUS INDUSTRIE A380-800</b><br><b>Flight Duration: 14:55</b><br><b>Airline Meal: (M) Meal</b><br><b>Meal Request: (s47F(1))</b><br><br><b>Number of stops: 0</b><br><b>Seat Information: 17K</b><br><b>Check-in terminal: Terminal 1</b><br><b>Baggage allowance: 40K</b> |

### Remarks

**SYD DOH - Dep:** 21/09/2022 21:00 Terminal 1 /Arr: 22/09/2022 04:55 Terminal N/A

**SYD DOH - CO2/PAX\*** 778.14 KG ECO, 1,556.27 KG PRE

| Product   | Flight Details  | Departure  | Arrival   | Status                                  | Other Info  |
|---|---|--|---|---|---|
|  | <b>Qatar Airways</b><br><b>QR221</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>08:40</b><br><b>22/09/2022</b><br><b>Thu</b><br><b>Doha: Doha International Airport</b> | <b>13:35</b><br><b>22/09/2022</b><br><b>Thu</b><br><b>Bucharest: Henri Coanda Airport</b> | <b>BUSINESS (C)</b><br><b>Confirmed</b> | <b>Aircraft type: AIRBUS INDUSTRIE A320-100/200</b><br><b>Flight Duration: 4:55</b><br><b>Airline Meal: (M) Meal</b><br><b>Meal Request: (s47F(1))</b><br><br><b>Number of stops: 0</b><br><b>Seat Information: 1F</b><br><b>Baggage allowance: 40K</b> |

### Remarks


**DOH OTP - Dep:** 22/09/2022 08:40 Terminal N/A /Arr: 22/09/2022 13:35 Terminal N/A

**DOH OTP - CO2/PAX\*** 220.77 KG ECO, 441.55 KG PRE

| Product  | Flight Details  | Departure   | Arrival  | Status                                  | Other Info  |
|--|---|---|--|---|---|
|  | <b>Qatar Airways</b><br><b>QR222</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>17:15</b><br><b>05/10/2022</b><br><b>Wed</b><br><b>Bucharest: Henri Coanda Airport</b> | <b>21:45</b><br><b>05/10/2022</b><br><b>Wed</b><br><b>Doha: Doha International Airport</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type: AIRBUS INDUSTRIE A320-100/200</b><br><b>Flight Duration: 4:30</b><br><b>Airline Meal: (M) Meal</b><br><b>Meal Request: (s47F(1))</b><br><br><b>Number of stops: 0</b><br><b>Seat Information: 3F</b><br><b>Baggage allowance: 40K</b> |

### Remarks

OTP DOH - Dep: 05/10/2022 17:15 Terminal N/A /Arr: 05/10/2022 21:45 Terminal N/A  
 OTP DOH - CO2/PAX\* 220.77 KG ECO, 441.55 KG PRE

| Product  | Flight Details  | Departure  | Arrival   | Status                                  | Other Info  |
|--|---|--|---|---|---|
|  | <b>Qatar Airways</b><br><b>QR818</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>01:35</b><br><b>06/10/2022</b><br><b>Thu</b><br><b>Doha: Doha International Airport</b> | <b>14:50</b><br><b>06/10/2022</b><br><b>Thu</b><br><b>Terminal 1</b><br><b>Hong Kong: Hong Kong International Airport</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type: AIRBUS A350-900</b><br><b>Flight Duration: 8:15</b><br><b>Airline Meal: (M) Meal</b><br><b>Meal Request: (s47F(1))</b><br><br><b>Number of stops: 0</b><br><b>Seat Information: 8A</b><br><b>Baggage allowance: 40K</b> |


### Remarks

DOH HKG - Dep: 06/10/2022 01:35 Terminal N/A /Arr: 06/10/2022 14:50 Terminal 1  
 DOH HKG - CO2/PAX\* 355.08 KG ECO, 710.15 KG PRE

| Product  | Flight Details   | Departure   | Arrival  | Status                                  | Other Info  |
|--|--|---|--|---|---|
|  | <b>Qatar Airways</b><br><b>QR3450</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>23:55</b><br><b>06/10/2022</b><br><b>Thu</b><br><b>Terminal 1</b><br><b>Hong Kong: Hong Kong International Airport</b> | <b>11:50</b><br><b>07/10/2022</b><br><b>Fri</b><br><b>Terminal 1</b><br><b>Sydney: Kingsford Smith</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type: Airbus A350</b><br><b>Flight Duration: 8:55</b><br><b>Meal Request: (s47F(1))</b><br><br><b>Number of stops: 0</b><br><b>Seat Information: 19D</b><br><b>Check-in terminal: Terminal 1</b><br><b>Baggage allowance: 40K</b><br><b>Flight Operated By: CATHAY PACIFIC(CX101)</b> |

### Remarks

HKG SYD - Dep: 06/10/2022 23:55 Terminal 1 /Arr: 07/10/2022 11:50 Terminal 1  
 HKG SYD - CO2/PAX\* 368.61 KG ECO, 737.22 KG PRE

| Product  | Flight Details  | Departure  | Arrival  | Status                                 | Other Info   |
|--|---|--|--|--|--|
|  | <b>Qantas</b><br><b>QF1437</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>14:35</b><br><b>07/10/2022</b><br><b>Fri</b><br><b>Terminal 3</b><br><b>Sydney: Kingsford Smith</b> | <b>15:30</b><br><b>07/10/2022</b><br><b>Fri</b><br><b>Canberra: Canberra Airport</b> | <b>ECONOMY (B)</b><br><b>Confirmed</b> | <b>Aircraft type: DE HAVILLAND DHC-8 400 SERIES</b><br><b>Flight Duration: 0:55</b><br><b>Airline Meal: (R) Refreshments - complimentary</b><br><b>Number of stops: 0</b><br><b>Check-in terminal: Terminal 3</b><br><b>Baggage allowance: 2PC</b> |

## Remarks

**SYD CBR - Dep:** 07/10/2022 14:35 Terminal 3 /Arr: 07/10/2022 15:30 Terminal N/A

**SYD CBR - CO2/PAX\*** 39.02 KG ECO, 39.02 KG PRE

| Pricing Description                                       | Curr | Price    | Tax     | GST   | Total    |
|---|------|----------|---------|-------|----------|
| Service fees are excluded                                 |      |          |         |       |          |
| Air Fare (CBR/SYD/DOH/OTP/DOH/HKG/SYD) for s 22(1)(a)(ii) | AUD  | 17509.00 | 1433.86 | 0.00  | 18942.86 |
| Air Fare (SYD/CBR) for s 22(1)(a)(ii)                     | AUD  | 123.77   | 47.59   | 16.95 | 188.31   |

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

EMPLOYEE : s 22(1)(a)(ii)  
TRIP : s 22(1)(a)(ii)

## Fare Conditions

Fare Information: s 22(1)(a)(ii)  
Canberra-Bucharest

### CHANGE CONDITIONS

- Prior to departure of first flight
  - Reissue: Restrictions or penalties may apply
  - Penalty fee between: 0.00 AUD / 990.00 AUD
  - Maximum Reissue penalty fee for entire ticket: 990.00 AUD
  - Revalidation: Not applicable (See reissue conditions)
- No-show for first flight
  - Reissue: Restrictions or penalties may apply
  - Penalty fee between: 990.00 AUD / 990.00 AUD
  - Revalidation: Not applicable (See reissue conditions)
  - Maximum Reissue penalty fee for entire ticket: 990.00 AUD
- After departure of first flight
  - Reissue: Restrictions or penalties may apply
  - Penalty fee between: 0.00 AUD / 990.00 AUD
  - Revalidation: Not applicable (See reissue conditions)
  - Maximum Reissue penalty fee for entire ticket: 990.00 AUD
- No-show for subsequent flight(s)
  - Reissue: Restrictions or penalties may apply
  - Penalty fee between: 990.00 AUD / 990.00 AUD
  - Revalidation: Not applicable (See reissue conditions)
  - Maximum Refund penalty fee for entire ticket: 990.00 AUD
- Penalty may apply

### REFUND CONDITIONS

- Prior to departure of first flight
  - Refund: Restrictions or penalties may apply
  - Penalty fee between: 0.00 AUD / 990.00 AUD
  - Maximum Refund penalty fee for entire ticket: 990.00 AUD
  - Penalty may apply. Please check the complete fare rules.
- No-show for first flight
  - Refund: Restrictions or penalties may apply
  - Penalty fee between: 990.00 AUD / 990.00 AUD
  - Maximum Refund penalty fee for entire ticket: 990.00 AUD
- After departure of first flight
  - Refund: Restrictions or penalties may apply
  - Penalty fee between: 990.00 AUD / 990.00 AUD
  - Maximum Refund penalty fee for entire ticket: 990.00 AUD
- No-show for subsequent flight(s)
  - Refund: Restrictions or penalties may apply
  - Penalty fee between: 990.00 AUD / 990.00 AUD
  - Maximum Refund penalty fee for entire ticket: 990.00 AUD

Fare Information [s 22\(1\)\(a\)\(ii\)](#)  
Bucharest-Sydney

## MAXIMUM STAY

Travel must commence before: Thursday Sep 21, 2023 12:00 AM from OTP

## CHANGE CONDITIONS

Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 990.00 AUD
- Maximum Reissue penalty fee for entire ticket: 990.00 AUD
- Revalidation: Not applicable (See reissue conditions)

No-show for first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 990.00 AUD / 990.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 990.00 AUD

After departure of first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 990.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 990.00 AUD

No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 990.00 AUD / 990.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Refund penalty fee for entire ticket: 990.00 AUD

Penalty may apply

## REFUND CONDITIONS

Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 990.00 AUD
- Maximum Refund penalty fee for entire ticket: 990.00 AUD
- Penalty may apply. Please check the complete fare rules.

No-show for first flight

- Refund: Restrictions or penalties may apply
- Penalty fee between: 990.00 AUD / 990.00 AUD
- Maximum Refund penalty fee for entire ticket: 990.00 AUD

After departure of first flight

- Refund: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 990.00 AUD
- Maximum Refund penalty fee for entire ticket: 990.00 AUD

No-show for subsequent flight(s)

- Refund: Restrictions or penalties may apply
- Penalty fee between: 990.00 AUD / 990.00 AUD
- Maximum Refund penalty fee for entire ticket: 990.00 AUD

Fare Information [s 22\(1\)\(a\)\(ii\)](#)  
Sydney-Canberra

## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Tuesday Sep 27, 2022 11:59 PM

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Wednesday Sep 20, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Wednesday Sep 20, 2023 12:00 AM

### After departure of first flight

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

### No-show for subsequent flight(s)

- Reissue: Not allowed
- Revalidation: Not applicable (See reissue conditions)

Penalty may apply

## REFUND CONDITIONS

Refund: Not allowed

Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Not allowed

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

## Additional Information (Please read your itinerary carefully)

### Air Travel

Air travel is subject to the conditions and limitations of liability set out in the airline's conditions of carriage, available on the applicable airline's website or from its offices.

### Amendments

Travellers are encouraged to process booking amendments via cytric (QBT's Online Booking Tool) wherever possible.

To make a non-urgent booking amendment through a QBT consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking.

[domestic@qbt.travel](mailto:domestic@qbt.travel)

[international@qbt.travel](mailto:international@qbt.travel)

[groups@qbt.travel](mailto:groups@qbt.travel)

[vip@qbt.travel](mailto:vip@qbt.travel)

To make an urgent booking amendment through a QBT consultant, call the 1300 phone number at the top right of this itinerary.

Please note, amendments facilitated by a QBT consultant may incur a QBT Service Fee. For a copy of the QBT Fee Schedule, please contact your entity's Travel Team.

### Baggage and Quarantine

Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (International)



For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

## Contact Details

Please provide local phone contact numbers for stopover cities.

## Electronic Tickets

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

## No Show / Cancellation Fees

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

## Passenger Security

What items can I pack in my carry-on baggage?

Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website:

<https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

## Passport

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport.

Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

## QBT Privacy Notice

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager. QBT is a wholly owned subsidiary of Helloworld Travel Limited. Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.qbt.travel>

## Reconfirmation

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

## Seating and Meals

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

## Ticketing Policy

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

## Travelling to the US

ESTA Authorities for individual travel to the USA under the Visa Waiver Program.

US Customs have introduced new enhanced security requirements for travellers entering the USA under the visa waiver program. It is mandatory for all individuals who plan to travel to the USA under the Visa Waiver Program to receive an authorisation through the ESTA website before travel to the USA. Applications can be made at any time at the ESTA website. Applicants will be asked to answer basic biographical and eligibility questions typically

requested on the current paper form completed on board the flight ( I94W form). The system will advise the applicant whether their travel to the USA is Authorised, Not Authorised or Authorisation pending.

Travellers must now apply for their ESTA at least **72 hours in advance of travel**.

For all guests who have approved ESTA's there will be no change to their check-in. Travellers arriving at the airport for travel to the United States without a previously approved ESTA will likely result in being denied boarding.

For more information visit the US Department of State website. <https://esta.cbp.dhs.gov/>

Other points of note:

An application fee applies when applying for an ESTA. Please refer to the US Department of State website.

Even if a traveller has an ESTA they will still be required to complete a paper form I94W and present it to US Customs on arrival into the USA.

Accompanied and unaccompanied children, regardless of age, will be required to obtain an independent ESTA approval.

VWP nationals who have valid visas, and other nationals that require visas, will not be required to apply for an ESTA.

An ESTA is valid for two years (unless the passport data limits validity) and will be considered acceptable for multiple use.

US Customs recommends that ESTA applications be submitted no less than 72 hours before travel.

### Travelling to Canada

ELECTRONIC TRAVEL AUTHORIZATION for flights to Canada

The government of Canada has introduced a new entry requirement, known as an Electronic Travel Authorization (eTA), that applies to visa-exempt foreign nationals travelling to or transiting Canada by air. Visa-exempt foreign nationals must obtain an eTA before they can board a flight to Canada. To complete your application for an eTA, you will need a valid passport, a credit card and an email address. An eTA costs \$7 CAD and is valid for up to five years or until the passport expires (whichever comes first). For more information please go to

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>.

### Travelling to New Zealand

From 1 October 2019, Australian permanent residents need a New Zealand Electronic Travel Authority (NZeTA) to enter New Zealand. Australian citizens are exempt from this requirement. For more information go to <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/nzeta>

### Visas / Travel Warnings

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from [www.cibtvisas.com.au](http://www.cibtvisas.com.au) or by contacting your travel consultant for information. It is also recommended that you check [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) for health and consular travel warnings for all destinations.

\*\*\*\*\* Itinerary End \*\*\*\*\*

Correspondence  
s 22(1)(a)(ii)

(Please circle one)

OFFICIAL

OFFICIAL: SENSITIVE

**PROTECTED**

First Assistant Secretary  
Multilateral Policy Division

CLEARANCE COVER SHEET

(To be attached to ALL papers submitted to EA for processing)

From/Team: s 22(1)(a)(ii) /CES Ph: s 22(1)(a)(ii)

Subject: FAS travel minute - ITU

Cleared through Assistant Secretary: Yes  No

Submission Date: 12/09 Date required back:  
Diary time booked: Yes  No

(Please circle one of the following)  
URGENT HIGH PRIORITY IMPORTANT ROUTINE  
Reason for urgency: To book flights for Wed 21/09. Thanks

ACTION REQUIRED/KEY ISSUES:  
Natasha  
As per our verbal discussion. s 22(1)(a)(ii)  
From s 22(1)(a)(ii): Like recent S23 approvals, we're seeking a high envelope (\$35,000) but current cost estimate is well below (\$24,000). s 22(1)(a)(ii)

FAS COMMENTS:  
will work together to ensure V4M throughout process.  
Approved s 22(1)(a)(ii)

13/9





**Australian Government**  
**Department of Foreign Affairs and Trade**

## MINUTE

### FIRST ASSISTANT SECRETARY MULTILATERAL POLICY DIVISION

**SUBJECT:** Approval for International Travel: s 22(1)(a)(ii), a/g Assistant Director, Candidacies, Strategy and Elections – International Telecommunication Union (ITU) Plenipotentiary Conference and related elections – Bucharest, Romania – 21 September-6 October 2022

**THROUGH:** Clair McNamara  
 Assistant Secretary, Multilateral Order Branch

EM 12/9/22 s33(a)(iii)

s22(1)(a)(ii)

12.9.22  
 Director, Candidacies, Strategy and Elections

**Critical Date:** 13/9/2022

**Reason:** Limited flights remaining to Bucharest ahead of anticipated 21 September departure.

#### Recommendations:

1. That you **approve** international travel for s 22(1)(a)(ii) to Bucharest, Romania, to provide support for Australia's campaign for re-election to the International Telecommunication Union (ITU) Council from 21 September to 6 October 2022.

APPROVED / NOT APPROVED

2. That you **approve** expenditure for flights, accommodation, transport and allowances up to \$35,000 (against Candidacies cost centre s47E(d)) consistent with the DFAT Travel Policy and Section 23 of the PGPA Act.

APPROVED / NOT APPROVED

s 22(1)(a)(ii)

**First Assistant Secretary, Natasha Smitt**

13 /09/2022

#### Issues

1. This minute seeks your approval for travel by s 22(1)(a)(ii) to Bucharest, Romania, to attend the ITU Plenipotentiary Conference (PPP-22), funded by the MYEFO measure *Multilateral Engagement Strategy and its Candidacies* s47E(d).
2. We propose s 22(1)(a)(ii) travels between 21 September – 6 October 2022, to provide on-the-ground support for Australia's campaign for re-election to the ITU Council, including negotiating and actioning reciprocal support arrangements.
3. s 22(1)(a)(ii) would be part of the Australian delegation to the ITU Plenipotentiary Conference, led by the Department of Infrastructure, Transport, Regional Development,

**PROTECTED**

Communications and the Arts (DITRDCA). Delegates from the Department of Defence, the Department of Industry, Science and Resources (DISR) and DFAT will also form part of the delegation.

4. Other DFAT delegates are:
  - a. Tobias Feakin, Ambassador for Cyber Affairs and Critical Technology
  - b. s 22(1)(a)(ii), Assistant Director, Critical Technology; and
  - c. s 22(1)(a)(ii), First Secretary, Cyber and Digital Affairs, Australian Permanent Mission to the United Nations in Geneva.

### Background

5. The Plenipotentiary Conference (PP), ITU's highest policy-making body, meets once every four years to set policies, adopt strategic and financial plans, and elect the senior management team of the organization, the Member States of the Council, and the Secretary General (SG), Deputy Secretary General, Heads of Bureaux and the ITU Council (which acts as the ITU's governing body).
6. s 33(a)(iii)
7. s 22(1)(a)(ii) will provide campaign support in the final days leading up to the Council election (anticipated to take place on 29 September), as well as support post-election reporting. She will also provide other assistance as required to support the Australian delegation.

### Financial Implications:

1. The cost of travel is estimated to cost up to AUD35,000, against cost centre s47E(d) (Candidacies). Current estimates are approximately AUD24,000:
  - Airfares AUD 15,830 (lowest flexible business class fare via Doha, found via Qatar Airways website and compared with slightly cheaper non-flexible options on Skyscanner)
    - i. Domestic travel can be undertaken via economy class and departure/return dates can be varied by 2-3 days to ensure most value for money / best routes.
  - Accommodation AUD6,000 (22 September-4 October)
    - i. Based on comparison of two different hotels
    - ii. Understand DITRDCA has spare rooms available at the s47E(d) which can be used at these rates.
  - Travel allowance AUD1,100 (based on calculations of DFAT allowances); and
  - Other incidentals (official passport and priority processing fee, taxis): AUD1000.
2. This approval provides for up to AUD35,000 to allow for flight and accommodation price variations, being unable to travel back to Australia as planned, as well as exchange rate variations. CES has confirmed there are sufficient funds available for this travel from cost centre s47E(d)
3. We will return to you to reconsider travel arrangements should costs of travel exceed this amount.

### Consultation: DITRDCA.

Prepared by: s 22(1)(a)(ii) 1, CES/ORB  
 Phone number: s 22(1)(a)(ii) 1  
 Date: 12 September 2022

**PROTECTED**



s 47E(d)

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RO ROOM&BREAK

Cumparator/ Buyer: s 22(1)(a)(ii)

Adresa/ Address: -

.. Australia

**PREAUTORIZARE  
COMPLETA**

ROOM&BREAK Suma RON: 9366,96  
TID: 41021791  
ROOM&BREAK Identificator: 001399010  
N. secvential: 001475011  
ROOM&BREAK Data: 22.09 2022  
Cod autorizare: 884411  
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**NOTA DE PLATA**

1068733 / 05-OCT-22

Page: 1 of 2

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D. 13 BUC X 3,41 44,33 F

**TOTAL: 9 366,96**

CREDIT CARD 9 366,96  
TVA VALOARE TOTAL

B-05,00% 443,93 9 322,63  
F-SCUTIT DE TVA 0,00 44,33

TOTAL TAXE: 443,93

CASIER: s 47F(1)

NUMAR BON: 1171-00010  
05.10.2022 13:05:56

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|                      | Valoare / Amount<br>RON | Plati / Payment<br>RON |
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| 27.09 City Tax A     | 3.41                    |                        |
| 28.09 Room&Breakfast | 716.84                  |                        |
| 28.09 City Tax A     | 3.41                    |                        |
| 29.09 Room&Breakfast | 717.45                  |                        |
| 29.09 City Tax A     | 3.41                    |                        |
| 30.09 Room&Breakfast | 717.55                  |                        |
| 30.09 City Tax A     | 3.41                    |                        |
| 01.10 Room&Breakfast | 717.61                  |                        |
| 01.10 City Tax A     | 3.41                    |                        |
| 02.10 Room&Breakfast | 717.61                  |                        |
| 02.10 City Tax A     | 3.41                    |                        |

s 47E(d)

MUN s 47E(d)

s 47E(d)

Cumparator/ Buyer: s 22(1)(a)(ii)

Adresa/ Address: -

.. Australia

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C.I.F.: R033786070

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C,  
B) -----  
T) BENEFICIAR: s 22(1)(a)(ii)

V) OPERATOR: 48  
S) CONFORM FACTURII: 1068733

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| ROOM&BREAKFAST |                |                 |
| ROOM&BREAKFAST | 1 BUC X 716,82 | 716,82 B        |
| ROOM&BREAKFAST | 1 BUC X 717,46 | 717,46 B        |
| ROOM&BREAKFAST | 3 BUC X 717,61 | 2 152,83 B      |
| ROOM&BREAKFAST | 1 BUC X 717,55 | 717,55 B        |
| ROOM&BREAKFAST | 1 BUC X 717,45 | 717,45 B        |
| ROOM&BREAKFAST | 4 BUC X 716,84 | 2 867,36 B      |
| ROOM&BREAKFAST | 1 BUC X 716,69 | 716,69 B        |
| ROOM&BREAKFAST | 1 BUC X 716,47 | 716,47 B        |
| CITY TAX A     | 13 BUC X 3,41  | 44,33 F         |
| <b>TOTAL:</b>  |                | <b>9 366,96</b> |

NOTA DE PLATA

s 47E(d)

05-OCT-22

PO 48

Page: 1 of 2

|  | VALOARE |  | Valoare / Amount<br>RON | Plati / Payment<br>RON |
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|  |         |  | 71682                   |                        |
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s 47F(1)

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13:05:56

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- 27.09 City Tax A
- 28.09 Room&Breakfast
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- 29.09 Room&Breakfast
- 29.09 City Tax A
- 30.09 Room&Breakfast
- 30.09 City Tax A
- 01.10 Room&Breakfast
- 01.10 City Tax A
- 02.10 Room&Breakfast
- 02.10 City Tax A

s 47E(d)

s47E(d)

Cumparator/ Buyer: s 22(1)(a)(ii)

Adresa/ Address: -

.. Australia

## NOTA DE PLATA

s 47E(d)

05-OCT-22

Nume client/ Guest name s 22(1)(a)(ii)  
 s 47E(d)  
 Nr. confirmare/ Confirmation no. s 22(1)(a)(ii)  
 Sosire/ Arrival 22.09.22  
 Plecare/ Departure 05.10.22  
 Nr. camera/ Room no. s 47E(d)

Page: 1 of 2

s 47E(d)

05/10/2022 13:05:57 MOPO 48

| Data / Date | Descriere serviciu / Item | Valoare / Amount<br>RON | Plati / Payment<br>RON |
|-------------|---------------------------|-------------------------|------------------------|
| 22.09       | Room&Breakfast            | 716.82                  |                        |
| 22.09       | City Tax A                | 3.41                    |                        |
| 23.09       | Room&Breakfast            | 716.47                  |                        |
| 23.09       | City Tax A                | 3.41                    |                        |
| 24.09       | Room&Breakfast            | 716.84                  |                        |
| 24.09       | City Tax A                | 3.41                    |                        |
| 25.09       | Room&Breakfast            | 716.84                  |                        |
| 25.09       | City Tax A                | 3.41                    |                        |
| 26.09       | Room&Breakfast            | 716.84                  |                        |
| 26.09       | City Tax A                | 3.41                    |                        |
| 27.09       | Room&Breakfast            | 716.69                  |                        |
| 27.09       | City Tax A                | 3.41                    |                        |
| 28.09       | Room&Breakfast            | 716.84                  |                        |
| 28.09       | City Tax A                | 3.41                    |                        |
| 29.09       | Room&Breakfast            | 717.45                  |                        |
| 29.09       | City Tax A                | 3.41                    |                        |
| 30.09       | Room&Breakfast            | 717.55                  |                        |
| 30.09       | City Tax A                | 3.41                    |                        |
| 01.10       | Room&Breakfast            | 717.61                  |                        |
| 01.10       | City Tax A                | 3.41                    |                        |
| 02.10       | Room&Breakfast            | 717.61                  |                        |
| 02.10       | City Tax A                | 3.41                    |                        |

s 47E(d)



s47E(d)

Cumparator/ Buyer: s 22(1)(a)(ii)

Adresa/ Address: -

.. Australia

## NOTA DE PLATA

s 47E(d) / 05-OCT-22

Nume client/ Guest name s 22(1)(a)(ii)  
 s 47E(d)  
 Nr. confirmare/ Confirmation no. s 22(1)(a)(ii)  
 Sosire/ Arrival 22.09.22  
 Plecare/ Departure 05.10.22  
 Nr. camera/ Room no. s 47E(d)

05/10/2022 13:05:57 MOPO 48

Page: 2 of 2

s 47E(d)

| Descriere serviciu / Item |                | Valoare / Amount<br>RON | Plati / Payment<br>RON |
|---------------------------|----------------|-------------------------|------------------------|
| 03.10                     | Room&Breakfast | 717.61                  |                        |
| 03.10                     | City Tax A     | 3.41                    |                        |
| 04.10                     | Room&Breakfast | 717.46                  |                        |
| 04.10                     | City Tax A     | 3.41                    |                        |
| 05.10                     | Visa CardRON   |                         | 9,366.96               |

XXXXXXXXXX1893XX/XX

|         |          |          |
|---------|----------|----------|
| Total   | 9,366.96 | 9,366.96 |
| Balance | 0.00RON  |          |

|                                     | NET             | VAT / TVA     | BRUT / GROSS        |
|-------------------------------------|-----------------|---------------|---------------------|
| Servicii 19% TVA / Services 19% VAT | 0.00            | 0.00          | 0.00                |
| Servicii 5% / Services 5% VAT       | 8,878.70        | 443.93        | 9,322.63            |
| Servicii 9% TVA / Services 9% VAT   | 0.00            | 0.00          | 0.00                |
| Nelmpozabil / No VAT                | 44.33           | 0.00          | 44.33               |
| <b>TOTAL</b>                        | <b>8,923.03</b> | <b>443.93</b> | <b>9,366.96 RON</b> |

TOTAL ECHIVALENT FACTURA / TOTAL FOREIGN CURRENCY

1EUR= 4.9471 RON

1,893.42 EUR

Front Desk Agent:

Guest signature:

s 47E(d)

s 22(1)(a)(ii)

**From:** sg-registration@itu.int  
**Sent:** Friday, 16 September 2022 5:42 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** sg-registration@itu.int  
**Subject:** [EXTERNAL] PP-22: Confirmation of registration N° 95013635-10

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



## Registration Confirmation

Dear s 22(1)(a)(ii),

You have been registered to participate in the **Plenipotentiary Conference 2022 (PP-22)**, to be held in Bucharest, Romania, from **26 September to 14 October 2022**.

### Your Personal Details

Membership Category: **Member States**

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

Entity: **Australia**

E-mail: s 22(1)(a)(ii) @dfat.gov.au

**Note:** To notify any required correction or modification to the above information, please send an e-mail to [sg-registration@itu.int](mailto:sg-registration@itu.int)

### Event Registration Details

Sub-meetings: **2022 Plenipotentiary Conference**

Registration ID: s 47E(d)



## Further information for your participation

Information and practical arrangements regarding:

- [Visa](#)
- [Accommodation](#)
- [Event Venue](#)
- [On-site badging](#)
- [COVID-19's measures](#)

is also available on the [event website](#) and the [host country website](#), providing more details for you to organize your participation.

Thank you for using the on-line registration system for ITU events. Please contact us at [sg-registration@itu.int](mailto:sg-registration@itu.int) for any question related to registration or badging.

With best regards,

### PP-22 Registration Service

*Note: This registration confirmation, together with your passport or an official photo ID card must be presented to the PP Badging Desk in order to receive your delegate badge.*



#### Contact us

Email: [sg-registration@itu.int](mailto:sg-registration@itu.int)  
International Telecommunication Union  
Place des Nations, 1211 Geneva 20, Switzerland

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 30 August 2022 10:15 AM  
**To:** s22(1)(a)(ii)  
**Cc:**  
**Subject:** RE: Seeking S23 Approval to purchase flights: MR4082<sup>s 22(1)(a)(ii)</sup> Bucharest 23 Sep- 15 Oct 2022 [SEC=OFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**OFFICIAL**

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

I will provide S23 approval, on the basis that<sup>s 22(1)(a)</sup> has advised that Infrastructure have approved and are funding her travel.<sup>s 22(1)(a)(ii)</sup> please send relevant cost codes to<sup>s 22(1)(a)(ii)</sup>

I am satisfied this spending proposal, for MR4082<sup>s 22(1)(a)(ii)</sup> Bucharest 23 Sep- 15 Oct 2022, is an efficient, effective and ethical use of resources that is consistent with Commonwealth policies and is within the limitation of my delegation under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Sufficient funds are available in the following cost codes:

Cost Centre: To be advised by<sup>s 22(1)(a)(ii)</sup> on behalf of Infrastructure

Maximum Cost: Flight:CHF590, TA:CHF854 + extra CHF200

I approve this spending proposal in accordance with Section 23.

Regards,

s22(1)(a)(ii)

Finance Manager/SAO/Section 23 Approver  
 Australian Consulate-General, Geneva  
 Switzerland

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Tuesday, 30 August 2022 10:10 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** Seeking S23 Approval to purchase flights: MR4082<sup>s22(1)(a)(ii)</sup> Bucharest 23 Sep- 15 Oct 2022 [SEC=OFFICIAL]



**OFFICIAL**

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



I am seeking your S23 approval to purchase s 22(1)(a)(ii) flight to Bucharest 23 Sep – 15 Oct 2022: Flight:CHF590, TA:CHF854 + extra CHF200.

Based on the updated flight search (full serviced airlines) as of today, below option 1: Swiss/Lufthansa, Business Class, at CHF590 is the best fare of the day.



1. CHF590, Business Class

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23</b> · 2:50 PM – 7:55 PM<br>SWISS · Operated by Helvetic                         | 4 hr 5 min<br>GVA-OTP  | 1 stop<br>50 min ZRH      |
|  | <b>Sat, Oct 15</b> · 12:45 PM – 5:40 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 5 hr 55 min<br>OTP-GVA | 1 stop<br>2 hr 40 min MUC |

2. CHF657, Business Class

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23</b> · 1:15 PM – 7:20 PM<br>Air France                       | 5 hr 5 min<br>GVA-OTP  | 1 stop<br>55 min CDG      |
|  | <b>Sat, Oct 15</b> · 1:55 PM – 6:40 PM<br>KLM · Operated by KLM Cityhopper | 5 hr 45 min<br>OTP-GVA | 1 stop<br>1 hr 15 min AMS |

3. CHF722, Business Class:

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23</b> · 1:10 PM – 6:45 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi...  | 4 hr 35 min<br>GVA-OTP | 1 stop<br>1 hr 30 min MUC |
|  | <b>Sat, Oct 15</b> · 12:45 PM – 5:40 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 5 hr 55 min<br>OTP-GVA | 1 stop<br>2 hr 40 min MUC |

Thanks

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)

**Sent:** Monday, 29 August 2022 2:27 PM

**To:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); Jeff Roach

<[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)

**Subject:** Re: DFAT Bucharest at PP22 (MR4082)[SEC=OFFICIAL]

**OFFICIAL**

Thanks Amanda, this is solid advice!

s 22(1)(a)(ii) let's stick with the original plan.

Thanks everyone

s 22(1)(a)(ii)

---

**OFFICIAL**

**From:** "Amanda Gorely" <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>  
**Date:** Monday, 29 August 2022 at 12:32:32 pm  
**To:** "s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)", s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au), "Jeff Roach" <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au), s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Thanks <sup>s 22(1)(a)</sup> – I approve.

**s47E(d)** Every flight my visitors had booked with them over summer was cancelled sometimes on the day of travel after arrival at the airport with no refund for weeks after and no rescheduling or customer service at the airport. Personally, I would opt for a full service option even if it involves a stop, but up to you.

AG

*Amanda Gorely  
 Ambassador and Permanent Representative  
 Australian Permanent Mission to the United Nations  
 Australian Ambassador for Disarmament  
 Direct: s 22(1)(a)(ii)  
 Mobile s 22(1)(a)(ii)  
 Twitter @AustraliaUN\_GVA  
 (she/her)*

---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Monday, 29 August 2022 11:50 AM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au); Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au); s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Hi Amanda

Welcome back, are you able to approve the travel below which is being funded by Department of Infrastructure.

<sup>s 22(1)(a)(iii)</sup> Infrastructure have given the go ahead re flights – I understand there is a direct **s47E(d)** to Bucharest on Friday the 23<sup>rd</sup>. I would like to take this if possible to ensure myself and the merchandise I'll be carting, definitely make it there.

Kind regards

## s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 2:37 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

### OFFICIAL

Hi <sup>s 22(1)(a)(ii)</sup>

Thanks for your email.

I will hold on to the flight booking until your further advice.

Regards

<sup>s 22(1)(a)(ii)</sup>

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 2:23 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

### OFFICIAL

Dear <sup>s 22(1)(a)(ii)</sup>

I understand department of Infrastructure are still going through their spending approval process. When the delegation as a whole receives approval we can take the next step at this end.

Thanks

s22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 2:17 PM  
**To:** Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

### OFFICIAL

Hi <sup>s22(1)(a)(ii)</sup>

In Amanda's absence, would you give approval for <sup>s 22(1)(a)(ii)</sup> trip to Bucharest 23 Sep – 15 Oct 2022 as per below email exchange?

Thanks

<sup>s 22(1)(a)(ii)</sup>

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 1:07 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii) I will provide S23 approval below, but I also need to see HOM approval of the travel before the booking is made.

I am satisfied this spending proposal, for DFAT Bucharest at PP22 (MR4082, is an efficient, effective and ethical use of resources that is consistent with Commonwealth policies and is within the limitation of my delegation under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Sufficient funds are available in the following cost codes:

Cost Centre: s 47E(d)

Option 2: Business Class, CHF581, TA: CHF867.

I approve this spending proposal in accordance with Section 23.

Regards,

s22(1)(a)(ii)

Finance Manager/SAO/Section 23 Approver  
Australian Consulate-General, Geneva  
Switzerland

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Monday, 18 July 2022 3:39 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

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

Thanks so much for this.

I've attached the travel form. Option 2 would work best for me in terms of leaving latest in the day and being the shortest route. This would be followed by option 3.

Let me know if you need anything further from me.

Kind regards

s 22(1)(a)(ii)



**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Friday, 15 July 2022 11:49 AM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

## OFFICIAL

Hi s22(1)(a)(ii)



Please see below flight options in business class. Travel Allowance depends on the arrival and departure time, which is also calculated below for your reference, assuming the hotel cost includes breakfast.

Can you please send me the travel booking request form? I have created the MR4082 folder in EDRMS for your trip.

Option 1: Business Class CHF515, TA: CHF903.

## Geneva ↔ Bucharest



### Selected flights

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|   | <b>Fri, Sep 23</b> · 6:45 AM – 12:00 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 4 hr 15 min<br>GVA-OTP | 1 stop<br>1 hr 10 min MUC |
|  | <b>Sat, Oct 15</b> · 1:45 PM – 5:15 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi...  | 4 hr 30 min<br>OTP-GVA | 1 stop<br>55 min FRA      |

Option 2: Business Class, CHF581, TA: CHF867.

## Geneva ↔ Bucharest



### Selected flights

|   |   |                        |                      |
|---|---|------------------------|----------------------|
|  | <b>Fri, Sep 23</b> · 2:50 PM – 7:55 PM<br>SWISS · Operated by Helvetic                        | 4 hr 5 min<br>GVA-OTP  | 1 stop<br>50 min ZRH |
|  | <b>Sat, Oct 15</b> · 1:45 PM – 5:15 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 4 hr 30 min<br>OTP-GVA | 1 stop<br>55 min FRA |

Option 3: Business Class, CHF543, TA: CHF867.

# Geneva ↔ Bucharest

## Selected flights



|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23</b> · 1:15 PM – 7:20 PM<br>Air France                       | 5 hr 5 min<br>GVA–OTP  | 1 stop<br>55 min CDG      |
|  | <b>Sat, Oct 15</b> · 1:55 PM – 6:40 PM<br>KLM · Operated by KLM Cityhopper | 5 hr 45 min<br>OTP–GVA | 1 stop<br>1 hr 15 min AMS |

Option 4: Business Class, CHF543, TA: CHF889.

Round trip · 1 · Business Class

# Geneva ↔ Bucharest

## Selected flights

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|   | <b>Fri, Sep 23</b> · 7:20 AM – 1:35 PM<br>Air France                       | 5 hr 15 min<br>GVA–OTP | 1 stop<br>1 hr CDG        |
|  | <b>Sat, Oct 15</b> · 1:55 PM – 6:40 PM<br>KLM · Operated by KLM Cityhopper | 5 hr 45 min<br>OTP–GVA | 1 stop<br>1 hr 15 min AMS |

Regards

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>

**Sent:** Wednesday, 13 July 2022 5:04 PM

**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>

**Subject:** FW: DFAT Bucharest at PP22 [SEC=OFFICIAL]

**OFFICIAL**

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

The Department of Infrastructure will also be funding some upcoming travel to Bucharest of the ITU Plenipotentiary Conference.

Similar to the meeting in Kigali, are you able to assist with quotes for the flights to Bucharest and the TA for the below dates.

Let me know if you have any questions

Kind regards

s22(1)(a)(ii)

From: s 22(1)(a)(ii) <[@infrastructure.gov.au](mailto:@infrastructure.gov.au)>  
 Sent: Tuesday, 12 July 2022 1:45 AM  
 To: s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
 Cc: s 22(1)(a)(ii) <[@INFRASTRUCTURE.gov.au](mailto:@INFRASTRUCTURE.gov.au)>; s 22(1)(a)(ii) <[@INFRASTRUCTURE.gov.au](mailto:@INFRASTRUCTURE.gov.au)>  
 Subject: DFAT Bucharest at PP22 [SEC=OFFICIAL]

OFFICIAL

Hello s 22(1)(a)(ii)

With PP22 fast approaching in September, I am emailing about your possible attendance at the conference. s22(1)(a)(ii) and the team see very strong value in you joining us in Bucharest given your extensive knowledge of the ITU, and your excellent guidance at WTSA, Council and WTDC, and hope that you are able to support us again at PP22.

The Department of Infrastructure will cover costs associated with your travel, to be invoiced after travel, as you are travelling on our behalf and such costs aren't ordinarily covered in Post's budget. To get the ball rolling and to avoid flights/accommodation booking out, I'd be grateful for an estimate of travel costs so that I can seek Assistant Secretary approval (table below should assist). Subject to approval, you can then can go ahead with bookings.

I know Lufthansa and Swiss run daily services to Bucharest through Munich or Zurich, I'm sure there will be other options also. When I looked, business fares ranged between \$1,200-\$2,000 return. On the hotel, we are holding rooms at the s47E(d) and have requested one for you too so no need to include in the table below.

| TOTAL COST FOR TRIP TO BUCHAREST –<br>23 September to 15 October |        |          |            |
|--|--------|----------|------------|
| Xx NIGHTS- PP22  |        |          |            |
| Item   | Amount | Currency | (AUD)      |
| Flight   |        |          | \$0,000.00 |
| Land transport   |        |          | \$0,000.00 |
| Daily expenses   |        |          | \$0,000.00 |
|  |        | TOTAL    | \$0,000.00 |

Happy to discuss further.

Regards,



**s 22(1)(a)(ii)**

Administration Officer • International Engagement – ITU and APT

Post, International Telecommunications and ACMA Branch • Consumer Services and Consumer Division

**AUSTRALIA** • AUSTRALIE • 澳大利亚 • Австралия • أستراليا**s 22(1)(a)(ii)****OFFICIAL**-----  
Disclaimer

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If you have received this e-mail in error, please notify the Department on (02) 6274-7111 and delete all copies of this transmission together with any attachments.

  
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s 22(1)(a)(ii)

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**From:** Swiss International Air Lines <info@noti.swiss.com>  
**Sent:** Tuesday, 30 August 2022 10:39 AM  
**To:** Accounts Geneva  
**Subject:** [EXTERNAL] Your SWISS flight Geneva (GVA) - Bucharest (OTP) on 23/09/2022  
**Attachments:** 1\_GVA-ZRH.ics; 2\_ZRH-OTP.ics; 3\_OTP-MUC.ics; 4\_MUC-GVA.ics

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

## SWISS Booking confirmation



Booking reference: s 47E(d)

Dear s 22(1)(a)(ii)

Thank you for flying with us. Please find your booking confirmation details below.  
We wish you a pleasant flight - and see you soon.



Use your booking reference to [edit bookings](#) at any time



You will receive your boarding pass(es) automatically 20 hours before departure

**All names in this booking:**

s 22(1)(a)(ii)

## Flight information



## Outbound flight

**GVA**



**OTP**

4h 05m

**Geneva**  
23 Sep 2022  
14:50

**Bucharest**  
23 Sep 2022  
19:55



**LX 2811**  
**Confirmed**

Friday 23 September 2022  
14:50 GVA → 15:45 ZRH  
Operated by Swiss International Air Lines

Airbus A220-300

s 22(1)(a)(ii)

Business Saver - P



**LX 1888**  
**Confirmed**

Friday 23 September 2022  
16:35 ZRH → 19:55 OTP  
Operated by Helvetic Airways  
on behalf of Swiss International Air Lines

Embraer 190  
E2

This is a codeshare flight. Different baggage policies may apply, please check the baggage information of this e-mail.

s 22(1)(a)(ii)

Business Saver - P

## Return flight

**OTP**



**GVA**

5h 55m

**Bucharest**  
15 Oct 2022  
12:45

**Geneva**  
15 Oct 2022  
17:40

**LH 1651**  
**Confirmed**Saturday 15 October 2022  
12:45 OTP → 13:50 MUC  
Operated by Lufthansa German Airlines

Airbus A320 (Sharklets)

s 22(1)(a)(ii)

Business Saver - D

**LH 2386**  
**Confirmed**Saturday 15 October 2022  
16:30 MUC → 17:40 GVA  
Operated by Lufthansa German Airlines

Canadair Regional Jet 900

s 22(1)(a)(ii)

Business Saver - D

**Please note**

All times are local times

The fare is only valid if all the flights are fully flown in the booked sequence. Otherwise the fare will be recalculated based on the actual flight routing.

In accordance with current [EU law](#), you have the right to provide SWISS with the name and address of an additional contact person.

Depending on the chosen fare, your ticket might only allow you to travel with hand baggage. Check the conditions of your fare.

Additional baggage fees may apply

## Baggage information

**Geneva (GVA) – Zurich (ZRH)**

Fri. 23.09.2022

s22(1)(a)(ii)


2 baggage items of up to 70lb / 32kg

**Zurich (ZRH) – Bucharest (OTP)**

Fri. 23.09.2022

s22(1)(a)(ii)


2 baggage items of up to 70lb / 32kg

 Bucharest (OTP) – Munich (MUC)

Sat. 15.10.2022

s 22(1)(a)(ii)

2 baggage items of up to 70lb / 32kg

 Munich (MUC) – Geneva (GVA)

Sat. 15.10.2022


s 22(1)(a)(ii)

2 baggage items of up to 70lb / 32kg

**Baggage information**

- Checked baggage
- Excess baggage
- Baggage provisions on codeshares and interline partners

## Selected Services

| NAME               | RECEIPT NUMBER | TICKET AND SERVICES  |                   |
|--------------------|----------------|--|-------------------|
| <hr/>              |                |  |                   |
| s 22(1)(a)(ii)     |                |  |                   |
|                    | s 22(1)(a)(ii) |  Fare | CHF 333.00        |
|                    |                | International Surcharge (YQ)   | 144.00            |
|                    |                | Fees*  | 30.00             |
|                    |                | Airport Passenger Security & Noise Charge (CH)   | 47.20             |
|                    |                | Security Charge (DC)   | 5.80              |
|                    |                | Airport Departure Tax (RO)   | 13.80             |
|                    |                | Passenger Service Charge (RA)  | 15.75             |
|                    |                |  | <hr/>             |
|                    |                |  | CHF 589.55        |
| <hr/>              |                |  |                   |
| <b>Grand total</b> |                |  | <b>CHF 589.55</b> |



\* The amount includes fees such as e.g. service fee, OPC, etc. For details please contact your nearest SWISS Service Center.

## Important Information / Immigration Formalities

**Important: Please inform yourself about the entry regulations for your trip  
Please be at the airport early and allow some extra time.**

Please note that it is your responsibility to adhere to the entry regulations of all countries you are visiting on your trip. Currently, these regulations change very frequently. Kindly inform yourself in due time, and again shortly before the trip. On this page you can find this and other important information regarding your trip, as well as related links (without any guarantee of completeness):

[Travel Information to Bucharest](#)

### **Mandatory wearing of masks**

Depending on the country of departure and arrival, you may be required to wear a mask on board your SWISS flight.

Please inform yourself in good time about the respective regulations and be sure to listen to the announcements at the gate and on board.

On all flights to Switzerland operated by SWISS, Edelweiss Air und Helvetic Airways the use of masks is no longer required.

[Learn more](#)

# Quicklinks



Manage your booking



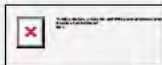
Complete immigration formalities



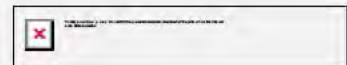
SWISS Choice



Ask our Chatbot



Legal notice Data protection  
Conditions of carriage Contact



**s 22(1)(a)(ii)**

**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 30 August 2022 10:45 AM  
**To:** s 22(1)(a)(ii)  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]  
**Attachments:** [EXTERNAL] Your SWISS flight Geneva (GVA) - Bucharest (OTP) on 23/09/2022

**OFFICIAL**

Hi <sup>s 22(1)(a)(ii)</sup>

Luckily, the price has changed slightly this morning and it turns out the attached Swiss/Lufthansa flight is the best fare of the day and will get you back to Geneva at 17:40 on Saturday 15<sup>th</sup> Oct (one hour earlier than the previous KLM flight).

So this flight has been booked and please see the attached flight ticket.

Cheers  
<sup>s 22(1)(a)(ii)</sup>

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 29 August 2022 5:04 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Thanks <sup>s 22(1)(a)(ii)</sup> is there anything that could get me back earlier on Saturday the 15<sup>th</sup>?

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 29 August 2022 4:24 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]



**OFFICIAL**

Hi <sup>s 22(1)(a)(ii)</sup>



I have done an updated quote for full service airlines as per below.

The 1<sup>st</sup> option with KLM is now the best fare of the day for CHF657. Are you ok with this flight?



1. CHF657, Business Class:

|   |  |                        |                          |
|---|--|------------------------|--------------------------|
|  | <b>Fri, Sep 23</b> · 1:15 PM – 7:20 PM<br>Air France                       | 5 hr 5 min<br>GVA-OTP  | 1 stop<br>55 min CDG     |
|  | <b>Sat, Oct 15</b> · 1:55 PM – 6:40 PM<br>KLM - Operated by KLM Cityhopper | 5 hr 45 min<br>OTP-GVA | 1 stop<br>1 hr 15 min AI |

## 2. CHF722, Business Class:

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23 · 1:10 PM – 6:45 PM</b><br>Lufthansa · SWISS · Operated by Lufthansa CityLi...  | 4 hr 35 min<br>GVA-OTP | 1 stop<br>1 hr 30 min MUC |
|  | <b>Sat, Oct 15 · 12:45 PM – 5:40 PM</b><br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 5 hr 55 min<br>OTP-GVA | 1 stop<br>2 hr 40 min MUC |

## 3. CHF908, Business Class:

|   |   |                        |                      |
|---|---|------------------------|----------------------|
|  | <b>Fri, Sep 23 · 2:50 PM – 7:55 PM</b><br>SWISS · Operated by Helvetic                        | 4 hr 5 min<br>GVA-OTP  | 1 stop<br>50 min ZRH |
|  | <b>Sat, Oct 15 · 1:45 PM – 5:15 PM</b><br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 4 hr 30 min<br>OTP-GVA | 1 stop<br>55 min FRA |

Thanks

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>**Sent:** Monday, 29 August 2022 2:27 PM**To:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); Jeff Roach<[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)**Subject:** Re: DFAT Bucharest at PP22 (MR4082)[SEC=OFFICIAL]**OFFICIAL**

Thanks Amanda, this is solid advice!

s 22(1)(a)(ii) let's stick with the original plan.

Thanks everyone

s 22(1)(a)(ii)

**OFFICIAL****From:** "Amanda Gorely" <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>**Date:** Monday, 29 August 2022 at 12:32:32 pm**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au), s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au), "Jeff Roach"<[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au), s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Thanks <sup>s 22(1)(a)</sup> – I approve.

**s47E(d)** Every flight my visitors had booked with them over summer was cancelled sometimes on the day of travel after arrival at the airport with no refund for weeks after and no rescheduling or customer service at the airport. Personally, I would opt for a full service option even if it involves a stop, but up to you.

AG

*Amanda Gorely*  
*Ambassador and Permanent Representative*  
*Australian Permanent Mission to the United Nations*  
*Australian Ambassador for Disarmament*  
Direct: **s 22(1)(a)(ii)**  
Mobile **s 22(1)(a)(ii)**  
Twitter @AustraliaUN\_GVA  
(she/her)

---

**From:** **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Monday, 29 August 2022 11:50 AM  
**To:** **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>; Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>; **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Hi Amanda

Welcome back, are you able to approve the travel below which is being funded by Department of Infrastructure.

<sup>s 22(1)(a)(ii)</sup> Infrastructure have given the go ahead re flights – I understand there is a direct **s47E(d)** flight to Bucharest on Friday the 23<sup>rd</sup>. I would like to take this if possible to ensure myself and the merchandise I'll be carting, definitely make it there.

Kind regards

**s22(1)(a)(ii)**

---

**From:** **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 2:37 PM  
**To:** **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>; Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>; **s 22(1)(a)(ii)** <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Hi <sup>s 22(1)(a)(ii)</sup>

Thanks for your email.

I will hold on to the flight booking until your further advice.

Regards

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 2:23 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Jeff Roach <[Jeff.Roach@dfat.gov.au](mailto:Jeff.Roach@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Dear s 22(1)(a)(ii)

I understand department of Infrastructure are still going through their spending approval process. When the delegation as a whole receives approval we can take the next step at this end.

Thanks

s22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 2:17 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** Amanda Gorely <[Amanda.Gorely@dfat.gov.au](mailto:Amanda.Gorely@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Hi Jeff,

In Amanda's absence, would you give approval for s 22(1)(a)(ii)' trip to Bucharest 23 Sep – 15 Oct 2022 as per below email exchange?

Thanks

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Tuesday, 9 August 2022 1:07 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

Hi s 22(1)(a)(ii) I will provide S23 approval below, but I also need to see HOM approval of the travel before the booking is made.

I am satisfied this spending proposal, for DFAT Bucharest at PP22 (MR4082, is an efficient, effective and ethical use of resources that is consistent with Commonwealth policies and is within the limitation of my delegation under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Sufficient funds are available in the following cost codes:

Cost Centre: s 47E(d)

Option 2: Business Class, CHF581, TA: CHF867.

I approve this spending proposal in accordance with Section 23.

Regards,

s22(1)(a)(ii)

Finance Manager/SAO/Section 23 Approver  
Australian Consulate-General, Geneva  
Switzerland

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 18 July 2022 3:39 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

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

Thanks so much for this.

I've attached the travel form. Option 2 would work best for me in terms of leaving latest in the day and being the shortest route. This would be followed by option 3.

Let me know if you need anything further from me.

Kind regards

s22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 15 July 2022 11:49 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: DFAT Bucharest at PP22 (MR4082) [SEC=OFFICIAL]

**OFFICIAL**

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



Please see below flight options in business class. Travel Allowance depends on the arrival and departure time, which is also calculated below for your reference, assuming the hotel cost includes breakfast.

Can you please send me the travel booking request form? I have created the MR4082 folder in EDRMS for your trip.





Option 1: Business Class CHF515, TA: CHF903.

**Geneva ↔ Bucharest****Selected flights**

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23</b> · 6:45 AM – 12:00 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 4 hr 15 min<br>GVA-OTP | 1 stop<br>1 hr 10 min MUC |
|  | <b>Sat, Oct 15</b> · 1:45 PM – 5:15 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi...  | 4 hr 30 min<br>OTP-GVA | 1 stop<br>55 min FRA      |



Option 2: Business Class, CHF581, TA: CHF867.

**Geneva ↔ Bucharest****Selected flights**

|   |   |                        |                      |
|---|---|------------------------|----------------------|
|    | <b>Fri, Sep 23</b> · 2:50 PM – 7:55 PM<br>SWISS · Operated by Helvetic                        | 4 hr 5 min<br>GVA-OTP  | 1 stop<br>50 min ZRH |
|  | <b>Sat, Oct 15</b> · 1:45 PM – 5:15 PM<br>Lufthansa · SWISS · Operated by Lufthansa CityLi... | 4 hr 30 min<br>OTP-GVA | 1 stop<br>55 min FRA |

Option 3: Business Class, CHF543, TA: CHF867.

**Geneva ↔ Bucharest****Selected flights**

|   |  |                        |                           |
|---|--|------------------------|---------------------------|
|  | <b>Fri, Sep 23</b> · 1:15 PM – 7:20 PM<br>Air France                       | 5 hr 5 min<br>GVA-OTP  | 1 stop<br>55 min CDG      |
|  | <b>Sat, Oct 15</b> · 1:55 PM – 6:40 PM<br>KLM · Operated by KLM Cityhopper | 5 hr 45 min<br>OTP-GVA | 1 stop<br>1 hr 15 min AMS |



Option 4: Business Class, CHF543, TA: CHF889.



Round trip · 1 · Business Class

## Geneva ↔ Bucharest

## Selected flights

|   |   |                        |                           |
|---|---|------------------------|---------------------------|
|  | Fri, Sep 23 · 7:20 AM – 1:35 PM<br>Air France                       | 5 hr 15 min<br>GVA-OTP | 1 stop<br>1 hr CDG        |
|  | Sat, Oct 15 · 1:55 PM – 6:40 PM<br>KLM · Operated by KLM Cityhopper | 5 hr 45 min<br>OTP-GVA | 1 stop<br>1 hr 15 min AMS |

Regards

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)  
 Sent: Wednesday, 13 July 2022 5:04 PM  
 To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)  
 Cc: s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)  
 Subject: FW: DFAT Bucharest at PP22 [SEC=OFFICIAL]

**OFFICIAL**

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

The Department of Infrastructure will also be funding some upcoming travel to Bucharest of the ITU Plenipotentiary Conference.

Similar to the meeting in Kigali, are you able to assist with quotes for the flights to Bucharest and the TA for the below dates.

Let me know if you have any questions

Kind regards

s22(1)(a)(ii)

From: s 22(1)(a)(ii) [@infrastructure.gov.au](mailto:@infrastructure.gov.au)  
 Sent: Tuesday, 12 July 2022 1:45 AM  
 To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)  
 Cc: s 22(1)(a)(ii) [@INFRASTRUCTURE.gov.au](mailto:@INFRASTRUCTURE.gov.au); s 22(1)(a)(ii) [@INFRASTRUCTURE.gov.au](mailto:@INFRASTRUCTURE.gov.au)  
 Subject: DFAT Bucharest at PP22 [SEC=OFFICIAL]

**OFFICIAL**

Hello s 22(1)(a)(ii)

With PP22 fast approaching in September, I am emailing about your possible attendance at the conference. <sup>s 22(1)(a)(i)</sup> and the team see very strong value in you joining us in Bucharest given your extensive knowledge of the ITU, and your excellent guidance at WTSA, Council and WTDC, and hope that you are able to support us again at PP22.

The Department of Infrastructure will cover costs associated with your travel, to be invoiced after travel, as you are travelling on our behalf and such costs aren't ordinarily covered in Post's budget. To get the ball rolling and to avoid flights/accommodation booking out, I'd be grateful for an estimate of travel costs so that I can seek Assistant Secretary approval (table below should assist). Subject to approval, you can then go ahead with bookings.

I know Lufthansa and Swiss run daily services to Bucharest through Munich or Zurich, I'm sure there will be other options also. When I looked, business fares ranged between \$1,200-\$2,000 return. On the hotel, we are holding rooms at the Concord, Old Bucharest Hotel and have requested one for you too so no need to include in the table below.

| TOTAL COST FOR TRIP TO BUCHAREST –<br>23 September to 15 October<br>Xx NIGHTS- PP22 |        |          |            |
|---|--------|----------|------------|
| Item  | Amount | Currency | (AUD)      |
| Flight  |        |          | \$0,000.00 |
| Land transport  |        |          | \$0,000.00 |
| Daily expenses  |        |          | \$0,000.00 |
|   |        | TOTAL    | \$0,000.00 |

Happy to discuss further.

Regards,



s 22(1)(a)(ii)

Administration Officer • International Engagement – ITU and APT  
Post, International Telecommunications and ACMA Branch • Consumer Services and Consumer Division

AUSTRALIA • AUSTRALIE • 澳大利亚 • Австралия • أستراليا

s 22(1)(a)(ii)

OFFICIAL

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s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 10 November 2022 12:11 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au; s 22(1)(a)(ii)  
**Subject:** DFAT Bucharest at PP22 (23 Sep - 15 Oct 2022) - s 22(1)(a)(ii) trip to reimburse Australian Mission in Geneva (MR4082) [SEC=OFFICIAL]  
**Attachments:** s 22(1)(a)(ii)

**OFFICIAL**

Dear all,

As advised by below email exchange, for s 22(1)(a)(ii)' sponsored trip to Bucharest 23 Sep – 15 Oct 2022 MR4082, total cost to be reimbursed to us is: CHF589.55 Airfare + CHF863.21 TA = CHF1452.76

Please see the attached invoice and supporting documents.

Thanks & Regards

s 22(1)(a)(ii)  
Finance, HR and Travel Assistant  
Permanent Mission of Australia  
Chemin des Fins 2  
Case Postale 172  
1211 Geneva 19  
Switzerland  
Tel: s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Wednesday, 13 July 2022 5:04 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** FW: DFAT Bucharest at PP22 [SEC=OFFICIAL]

**OFFICIAL**

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

The Department of Infrastructure will also be funding some upcoming travel to Bucharest of the ITU Plenipotentiary Conference.

Similar to the meeting in Kigali, are you able to assist with quotes for the flights to Bucharest and the TA for the below dates.

Let me know if you have any questions

Kind regards

§ 22(1)(a)

---

**From:** s 22(1)(a)(ii) <[@infrastructure.gov.au](mailto:infrastructure.gov.au)>  
**Sent:** Tuesday, 12 July 2022 1:45 AM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[@INFRASTRUCTURE.gov.au](mailto:INFRASTRUCTURE.gov.au)>; s 22(1)(a)(ii) <[@INFRASTRUCTURE.gov.au](mailto:INFRASTRUCTURE.gov.au)>  
**Subject:** DFAT Bucharest at PP22 [SEC=OFFICIAL]

## OFFICIAL

Hello § 22(1)(a)(ii)

With PP22 fast approaching in September, I am emailing about your possible attendance at the conference. § 22(1)(a)(ii) and the team see very strong value in you joining us in Bucharest given your extensive knowledge of the ITU, and your excellent guidance at WTSA, Council and WTDC, and hope that you are able to support us again at PP22.

The Department of Infrastructure will cover costs associated with your travel, to be invoiced after travel, as you are travelling on our behalf and such costs aren't ordinarily covered in Post's budget. To get the ball rolling and to avoid flights/accommodation booking out, I'd be grateful for an estimate of travel costs so that I can seek Assistant Secretary approval (table below should assist). Subject to approval, you can then can go ahead with bookings.

I know Lufthansa and Swiss run daily services to Bucharest through Munich or Zurich, I'm sure there will be other options also. When I looked, business fares ranged between \$1,200-\$2,000 return. On the hotel, we are holding rooms at the s47E(d) and have requested one for you too so no need to include in the table below.

| TOTAL COST FOR TRIP TO BUCHAREST –<br>23 September to 15 October |        |          |            |
|--|--------|----------|------------|
| Xx NIGHTS- PP22  |        |          |            |
| Item   | Amount | Currency | (AUD)      |
| Flight   |        |          | \$0,000.00 |
| Land transport   |        |          | \$0,000.00 |
| Daily expenses   |        |          | \$0,000.00 |
|  |        | TOTAL    | \$0,000.00 |

Happy to discuss further.

Regards,



s 22(1)(a)(ii)

Administration Officer • International Engagement – ITU and APT

Post, International Telecommunications and ACMA Branch • Consumer Services and Consumer Division

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s 22(1)(a)(ii)

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10 Nov 2022

Attention: **s 22(1)(a)(ii)**  
Director, International Engagement – ITU and APT  
GPO Box 594  
Canberra, ACT 2601  
Department of Infrastructure, Transport, Regional Development and Communications

## INVOICE 05/22

Payments of CHF 589.55, was made to Swiss Air on 30.08.2022 for **s 22(1)(a)(ii)** return flight from Geneva to Bucharest, 23 Sep -15 Oct 2022, and Travel Allowance of CHF 863.21 (=AUD1355.97) was made to **s 22(1)(a)(ii)** on 02.11.2022, on behalf of the Department of Infrastructure, Transport, Regional Development and Communications.

Amount to be reimbursed to Australian Permanent Mission in Geneva: CHF 1452.76

*Payment terms:*  
*Immediately*

Please make payment to:  
**s 22(1)(a)(ii)**

Australian Permanent Mission and Consulate-General, Geneva  
Chemin des Fins 2, Case Postale 102, 1211 Geneva 19, Switzerland  
Tel: +41 22 799 9100 (Reception) Fax: +41 22 799 9178  
[www.australia.ch](http://www.australia.ch)



**OFFICIAL:Sensitive**

s22(1)(a)(ii)

**Title:** Australian delegation attending International Telecommunication Union (ITU) Council and Plenipotentiary Conference 2022 (PP-22) in Bucharest, Romania

**MRN:** s22(1)(a)(ii)

**To:** Athens

**Cc:** RR : Geneva UN

**From:** Canberra  
(CHCH/DIRD)

**From File:**

**EDRMS**

**Files:**

**References:**

**Response:** Routine, Information Only

**Summary**

Delegates from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA), and from the departments of Foreign Affairs and Trade (DFAT), Industry, Science and Resources (DISR) and Defence will begin travelling to Romania on 21 September to attend ITU Council (24 September) and PP-22 (26 September – 14 October). Senator Karen Grogan (SA) will accompany the delegation on behalf of the Minister for Communications. No assistance from Post is currently expected to be required.

1.Held every four years, the Plenipotentiary Conference is ITU's top policy-making body, providing an opportunity to influence decisions on ITU's role, and its support for global development of telecommunications and information and communication technologies (ICTs). PP-22 will take place in Bucharest, Romania from 26 September to 14 October 2022.

2.PP 22 will set ITU's general policies, adopt strategic and financial plans for the 2023 to 2026 term, and has the power to change the ITU's Constitution and Convention, the basic treaties that establish the legal basis for ITU and define its purpose and structure.

3.The election of ITU's senior leadership team, and members of its 48-seat governing Council and the 12-member Radio Regulations Board, will also take place at PP-22. Australia has been a Council member since 1959 and is standing for re-election at PP-22.

4.Senator Karen Grogan (SA) will accompany the delegation on behalf of the Minister for Communications, the Hon Michelle Rowland MP. From DITRDCA, Mr Richard Windeyer, Deputy Secretary, Communications and Media Group, will serve as Head of Delegation to PP-22.

5.Mr Lachlann Paterson, First Assistant Secretary, Communications Services and Consumer Division, Mr Daniel Caruso, Assistant Secretary, Post, International Telecommunications and ACMA Branch, and Ms Kathleen Silleri, Assistant Secretary, Consumer Safeguards, will serve as Alternate Heads of Delegation to PP-22.

6.Mr Tobias Feakin, Ambassador for Cyber Affairs and Critical Technology, DFAT, will also serve as Alternate Head of Delegation to PP-22. Mr Feakin's role will be to engage in negotiations on cyber critical technology.

7.s 22(1)(a)(ii) , Director, International Engagement (ITU and APT), DITRDCA, will serve as Deputy Head of Delegation to PP-22, and will assist with the coordination and management the delegation .

**OFFICIAL:Sensitive**



**OFFICIAL:Sensitive**

s22(1)(a)(ii)

8. Officials from DITRDCA's Communications Services and Consumer Division, and Communications Infrastructure Division will attend PP-22 covering negotiations within the three sectors of the ITU (Radiocommunications, Development, Standardization).

9. In addition to assisting with technical negotiations on issues such as cybersecurity, officials from DFAT will assist on matters of broader foreign policy and ITU Council campaigning. Critical technology and standardisation issues will be the main focus for DISR officials, while colleagues from Defence will provide negotiation support in the area of radiocommunications.

10. A complete list of delegates and travel details is as follows. All delegates are staying at s47E(d), Bucharest Romania

Senator Karen Grogan:

Arrive: 24 Sept 2022, 23:20 Emirates EK2379

Depart: 02 Oct 2022, 13:45 Lufthansa LH1419

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

Arrive: 24 Sept 2022, 23:20 Emirates EK2379

Depart: 02 Oct 2022, 13:45 Lufthansa LH1419

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

Arrive: 23 Sept 2022, 13:35 Qatar Airlines QR221

Depart: 02 Oct 2022, 17:15 Qatar Airlines QR222

Mr Lachlann Paterson (DITRDCA):

Arrive: 22 Sept 2022, 13:35 Qatar Airlines QR221

Depart: 05 Oct 2022, 17:15 Qatar Airlines QR222

Mr Daniel Caruso (DITRDCA):

Arrive: 23 Sept 2022, 13:35 Qatar Airlines QR221

Depart: 15 Oct 2022, 17:15 Qatar Airlines QR222

Ms Kathleen Silleri (DITRDCA):

Arrive: 27 Sept 2022, 13:35 Qatar Airlines QR221

Depart: 08 Oct 2022, 17:15 Qatar Airlines QR222

Mr Tobias Feakin (DFAT):

Arrive: 25 Sept 2022, 08:15 Turkish Airlines TK1043

Depart: 01 Oct 2022, 00:30 Emirates EK2380

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

Arrive: 22 Sept 2022, 14:35 Emirates EK2244

Depart: 15 Oct 2022, 00:30 Emirates EK2380

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

Arrive: 23 Sept 2022, 19:55 Swiss Airlines LX 1888

Depart: 15 Oct 2022, 12:45 Lufthansa LH1651

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

Arrive: 22 Sept 2022, 23:50 Lufthansa LH1422

Depart: 02 Oct 2022, 17:15 Qatar Airlines QR222

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

Arrive: 22 Sept 2022, 14:45 Emirates EK2244

Depart: 15 Oct 2022, 15:40 Emirates EK2245

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

**OFFICIAL:Sensitive**

**OFFICIAL:Sensitive**

s22(1)(a)(ii)

Arrive: 01 Oct 2022, 14:45 Emirates EK2244  
 Depart: 15 Oct 2022, 00:30 Emirates EK2380

s 22(1)(a)(ii) (DITRDCA):  
 Arrive: 14 Sept 2022, 13:35 Qatar Airlines QR221  
 Depart: 15 Oct 2022, 17:15 Qatar Airlines QR222

s 22(1)(a)(ii) (DITRDCA):  
 Arrive: 27 Sept 2022, 13:35 Qatar Airlines QR221  
 Depart: 15 Oct 2022, 17:15 Qatar Airlines QR222

s 22(1)(a)(ii) (DITRDCA):  
 Arrive: 24 Sept 2022, 13:35 Qatar Airlines QR221  
 Depart: 15 Oct 2022, 17:15 Qatar Airlines QR222

s 22(1)(a)(ii) (DITRDCA):  
 Arrive: 22 Sept 2022, 14:45 Emirates EK2244  
 Depart: 09 Oct 2022, 00:30 Emirates EK2380

s 22(1)(a)(ii) (Defence):  
 Arrive: 01 Oct 2022, 14:45 Emirates EK2244  
 Depart: 15 Oct 2022, 00:30 Emirates EK2380

s 22(1)(a)(ii) (Defence):  
 Arrive: 01 Oct 2022, 14:45 Emirates EK2244  
 Depart: 15 Oct 2022, 00:30 Emirates EK2380

s 22(1)(a)(ii) (DFAT):  
 Arrive: 23 Sept 2022, 13:35 Qatar Airlines QR221  
 Depart: 15 Oct 2022, 13:15 Austrian Airlines OS784

s 22(1)(a)(ii) (DISR): TBC  
 Arrive: 03 Oct 2022, 13:35 Qatar Airlines QR221  
 Depart: 16 Oct 2022, 17:15 Qatar Airlines QR222

s 22(1)(a)(ii) (DISR): TBC  
 Arrive: 02 Oct 2022, 14:45 Emirates EK2244  
 Depart: 15 Oct 2022, 10:40 Aegean Airlines A3961

s 22(1)(a)(ii) (DFAT):  
 Arrive: 22 Sept 2022, 13:35 Qatar Airlines QR221  
 Depart: 04 Oct 2022, 00:30 17:15 Qatar Airlines QR222

s 22(1)(a)(ii) (DFAT): TBC  
 Arrive: Evening of 27 Sept 2022  
 Depart: Morning of 29 Sept 2022

11.No assistance from Post is expected to be required, however should Post require further information, please contact s 22(1)(a)(ii) , Director – International Engagement (ITU and APT) via email:

s 22(1)(a)(ii) @infrastructure.gov.au (with copy to s 22 @communications.gov.au), or telephone: s22(1)(a)(ii)

s 22(1)(a)(ii)

**OFFICIAL:Sensitive**

s22(1)(a)(ii)

**OFFICIAL:Sensitive**

**OFFICIAL:Sensitive**

s22(1)(a)(ii)

**OFFICIAL:Sensitive**

**OFFICIAL:Sensitive**

s22(1)(a)(ii)

**OFFICIAL:Sensitive**

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**OFFICIAL:Sensitive**



s22(1)(a)(ii)

**OFFICIAL:Sensitive**

**OFFICIAL:Sensitive**

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 19 August 2022 12:50 PM  
**To:** Craig Maclachlan  
**Cc:** Tobias Feakin; Cameron Archer; s 22(1)(a)(ii)  
**Subject:** For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]

**OFFICIAL**

Hi Craig

I understand you have discussed the ITU with Toby and the proposal to send a small delegation from DFAT to the Plenipotentiary in September/October.

On behalf of the delegation, grateful for your consideration of this s23.

Best  
 s 22(1)(a)(ii)

--

Dear Craig

I seek your approval in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013* to spend public money.

The purpose of this expenditure is to pay for International Travel to: s22(1)(a)(ii) Romania (Bucharest).

The purpose for this visit is:

s 22(1)(a)(ii)

**Bucharest:** DFAT will join the DITRDCA-led delegation to the International Telecommunication Union (ITU) Plenipotentiary Conference. Ambassador Feakin will attend the first week to promote Australia's credential's for our ITU Council re-election bid, s 33(a)(iii) attend Australia-sponsored events and undertake a bilateral program to expand relationships and promote Australia's interests. The Ambassador will be supported by two DFAT officers (as part of the Australian delegation) over this week and who will then remain in Bucharest for the duration of the ITU (September – 17 October).

This high level program work towards implementing Australia's objectives outlined in the International Cyber & Critical Tech Engagement Strategy.

**Itinerary:**

|       |   |               |
|-------|---|---------------|
| Day 1 | Travel: Canberra s22(1)(a)(ii)  | Wed 21 Sept   |
| Day 2 | s 22(1)(a)(ii)  | Thurs 22 Sept |
| Day 3 |   | Fri 23 Sept   |
| Day 4 | Travel: s22(1)(a)(ii) to Bucharest, rest day  | Sat 24 Sept   |
| Day 5 | Bucharest: Day 1 of the International Telecommunication Union (ITU) Plenipotentiary Conference VIP week, Ministerial Roundtable | Sun 25 Sept   |

|        |  |               |
|--------|--|---------------|
| Day 6  | Bucharest: Official ITU Opening Ceremony <b>s22(1)(a)(ii)</b>  | Mon 26 Sept   |
| Day 7  | <b>s 22(1)(a)(ii)</b>  | Tues 27 Sept  |
| Day 8  | Bucharest: Council campaign lunch event hosted by Australia, Bilateral meetings – advocate for Australia’s re-election & promote the US candidate for Sec-Gen                      | Wed 28 Sept   |
| Day 9  | Bucharest: Bilateral meetings – advocate for Australia’s re-election & promote the US candidate for Sec-Gen  | Thurs 29 Sept |
| Day 10 | Bucharest: Network of Women Breakfast event, Bilateral meetings – advocate for Australia’s re-election & promote the US candidate for Sec-Gen / <i>Travel</i> : return to Canberra | Fri 30 Sept   |
| Day 11 | <i>Travel</i> : return to Canberra   | Sat 1 Oct     |
| Day 12 | <i>Travel</i> : arrive in Canberra, rest day   | Sun 2 Oct     |

**Officers Travelling:**

1. Tobias Feakin
2. **s 22(1)(a)(ii)**
- 3.

**Cost (for three officers):**

|                      |                     |
|----------------------|---------------------|
| Flights Total:       | \$65,000.00         |
| Accommodation Total: | \$30,000.00         |
| TA Estimate:         | \$5,000.00          |
| <b>TOTAL:</b>        | <b>\$100,000.00</b> |

The upper limit of the proposal is: **\$100,000.00**. Please note this upper limit should capture current inflated flight pricing and necessary visas and TPNs for entry into Romania.

There are sufficient uncommitted funds available for this procurement under cost centre code **s 22(1)(a)(ii)** in the 2022/23 financial year.

To the best of my knowledge this proposal does not breach any relevant Commonwealth policy and is compliant with the Accountable Authority Instructions for the Department of Foreign Affairs and Trade.

I recommend that you approve this proposal to spend public money.

Many thanks

**s 22(1)(a)(ii)**

\_\_\_\_\_  
 Director | Critical Technology Policy Section  
 Cyber Affairs and Critical Technology Branch  
**T s 22(1)(a)(ii)** | **M +s 22(1)(a)(ii)**

**Confirmation No:** s 47E(d)

**. Feakin Toby**

**Company:** meeting broker

**Travel Agency:**

Thank you for booking your stay at the s47E(d) following accommodation for you:

. We have reserved the

**Arrival Date:** 24.09.22

**Rate per Night:** 145.69 EUR

**Room Type:** Standard Room King

**Payment:** self pay

**Departure Date:** 30.09.22

**No of guests:** 1

**Guarantee method:** Guarantee to Company

The nightly rate is inclusive of Full Breakfast, 5% VAT . 0.5% City Tax is included.

Hotel Facilities:

- \* Standard free Wi-Fi Internet access
- \* Conference rooms
- \* At your choice self-laundry service (24hrs)
- \* Business Center
- \* Room Service
- \* s47E(d) Restaurant
- \* The Shop (24hrs)

The standard check-in time is 3:00 PM and check-out is at 12:00 PM local time (GMT+2).

This reservation requires a credit card deposit of 874.14 EUR which will be charged to your card. If you cancel for any reason, attempt to modify this reservation, or do not arrive on your specified check-in date, your payment is non-refundable.

Please, let us know if you require the following services:

- Airport transfer (1 way), starting from 29 Euro (up to 3 guests)
- Parking (within 2 minutes walking distance), price varies according to duration.

We would be delighted to assist you with any other arrangements you may need for your stay with us.

For any information on how we process your personal data, please check our **Privacy Policy available here** s47E(d)

We look forward to welcoming you soon.

s47E(d)

**Confirmation No:** s 47E(d)

s 22(1)(a)(ii)

**Company:** meeting broker  
**Travel Agency:**

Thank you for booking your stay at the s47E(d) following accommodation for you:

. We have reserved the

**Arrival Date:** 23.09.22  
**Rate per Night:** 145.69 EUR  
**Room Type:** Standard Room King  
**Payment:** self pay

**Departure Date:** 15.10.22  
**No of guests:** 1  
**Guarantee method:** Guarantee to Company

The nightly rate is inclusive of Full Breakfast, 5% VAT . 0.5% City Tax is included.

Hotel Facilities:

- \* Standard free Wi-Fi Internet access
- \* Conference rooms
- \* At your choice self-laundry service (24hrs)
- \* Business Center
- \* Room Service
- \* s47E(d) Restaurant
- \* The Shop (24hrs)

The standard check-in time is 3:00 PM and check-out is at 12:00 PM local time (GMT+2).

This reservation requires a credit card deposit of 3,205.18 EUR which will be charged to your card. If you cancel for any reason, attempt to modify this reservation, or do not arrive on your specified check-in date, your payment is non-refundable.

Please, let us know if you require the following services:

- Airport transfer (1 way), starting from 29 Euro (up to 3 guests)
- Parking (within 2 minutes walking distance), price varies according to duration.

We would be delighted to assist you with any other arrangements you may need for your stay with us.

For any information on how we process your personal data, please check our **Privacy Policy available here**  
**Hilton Garden Inn Bucharest Old Town Privacy Policy.**

We look forward to welcoming you soon.

s47E(d)









s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 19 August 2022 11:45 AM  
**To:** s 22(1)(a)(ii)  
**Cc:** Cameron Archer; s 22(1)(a)(ii)  
**Subject:** Minister Watts possible travel to the ITU [SEC=OFFICIAL]

**OFFICIAL**

Hi Patricia

We've just been advised by the Department of Communications that Minister Rowland is no longer available to attend the ITU Plenipotentiary in September and has reached out to Minister Watts to determine whether he would be available to represent the Government.

You may be aware the accreditation process for delegates takes time and needs to be done well ahead of the event. While recognising that it hasn't been decided yet whether Minister Watts will travel to the ITU, we think it would be sensible to start the accreditation process for the Minister and anyone in his office who might travel with him.

If you're comfortable with this approach, grateful for advice on who might travel with Minister Watts so we can add them to the accreditation list.

Many thanks

s 22(1)(a)(ii)

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Director | Critical Technology Policy Section  
Cyber Affairs and Critical Technology Branch  
T +s 22(1)(a)(ii) | M +s 22(1)(a)(ii)

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @infrastructure.gov.au>  
**Sent:** Wednesday, 24 August 2022 12:44 PM  
**To:** Tobias Feakin; s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** Plenipotentiary 2022- Accommodation [SEC=OFFICIAL]  
**Attachments:** Feakin Toby.pdf; s 22(1)(a)(ii) pdf

OFFICIAL

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

The s47E(d) has confirmed rooms for the Australian delegation, your individual confirmations are attached.

Noting, agencies are responsible for all costs associated with this booking.

Please let me know if there is a conflict with proposed flights and I can modify the booking on your behalf.

Regards,



s 22(1)(a)(ii)

Administration Officer • International Engagement – ITU and APT  
Post, International Telecommunications and ACMA Branch • Consumer Services and Consumer Division  
AUSTRALIA • AUSTRALIE • 澳大利亚 • Австралия • أستراليا

s 22(1)(a)(ii)

OFFICIAL

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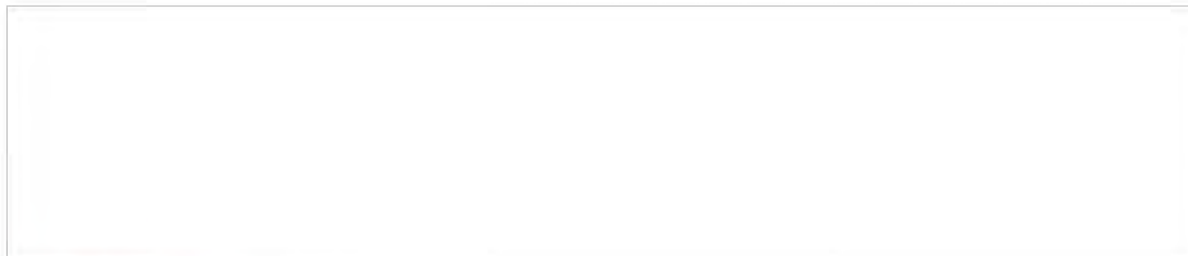
-----



From: s 22(1)(a)(ii)  
To:  
Subject: FW: [EXTERNAL] Reservation Confirmation #92063850 for s47E(d) [SEC=OFFICIAL]  
Date: Tuesday, 6 September 2022 6:49:14 PM  
Attachments: image001.png

OFFICIAL

Cancelled



From: s 22(1)(a)(ii) @dfat.gov.au>  
Sent: Thursday, 11 August 2022 6:01 PM  
To: s 22(1)(a)(ii) @dfat.gov.au>  
Subject: RE: [EXTERNAL] Reservation Confirmation #92063850 for s47E(d) [SEC=OFFICIAL]

OFFICIAL

Thanks – confirming this is saved at s22(1)(a)(ii)

Assistant Director | Critical Technology  
Cyber Affairs & Critical Technology Branch | Security Division  
Department of Foreign Affairs and Trade  
Ts22(1)(a)(ii) | Ms22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>  
Sent: Thursday, 11 August 2022 5:31 PM  
To: s22(1)(a)(ii) @dfat.gov.au>  
Subject: FW: [EXTERNAL] Reservation Confirmation #92063850 for s47E(d) [SEC=OFFICIAL]

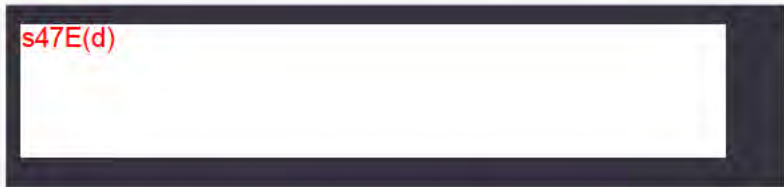
OFFICIAL

From: s47E(d)  
Sent: Thursday, 11 August 2022 5:27 PM  
To: Tobias Feakin <Tobias.Feakin@dfat.gov.au>  
Subject: [EXTERNAL] Reservation Confirmation #92063850 for s47E(d)

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

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

Our Top Priority — Our Guests: [COVID-19 update and cancellation policy](#).



Thank you for booking with us, Dr. Tobias Feakin.

The unconventional awaits

Fri, Sep 23, 2022 – Fri, Sep 30, 2022

Confirmation Number: s47E(d)



Check-In: Friday, September 23, 2022 03:00 PM

Check-Out: Friday, September 30, 2022 12:00 PM

|                            |                             |
|----------------------------|-----------------------------|
| Number of rooms            | 1 Room                      |
| Guests per room            | 1 Adult                     |
| Guarantee Method           | Credit Card Guarantee, Visa |
| Total for Stay (all rooms) | 2,182.87 EUR                |

Room 1

Room Type  Silver, Guest room, 1 King

UPGRADE ROOM

Guaranteed Requests:

None

ALL REQUESTS

[Modify or Cancel Reservation](#)

### Important Information About Your Stay

In order to prepare for your upcoming stay, [learn more](#) about available services, opening hours, and COVID-19 policies.

s47E(d)



## Enhance your stay



### Inspiring Experiences

Find unique activities everyone will love, and earn points too.

[Book Activities](#)



### Relax & Revive

Indulge in revitalizing spa treatments.

[Explore Options](#)



### Indulge Your Appetite

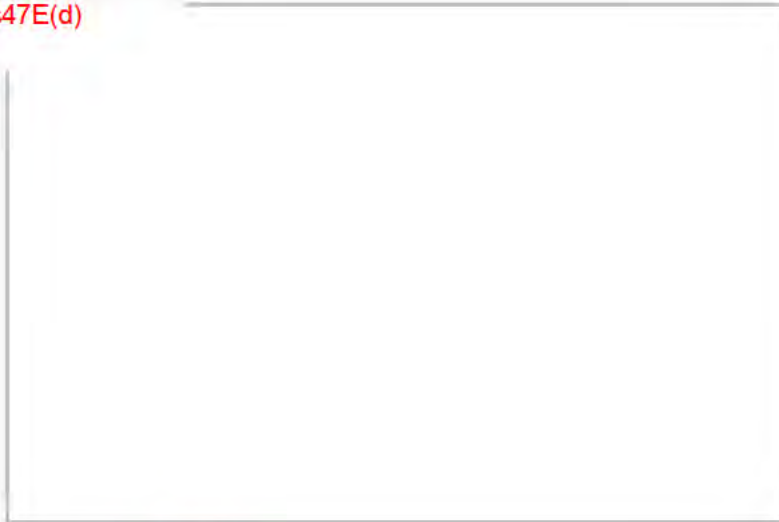
Discover exceptional culinary experiences at our restaurants.

[Explore Options](#)

s47E(d)



s47E(d)



s47E(d)

### Summary Of Charges

Friday, September 23, 2022 – Saturday, September 24, 2022

1 Night at 179.00 EUR per night per room



Saturday, September 24, 2022 – Sunday, September 25, 2022

1 Night at 221.00 EUR per night per room



Sunday, September 25, 2022 – Monday, September 26, 2022

1 Night at 288.00 EUR per night per room



Monday, September 26, 2022 – Wednesday, September 28, 2022

2 Nights at 343.00 EUR per night per room

Flexible Rate

Wednesday, September 28, 2022 – Friday, September 30, 2022

2 Nights at 399.00 EUR per night per room

Flexible Rate

#### Taxes & Fees (per night per room)

|                                   |          |
|-----------------------------------|----------|
| Estimated Government Taxes & Fees | 1.55 EUR |
|-----------------------------------|----------|

#### Totals

|                            |              |
|----------------------------|--------------|
| Total for Stay (all rooms) | 2,182.87 EUR |
|----------------------------|--------------|

#### Other Charges

Off-site parking, fee: 25 EUR daily

AMOUNT QUOTED IN EUR BUT PAYMENT DUE IN RON

## Rate Details & Cancellation Policy

- You may cancel your reservation for no charge before 11:59 PM local hotel time on Thursday, September 22, 2022 (1 day[s] before arrival).
- Please note that we will assess a fee of 179.90 EUR if you must cancel after this deadline.
- Please note that a change in the length or dates of your reservation may result in a rate change.

#### Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking will affect the total room price.


#### Additional Information

- Upon check-in an authorization request will be placed on your credit or debit card (where accepted) in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven




nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

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[Free Wi-Fi](#)

  
[Mobile Check-In](#)

[Learn More](#) 

s47E(d)

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s47E(d)



**From:** s 22(1)(a)(ii)  
**To:** "SPC-Coord-Visits"  
**Cc:** s 22(1)(a)(ii) @afp.gov.au  
**Subject:** RE: International Telecommunication Union (ITU) Plenipotentiary Conference [SEC=OFFICIAL]  
**Date:** Wednesday, 24 August 2022 10:53:43 AM  
**Attachments:** image001.gif  
image002.gif

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**OFFICIAL**

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

Thanks for your time on the phone just now.

I can confirm that I (and the Ambassador for Cyber Affairs and Critical Technology) will travel to this conference as part of the DITRDCA-led delegation. DITRDCA advised yesterday that the 'ministerial' representation for this conference is expected to be the Speaker of the House.

I understand therefore that your engagement may not be required, but do let me know if that changes or you need anything further.

Kind regards,

s 22(1)(a)(ii)

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Assistant Director | Critical Technology  
Cyber Affairs & Critical Technology Branch | Security Division  
Department of Foreign Affairs and Trade  
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @afp.gov.au>  
**Sent:** Wednesday, 24 August 2022 10:42 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @afp.gov.au s 22(1)(a)(ii) @afp.gov.au>  
**Subject:** International Telecommunication Union (ITU) Plenipotentiary Conference [SEC=OFFICIAL]

**OFFICIAL**

Good morning s 22(1)(a)(ii)

You are listed as the contact for the International Telecommunication Union (ITU) Plenipotentiary Conference 26 September – 14 October 2022

Are you able to provide any further information regarding this visit please – programme etc.?

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

s 22(1)(a)(ii)

COORDINATION GROUP - VISITS  
SPECIALIST PROTECTIVE COMMAND

Tel: +s 22(1)(a)(ii) Ext: s 22(1)(a)(ii)

[www.afp.gov.au](http://www.afp.gov.au)

Australian Federal Police

[Redacted content]

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AFP Web site: <http://www.afp.gov.au>

\*\*\*\*\*

**From:** s 22(1)(a)(ii)  
**To:**  
**Cc:** s 22(1)(a)(ii)  
**Subject:** [Cameron Archer: s 22\(1\)\(a\)\(ii\)](#)  
RE: ITU workshop - For action: mandate and credentials [SEC=OFFICIAL:Sensitive]  
**Date:** Friday, 1 July 2022 5:01:04 PM  
**Attachments:** [image001.png](#)  
[DFAT\\_credentials - ITU Plenipotentiary 2022.docx](#)

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**OFFICIAL: Sensitive**

Hi <sup>s 22(1)(a)(ii)</sup>

Please find attached the list of DFAT officers to be included in the credentials for PP-22. This includes representatives from CYB, MPD, Geneva, and Athens Post (as they are accredited to Romania as well).

Per your guidance, and further to earlier discussions with <sup>s 22(1)(a)(ii)</sup> we have provided a maximalist list to ensure we have plenty of contingency in the face of resourcing/scheduling/COVID etc issues, and with the understanding that DFAT's actual contribution to the delegation is still to be determined and agreed (but will be significantly smaller than the attached).

With apologies, there are a couple of outstanding details we will need to follow up and provide you on Monday due to people being on leave (highlighted in yellow in the attached).

As for the credentials and Ex-Co process writ large, please let me know how we can assist. I will be speaking to the relevant person in our International Law Branch who assists with these matters on Monday, to ensure we (DFAT, but will share any info) are covered for our part of the process. But want to ensure we are on the same page of course and to assist however needed. I am under the impression the ITU deadline is the end of August, but welcome any further guidance on the timeline.

Happy to chat about any of the above!

Thanks <sup>s 22(1)(a)(ii)</sup>

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Assistant Director | Critical Technology Section  
Cyber Affairs & Critical Technology Branch  
Department of Foreign Affairs and Trade  
W: +s 22(1)(a)(ii) | M:s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @infrastructure.gov.au>  
**Sent:** Wednesday, 29 June 2022 2:02 PM  
**To:** s 22(1)(a)(ii) @defence.gov.au; <sup>s 22(1)(a)(ii)</sup> @defence.gov.au;  
s 22(1)(a)(ii) @homeaffairs.gov.au; s 22(1)(a)(ii) @homeaffairs.gov.au;  
s 22(1)(a)(ii) @pmc.gov.au; s 22(1)(a)(ii) @pmc.gov.au; s 22(1)(a)(ii) @pmc.gov.au; s 22(1)(a)(ii)

s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au>;s 22(1)(a)(ii) @industry.gov.au;>  
s 22(1)(a)(ii) @industry.gov.au;> s 22(1)(a)(ii) @industry.gov.au;>  
s 22(1)(a)(ii) @industry.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;>; s 22(1)(a)(ii) @dfat.gov.au;>; s 22(1)(a)(ii) @dfat.gov.au;>;  
s 22(1)(a)(ii) @dfat.gov.au;> Cameron Archer <Cameron.Archer@dfat.gov.au>;  
s 22(1)(a)(ii) INFRASTRUCTURE.gov.au>; s 22(1)(a)(ii) @homeaffairs.gov.au;>; s 22(1)(a)(ii) @dfat.gov.au;>; s 22(1)(a)(ii) @dfat.gov.au;>;  
@dfat.gov.au;>; s 22(1)(a)(ii) @dfat.gov.au;>  
**Cc:** s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au;>; s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au;>; s 22(1)(a)(ii) @communications.gov.au;>; s 22(1)(a)(ii) @infrastructure.gov.au;>; s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au;>; s 22(1)(a)(ii) @infrastructure.gov.au;>; s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au;>; s 22(1)(a)(ii) @INFRASTRUCTURE.gov.au;>

**Subject:** ITU workshop - For action: mandate and credentials [SEC=OFFICIAL:Sensitive]

### OFFICIAL:Sensitive

Dear colleagues,

Thank you for attending the ITU workshop on Monday. We really appreciate your ongoing engagement/input and would be grateful for your action on the following:

s 22(1)(a)(ii)

#### 2. **Accreditation** (by COB Friday 1 July)

As mentioned in the workshop, PP-22 is a treaty level conference. For the purposes of credentials, please provide names, positions (including position title, section, branch, division — no acronyms) and citizenships of potential attendees from your department by **COB Friday 1 July** (full names, as appears on passport). We are happy for the credentials list to include contingency, so don't be stingy providing names. An example is below (I have no middle name — please confirm in brackets if that is the case for you, too), and a blank form for you to fill out for each person nominated from your department/agency.

**Full name:** s 22(1)(a)(ii)

**Position and section:** Assistant Director, International Engagement — International Telecommunication Union and Asia-Pacific Telecommunity

**Branch:** Post, International Telecommunications and Australian Media and Communications Authority Branch

**Division:** Communications Services and Consumer

**Citizenships:** s 22(1)(a)(ii)

**Full name:**  
**Position and section:**  
**Branch:**  
**Division:**  
**Citizenships:**

Please feel free to call me or **s 22(1)(a)(ii)** ) if you would like to discuss. And we look forward to seeing you at the next workshop late July (more details soon!).

Best regards,

**s 22(1)(a)(ii)**

Assistant Director • International Engagement – ITU and APT • Post, International Telecommunications and ACMA  
 Branch • Communications Services and Consumer Division

**Department of Infrastructure, Transport, Regional Development and Communications**

**Email:** **s 22(1)(a)(ii)** [@infrastructure.gov.au](mailto:s 22(1)(a)(ii)@infrastructure.gov.au) / **s 22(1)(a)(ii)** [communications.gov.au](mailto:s 22(1)(a)(ii)@communications.gov.au)

**s 22(1)(a)(ii)**

**Phone:** **s 22(1)(a)(ii)**

GPO Box 594 Canberra, ACT 2601

**AUSTRALIA** • **AUSTRALIE** • **أستراليا** • **Австралия** • **أستراليا**



**VOTE AUSTRALIA FOR ITU COUNCIL**

[www.infrastructure.gov.au/itu](http://www.infrastructure.gov.au/itu)

I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islander people.

**OFFICIAL:Sensitive**

-----  
 Disclaimer

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From: [\[Redacted\]](#)  
To: **S 22(1)(a)(i)**  
Cc: [\[Redacted\]](#)  
Subject: [\[Redacted\]](#)  
Date: Friday, 16 September 2022 11:52:47 AM

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

TAX INVOICE: A800309  
CBT Yorlisk Pty Ltd  
CORPORATE OFFICE  
LEVEL 1, 800 ST KILDA ROAD  
MELBOURNE VIC 3004  
PH 03 9575 8455  
A.B.N. 51 157 888 212  
INVOICE NUMBER: A800309

DATE: 16/09/2022  
TRACKING NUMBER: **S 22(1)(a)(i)**  
NAME OF TRAVELLER(S): Tobias PEAKIN  
DESTINATION COUNTRY: Romania

CARD TYPE: Visa  
VISA FEE (NO GST): \$0.00  
PROCESSING FEE (GST INCLUSIVE): \$19.09  
COLLECTION FEE (GST INCLUSIVE): \$0.00  
RETURN FEE (GST INCLUSIVE): \$0.00  
TOTAL: \$19.09  
GST INCLUDED IN TOTAL: \$1.74  
PAID TODAY: \$19.09  
TOTAL OUTSTANDING: \$0.00

Information provided in this email and use of the Yorlisk travel visa processing system is conditional upon your acceptance of the Yorlisk terms, conditions and disclaimer <https://www.yorlisk.com.au/terms-conditions>  
or <https://www.yorlisk.com.au/terms-conditions> please refer to <https://www.yorlisk.com.au/terms-conditions> for more information  
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**Senator the Hon Penny Wong**  
**Minister for Foreign Affairs**

s 22(1)(a)(ii)

The Hon Michelle Rowland MP  
Minister for Communications  
Parliament House  
CANBERRA ACT 2600

Dear Minister

Thank you for your letter of 25 July 2022 regarding Australia's participation in the Plenipotentiary Conference of the International Telecommunication Union (ITU). The Conference will be held in Bucharest, Romania, from 26 September to 14 October 2022.

s 33(a)(iii)

The Ambassador for Cyber Affairs and Critical Technology, Dr Tobias Feakin, will attend and lend support to the ITU Council re-election campaign. I welcome the inclusion of Department of Foreign Affairs and Trade officers in your delegation to provide foreign policy advice.

Consistent with longstanding practice, and subject to the agreement of the Attorney-General, I provide credentials for members of the Australian delegation. I also seek Executive Council approval of the proposed instrument of accreditation, to enable specified members of the delegation to sign the Final Acts of the Plenipotentiary Conference 2022 of the ITU.

I have copied this letter to the Prime Minister and the Attorney-General.

Yours sincerely

**PENNY WONG**

cc: The Hon Anthony Albanese MP, Prime Minister  
The Hon Mark Dreyfus QC MP, Attorney-General



# Your Itinerary

QBT Pty Limited  
ABN: 50 128 382 187

Level 7, 175 Liverpool Street  
Sydney NSW 2000

Tel: (+61) 1300 770 631

Printed: 13-Sep-2022

## Attention

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

DFAT

John Mcewen Crescent, R G Casey Building, Barton ACT 0221

## Booking Details

Last Updated Date: 13 Sep 2022

Created Date: 07 Sep 2022


QBT Booking Reference: s 47E(d)

Customer Number: s 22(1)(a)(ii)

We are pleased to advise the following travel arrangements

## Name of Passenger


Tobias Feakin

| Product  | Flight Details  | Departure  | Arrival  | Status                   | Other Info   |
|--|---|--|--|--------------------------|--|
|  | <b>Qantas</b><br><b>QF1458</b><br>Airline Reference: s 22(1)(a)(ii) | <b>08:40</b><br><b>21/09/2022</b><br><b>Wed</b><br><b>Canberra: Canberra</b><br><b>Airport</b> | 09:35<br>21/09/2022<br>Wed<br>Terminal 3<br>Sydney: Kingsford<br>Smith | ECONOMY (Y)<br>Confirmed | <b>Aircraft type:</b> DE HAVILLAND DHC-8<br>400 SERIES<br><b>Flight Duration:</b> 0:55<br><b>Airline Meal:</b> (R) Refreshments -<br>complimentary<br><b>Number of stops:</b> 0<br><b>Baggage allowance:</b> 40K |

## Remarks

CBR SYD - Dep: 21/09/2022 08:40 Terminal N/A /Arr: 21/09/2022 09:35 Terminal 3

CBR SYD - CO2/PAX\* 39.02 KG ECO, 39.02 KG PRE

| Product  | Flight Details  | Departure  | Arrival   | Status                    | Other Info  |
|--|---|--|---|---------------------------|---|
|  | <b>Qantas</b><br><b>QF19</b><br>Airline Reference: s 22(1)(a)(ii) | <b>12:30</b><br><b>21/09/2022</b><br><b>Wed</b><br><b>Terminal 1</b><br><b>Sydney: Kingsford</b><br><b>Smith</b> | 18:50<br>21/09/2022<br>Wed<br>Terminal 3<br>Manila: Ninoy Aquino<br>International | BUSINESS (J)<br>Confirmed | <b>Aircraft type:</b> AIRBUS INDUSTRIE<br>A330-300<br><b>Flight Duration:</b> 8:20<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 2A<br><b>Check-in terminal:</b> Terminal 1<br><b>Baggage allowance:</b> 40K |

## Remarks


SYD MNL - Dep: 21/09/2022 12:30 Terminal 1 /Arr: 21/09/2022 18:50 Terminal 3

SYD MNL - CO2/PAX\* 358.79 KG ECO, 717.59 KG PRE

| Product  | Flight Details  | Departure   | Arrival  | Status                           | Other Info  |
|--|---|---|--|----------------------------------|---|
|  | <b>Qatar Airways</b><br><b>QR929</b><br>Airline Reference: s 22(1)(a)(ii) | <b>00:15</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Terminal 3</b><br><b>Manila: Ninoy Aquino International</b> | <b>04:15</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Doha: Doha International Airport</b> | <b>BUSINESS (J)</b><br>Confirmed | <b>Aircraft type:</b> BOEING 777-300ER<br><b>Flight Duration:</b> 9:00<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Check-in terminal:</b> Terminal 3<br><b>Baggage allowance:</b> 40K |


### Remarks

MNL DOH - Dep: 25/09/2022 00:15 Terminal 3 /Arr: 25/09/2022 04:15 Terminal N/A  
 MNL DOH - CO2/PAX\* 431.12 KG ECO, 862.24 KG PRE

| Product  | Flight Details  | Departure  | Arrival   | Status                           | Other Info   |
|--|---|--|---|----------------------------------|--|
|  | <b>Qatar Airways</b><br><b>QR221</b><br>Airline Reference: s 22(1)(a)(ii) | <b>08:40</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Doha: Doha International Airport</b> | <b>13:35</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Bucharest: Henri Coanda Airport</b> | <b>BUSINESS (J)</b><br>Confirmed | <b>Aircraft type:</b> AIRBUS INDUSTRIE A320-100/200<br><b>Flight Duration:</b> 4:55<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Baggage allowance:</b> 40K |


### Remarks

DOH OTP - Dep: 25/09/2022 08:40 Terminal N/A /Arr: 25/09/2022 13:35 Terminal N/A  
 DOH OTP - CO2/PAX\* 220.77 KG ECO, 441.55 KG PRE

| Product  | Flight Details   | Departure   | Arrival   | Status   | Other Info   |
|--|--|---|---|--|--|
|  | <b>British Airways</b><br><b>BA887</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br>Airline Reference: s 22(1)(a)(ii) | <b>14:50</b><br><b>26/09/2022</b><br><b>Mon</b><br><b>Bucharest: Henri Coanda Airport</b> | <b>16:20</b><br><b>26/09/2022</b><br><b>Mon</b><br><b>Terminal 3</b><br><b>London: Heathrow</b> | <b>CLUB CLASS</b><br>(except domestic UK)<br>Confirmed | <b>Aircraft type:</b> AIRBUS INDUSTRIE A321<br><b>Flight Duration:</b> 3:30<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Baggage allowance:</b> 2PC |

### Remarks

OTP LHR - Dep: 26/09/2022 14:50 Terminal N/A /Arr: 26/09/2022 16:20 Terminal 3  
 OTP LHR - CO2/PAX\* 177.75 KG ECO, 177.75 KG PRE

| Product  | Flight Details  | Departure   | Arrival   | Status   | Other Info   |
|--|---|---|---|--|--|
|  | <b>British Airways</b><br><b>BA884</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>19:05</b><br><b>27/09/2022</b><br><b>Tue</b><br><b>Terminal 3</b><br><b>London: Heathrow</b> | <b>00:20</b><br><b>28/09/2022</b><br><b>Wed</b><br><b>Bucharest: Henri</b><br><b>Coanda Airport</b> | <b>CLUB CLASS</b><br><b>(except domestic UK)</b><br><b>Confirmed</b> | <b>Aircraft type: AIRBUS INDUSTRIE</b><br><b>A320-100/200</b><br><b>Flight Duration: 3:15</b><br><b>Airline Meal: (M) Meal</b><br><b>Number of stops: 0</b><br><b>Check-in terminal: Terminal 3</b><br><b>Baggage allowance: 2PC</b> |

### Remarks

LHR OTP - Dep: 27/09/2022 19:05 Terminal 3 /Arr: 28/09/2022 00:20 Terminal N/A


LHR OTP - CO2/PAX\* 177.75 KG ECO, 177.75 KG PRE

| Product  | Flight Details  | Departure   | Arrival   | Status                                  | Other Info  |
|--|---|---|---|---|---|
|  | <b>Emirates</b><br><b>EK2380</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>00:30</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Bucharest: Henri</b><br><b>Coanda Airport</b> | <b>06:25</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Dubai: Dubai</b><br><b>International Airport</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type: BOEING 737 MAX 8</b><br><b>Flight Duration: 4:55</b><br><b>Airline Meal: (M) Meal</b><br><b>Number of stops: 0</b><br><b>Baggage allowance: 40K</b><br><b>Flight Operated By: FLY DUBAI(FZ2380)</b> |

### Remarks

OTP DXB - Dep: 01/10/2022 00:30 Terminal N/A /Arr: 01/10/2022 06:25 Terminal 3

OTP DXB - CO2/PAX\* 222.07 KG ECO, 444.14 KG PRE


| Product  | Flight Details   | Departure   | Arrival   | Status                                  | Other Info   |
|--|--|---|---|---|--|
|  | <b>Emirates</b><br><b>EK516</b><br><b>TKT: P1 - s 22(1)(a)(ii)</b><br><b>Airline Reference: s 22(1)(a)(ii)</b> | <b>09:50</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Dubai: Dubai</b><br><b>International Airport</b> | <b>14:45</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Delhi: Delhi Indira</b><br><b>Gandhi International</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type: BOEING 777-300ER</b><br><b>Flight Duration: 3:25</b><br><b>Airline Meal: (M) Meal</b><br><b>Number of stops: 0</b><br><b>Seat Information: 6K</b><br><b>Check-in terminal: Terminal 3</b><br><b>Baggage allowance: 40K</b> |

### Remarks

DXB DEL - Dep: 01/10/2022 09:50 Terminal 3 /Arr: 01/10/2022 14:45 Terminal 3


DXB DEL - CO2/PAX\* 147.88 KG ECO, 147.88 KG PRE

# Your Itinerary

| Product  | Flight Details  | Departure   | Arrival   | Status                    | Other Info  |
|--|---|---|---|---------------------------|---|
|  | <b>Qantas</b><br><b>QF70</b><br>Airline Reference: s 22(1)(a)(ii) | <b>20:05</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Delhi: Delhi Indira Gandhi International</b> | 13:55<br>02/10/2022<br>Sun<br>Terminal 2<br>Melbourne:<br>Tullamarine Airport | BUSINESS (C)<br>Confirmed | <b>Aircraft type:</b> AIRBUS INDUSTRIE A330-200<br><b>Flight Duration:</b> 12:20<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 3A<br><b>Check-in terminal:</b> Terminal 3<br><b>Baggage allowance:</b> 40K |

**Remarks**

**DEL MEL - Dep:** 01/10/2022 20:05 Terminal 3 /Arr: 02/10/2022 13:55 Terminal 2  
**DEL MEL - CO2/PAX\*** 550.45 KG ECO, 1,100.90 KG PRE

| Product  | Flight Details  | Departure   | Arrival  | Status                    | Other Info   |
|--|---|---|--|---------------------------|--|
|  | <b>Qantas</b><br><b>QF1528</b><br>Airline Reference: s 22(1)(a)(ii) | <b>18:25</b><br><b>02/10/2022</b><br><b>Sun</b><br><b>Terminal 1</b><br><b>Melbourne: Tullamarine Airport</b> | 19:30<br>02/10/2022<br>Sun<br>Canberra: Canberra Airport | BUSINESS (C)<br>Confirmed | <b>Aircraft type:</b> BOEING 717<br><b>Flight Duration:</b> 1:05<br><b>Airline Meal:</b> (H) Hot meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 2F<br><b>Check-in terminal:</b> Terminal 1<br><b>Baggage allowance:</b> 40K |

**Remarks**

**MEL CBR - Dep:** 02/10/2022 18:25 Terminal 1 /Arr: 02/10/2022 19:30 Terminal N/A  
**MEL CBR - CO2/PAX\*** 67.96 KG ECO, 67.96 KG PRE

| Pricing Description                      | Curr | Price   | Tax    | GST  | Total   |
|--|------|---------|--------|------|---------|
| Service fees are excluded                |      |         |        |      |         |
| Air Fare (CBR/SYD/MNL) for Tobias Feakin | AUD  | 4931.00 | 188.98 | 0.00 | 5119.98 |
| Air Fare (MNL/DOH/OTP) for Tobias Feakin | AUD  | 5418.00 | 138.00 | 0.00 | 5556.00 |
| Air Fare (OTP/LHR/OTP) for Tobias Feakin | AUD  | 1581.00 | 149.80 | 0.00 | 1730.80 |
| Air Fare (OTP/DXB/DEL) for Tobias Feakin | AUD  | 5570.00 | 970.10 | 0.00 | 6540.10 |
| Air Fare (DEL/MEL/CBR) for Tobias Feakin | AUD  | 5676.00 | 830.54 | 0.00 | 6506.54 |

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

EMPLOYEE : s 22(1)(a)(ii)  
TRIP : s 22(1)(a)(ii)

## Booking Remarks

-----QANTAS FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
NO SHOW PENALTY AUD800.00  
THIS FARE DOES NOT HAVE A NO SHOW PENALTY  
-----QATAR FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
CANCELLATION DUE NO SHOW PENALTY USD160.00  
CHANGES DUE NO SHOW PENALTY USD90.00  
-----BRITISH AIRWAYS FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
-----EMIRATES FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
CHANGES DUE NO SHOW PENALTY USD100.00  
CANCELLATION DUE NO SHOW PENALTY USD200.00  
-----QANTAS FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
NO SHOW PENALTY INR6000.00  
TICKETING DEADLINE IS 14 SEPTEMBER 2022

## FREQUENT FLYER MEMBERSHIPS

QF - s 22(1)(a)(ii)

## Fare Conditions

Fare Information: s 22(1)(a)(ii)  
Canberra-Manila

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday Sep 16, 2022 11:59 PM



## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Sep 08, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Friday Sep 08, 2023 12:00 AM

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Sep 21, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Sep 21, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Not allowed
- Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Not allowed

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

Manila-Bucharest

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 133.00 AUD
- Maximum Reissue penalty fee for entire ticket: 133.00 AUD
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 133.00 AUD / 133.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 133.00 AUD

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 133.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 133.00 AUD

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 133.00 AUD / 133.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Refund penalty fee for entire ticket: 133.00 AUD

Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 237.00 AUD
- Maximum Refund penalty fee for entire ticket: 237.00 AUD
- Penalty may apply. Please check the complete fare rules.

### No-show for first flight

- Refund: Restrictions or penalties may apply
- Penalty fee between: 237.00 AUD / 237.00 AUD
- Maximum Refund penalty fee for entire ticket: 237.00 AUD

### After departure of first flight

- Refund: Restrictions or penalties may apply
- Penalty fee between: 0.00 AUD / 237.00 AUD
- Maximum Refund penalty fee for entire ticket: 237.00 AUD

### No-show for subsequent flight(s)

- Refund: Restrictions or penalties may apply
- Penalty fee between: 237.00 AUD / 237.00 AUD
- Maximum Refund penalty fee for entire ticket: 237.00 AUD

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

Delhi-Canberra

## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Thursday Sep 15, 2022 11:59 PM

All tickets will be issued at latest 1 business day prior to: Thursday Sep 15, 2022 11:59 PM

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Sep 08, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Friday Sep 08, 2023 12:00 AM

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Sunday Oct 01, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Sunday Oct 01, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Not allowed
- Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Not allowed

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

## ADVANCE PURCHASE

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Wednesday Sep 13, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Wednesday Sep 13, 2023 12:00 AM

### After departure of first flight

- Reissue: Not allowed
- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Tuesday Sep 26, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Not allowed
- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Tuesday Sep 26, 2023 12:00 AM

### Penalty may apply

## REFUND CONDITIONS

### Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Penalty may apply. Please check the complete fare rules.

### No-show for first flight

- Refund: Restrictions or penalties may apply

### After departure of first flight

- Refund: Not allowed
- Refund: Restrictions or penalties may apply

### No-show for subsequent flight(s)

- Refund: Not allowed
- Refund: Restrictions or penalties may apply

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

Bucharest-Delhi

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Wednesday Sep 13, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 147.00 AUD / 147.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 147.00 AUD
- Revalidation/Reissue request must be made prior to: Wednesday Sep 13, 2023 12:00 AM

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Sunday Oct 01, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 147.00 AUD / 147.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Refund penalty fee for entire ticket: 147.00 AUD
- Revalidation/Reissue request must be made prior to: Sunday Oct 01, 2023 12:00 AM

### Penalty may apply

## REFUND CONDITIONS

Prior to departure of first flight

- Refund: Restrictions or penalties may apply
- Fare rules are subject to change by the Airline, please contact us to find out more information

No-show for first flight

- Refund: Not allowed

After departure of first flight

- Refund: Restrictions or penalties may apply

No-show for subsequent flight(s)

- Refund: Not allowed

## Additional Information (Please read your itinerary carefully)

### Air Travel

Air travel is subject to the conditions and limitations of liability set out in the airline's conditions of carriage, available on the applicable airline's website or from its offices.

### Amendments

Travellers are encouraged to process booking amendments via cytric (QBT's Online Booking Tool) wherever possible.

To make a non-urgent booking amendment through a QBT consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking.

[domestic@qbt.travel](mailto:domestic@qbt.travel)

[international@qbt.travel](mailto:international@qbt.travel)

[groups@qbt.travel](mailto:groups@qbt.travel)

[vip@qbt.travel](mailto:vip@qbt.travel)

To make an urgent booking amendment through a QBT consultant, call the 1300 phone number at the top right of this itinerary.

Please note, amendments facilitated by a QBT consultant may incur a QBT Service Fee. For a copy of the QBT Fee Schedule, please contact your entity's Travel Team.

### Baggage and Quarantine

Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (International)

For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

### Contact Details

Please provide local phone contact numbers for stopover cities.

### Electronic Tickets

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

### No Show / Cancellation Fees

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least

24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be payable.

## Passenger Security

What items can I pack in my carry-on baggage?

Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website:

<https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

## Passport

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

## QBT Privacy Notice

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager. QBT is a wholly owned subsidiary of Helloworld Travel Limited. Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website

<https://www.qbt.travel>

## Reconfirmation

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

## Seating and Meals

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

## Ticketing Policy

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

## Travelling to the US

ESTA Authorities for individual travel to the USA under the Visa Waiver Program.

US Customs have introduced new enhanced security requirements for travellers entering the USA under the visa waiver program. It is mandatory for all individuals who plan to travel to the USA under the Visa Waiver Program to receive an authorisation through the ESTA website before travel to the USA. Applications can be made at any time at the ESTA website. Applicants will be asked to answer basic biographical and eligibility questions typically requested on the current paper form completed on board the flight ( I94W form). The system will advise the applicant whether their travel to the USA is Authorised, Not Authorised or Authorisation pending.

Travellers must now apply for their ESTA at least **72 hours in advance of travel**.

For all guests who have approved ESTA's there will be no change to their check-in. Travellers arriving at the airport for travel to the United States without a previously approved ESTA will likely result in being denied boarding.

For more information visit the US Department of State website <https://esta.cbp.dhs.gov/>

Other points of note:

An application fee applies when applying for an ESTA. Please refer to the US Department of State website.

Even if a traveller has an ESTA they will still be required to complete a paper form I94W and present it to US Customs on arrival into the USA.

Accompanied and unaccompanied children, regardless of age, will be required to obtain an independent ESTA approval.

VWP nationals who have valid visas, and other nationals that require visas, will not be required to apply for an ESTA.

An ESTA is valid for two years (unless the passport data limits validity) and will be considered acceptable for multiple use.

US Customs recommends that ESTA applications be submitted no less than 72 hours before travel.

**Travelling to Canada**

ELECTRONIC TRAVEL AUTHORIZATION for flights to Canada

The government of Canada has introduced a new entry requirement, known as an Electronic Travel Authorization (eTA), that applies to visa-exempt foreign nationals travelling to or transiting Canada by air. Visa-exempt foreign nationals must obtain an eTA before they can board a flight to Canada. To complete your application for an eTA, you will need a valid passport, a credit card and an email address. An eTA costs \$7 CAD and is valid for up to five years or until the passport expires (whichever comes first). For more information please go to

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>.

**Travelling to New Zealand**

From 1 October 2019, Australian permanent residents need a New Zealand Electronic Travel Authority (NZeTA) to enter New Zealand. Australian citizens are exempt from this requirement. For more information go to <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/nzeta>

**Visas / Travel Warnings**

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from [www.cibtvisas.com.au](http://www.cibtvisas.com.au) or by contacting your travel consultant for information. It is also recommended that you check [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) for health and consular travel warnings for all destinations.

\*\*\*\*\* Itinerary End \*\*\*\*\*

**Confirmation No: s 47E(d)****. Feakin Toby****Company:** meeting broker**Travel Agency:**

Thank you for booking your stay at the s47E(d) following accommodation for you:

. We have reserved the

**Arrival Date:** 24.09.22**Rate per Night:** 145.69 EUR**Room Type:** Standard Room King**Payment:** self pay**Departure Date:** 01.10.22**No of guests:** 1**Guarantee method:** Guarantee to Company

The nightly rate is inclusive of Full Breakfast, 5% VAT . 0.5% City Tax is included.

**Hotel Facilities:**

- \* Standard free Wi-Fi Internet access
- \* Conference rooms
- \* At your choice self-laundry service (24hrs)
- \* Business Center
- \* Room Service
- \* s47E(d) Restaurant
- \* The Shop (24hrs)

The standard check-in time is 3:00 PM and check-out is at 12:00 PM local time (GMT+2).

This reservation requires a credit card deposit of 1,019.83 EUR which will be charged to your card. If you cancel for any reason, attempt to modify this reservation, or do not arrive on your specified check-in date, your payment is non-refundable.

Please, let us know if you require the following services:

- Airport transfer (1 way), starting from 29 Euro (up to 3 guests)
- Parking (within 2 minutes walking distance), price varies according to duration.

We would be delighted to assist you with any other arrangements you may need for your stay with us.

For any information on how we process your personal data, please check our **Privacy Policy available here** s47E(d) **Privacy Policy.**

We look forward to welcoming you soon.

s47E(d)



**Confirmation No: s 47E(d)****s 22(1)(a)(ii)**

**Company:** meeting broker  
**Travel Agency:**

Thank you for booking your stay at the s47E(d) following accommodation for you:

. We have reserved the

**Arrival Date:** 24.09.22  
**Rate per Night:** 145.69 EUR  
**Room Type:** Standard Room King  
**Payment:** self pay

**Departure Date:** 15.10.22  
**No of guests:** 1  
**Guarantee method:** Guarantee to Company

The nightly rate is inclusive of Full Breakfast, 5% VAT . 0.5% City Tax is included.

**Hotel Facilities:**

- \* Standard free Wi-Fi Internet access
- \* Conference rooms
- \* At your choice self-laundry service (24hrs)
- \* Business Center
- \* Room Service
- \* s47E(d) Restaurant
- \* The Shop (24hrs)

The standard check-in time is 3:00 PM and check-out is at 12:00 PM local time (GMT+2).

This reservation requires a credit card deposit of 3,059.49 EUR which will be charged to your card. If you cancel for any reason, attempt to modify this reservation, or do not arrive on your specified check-in date, your payment is non-refundable.

Please, let us know if you require the following services:

- Airport transfer (1 way), starting from 29 Euro (up to 3 guests)
- Parking (within 2 minutes walking distance), price varies according to duration.

We would be delighted to assist you with any other arrangements you may need for your stay with us.

For any information on how we process your personal data, please check our **Privacy Policy available here**  
s47E(d) **Privacy Policy.**

We look forward to welcoming you soon.

s47E(d)

## International Telecommunication Union (ITU) Plenipotentiary Conference 2022

Australian Delegation: Department of Foreign Affairs and Trade contribution & rationale

### **Credentials long list:**

#### *DFAT Canberra*

1. Ambassador for Cyber Affairs and Critical Technology
2. s 22(1)(a)(ii) , Director Critical Technology, Cyber Affairs and Critical Technology Branch
3. s 22(1)(a)(ii) Assistant Director Critical Technology, Critical Technology, Cyber Affairs and Critical Technology Branch
4. s 22(1)(a)(ii) Assistant Director Critical Technology, Cyber Affairs and Critical Technology Branch
5. s 22(1)(a)(ii) Assistant Director Critical Technology, Cyber Affairs and Critical Technology Branch
6. s 22(1)(a)(ii) Assistant Director, Critical Technology, Cyber Affairs and Critical Technology Branch
7. s 22(1)(a)(ii) Policy Officer, Critical Technology, Cyber Affairs and Critical Technology Branch
8. s 22(1)(a)(ii) , Assistant Director Cyber Cooperation, Cyber Affairs and Critical Technology Branch
9. s 22(1)(a)(ii) , Assistant Director, Multilateral Order Branch

#### *DFAT Geneva*

10. s 22(1)(a)(ii) , First Secretary, Australian Mission to the UN in Geneva

#### *DFAT Athens*

11. Arthur Spyrou, Australian Ambassador to Greece, Bulgaria and Romania
12. s 22(1)(a)(ii) , Deputy Head of Mission, Australian Embassy to Greece

### **Actual likely delegation:**

1. Ambassador Feakin – week 1
2. s 22(1)(a)(ii) – full duration
3. s 22(1)(a)(ii) – full duration
4. s 22(1)(a)(ii) – weeks 2-3

Draft role descriptions on following page.









# Your Itinerary

QBT Pty Limited  
ABN: 50 128 382 187

Level 7, 175 Liverpool Street  
Sydney NSW 2000

Tel: (+61) 1300 770 631

Printed: 15-Sep-2022

## Attention

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

DFAT

John Mcewen Crescent, R G Casey Building, Barton ACT 0221

## Booking Details

Last Updated Date: 15 Sep 2022

Created Date: 07 Sep 2022


QBT Booking Reference: s47E(d)

Customer Number: s 22(1)(a)(ii)

We are pleased to advise the following travel arrangements

## Name of Passenger


Tobias Feakin

| Product  | Flight Details  | Departure  | Arrival  | Status                   | Other Info   |
|--|---|--|--|--------------------------|--|
|  | <b>Qantas</b><br><b>QF1458</b><br>Airline Reference: s 22(1)(a)(ii) | <b>08:40</b><br><b>21/09/2022</b><br><b>Wed</b><br><b>Canberra: Canberra</b><br><b>Airport</b> | 09:35<br>21/09/2022<br>Wed<br>Terminal 3<br>Sydney: Kingsford<br>Smith | ECONOMY (Y)<br>Confirmed | <b>Aircraft type:</b> DE HAVILLAND DHC-8<br>400 SERIES<br><b>Flight Duration:</b> 0:55<br><b>Airline Meal:</b> (R) Refreshments -<br>complimentary<br><b>Number of stops:</b> 0<br><b>Baggage allowance:</b> 40K |

## Remarks

CBR SYD - Dep: 21/09/2022 08:40 Terminal N/A /Arr: 21/09/2022 09:35 Terminal 3


CBR SYD - CO2/PAX\* 39.02 KG ECO, 39.02 KG PRE

| Product  | Flight Details  | Departure  | Arrival   | Status                    | Other Info  |
|--|---|--|---|---------------------------|---|
|  | <b>Qantas</b><br><b>QF19</b><br>Airline Reference: s 22(1)(a)(ii) | <b>12:30</b><br><b>21/09/2022</b><br><b>Wed</b><br><b>Terminal 1</b><br><b>Sydney: Kingsford</b><br><b>Smith</b> | 18:50<br>21/09/2022<br>Wed<br>Terminal 3<br>Manila: Ninoy Aquino<br>International | BUSINESS (J)<br>Confirmed | <b>Aircraft type:</b> AIRBUS INDUSTRIE<br>A330-300<br><b>Flight Duration:</b> 8:20<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 2A<br><b>Check-in terminal:</b> Terminal 1<br><b>Baggage allowance:</b> 40K |

## Remarks


SYD MNL - Dep: 21/09/2022 12:30 Terminal 1 /Arr: 21/09/2022 18:50 Terminal 3

SYD MNL - CO2/PAX\* 358.79 KG ECO, 717.59 KG PRE

| Product  | Flight Details  | Departure   | Arrival  | Status                                  | Other Info   |
|--|---|---|--|---|--|
|  | <b>Turkish Airlines</b><br><b>TK85</b><br><b>Airline Reference:</b><br>s 22(1)(a)(ii) | <b>21:30</b><br><b>24/09/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Manila: Ninoy</b><br><b>Aquino</b><br><b>International</b> | <b>04:50</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Istanbul: Istanbul</b><br><b>Airport</b> | <b>BUSINESS (C)</b><br><b>Confirmed</b> | <b>Aircraft type:</b> AIRBUS A350-900<br><b>Flight Duration:</b> 12:20<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 8K<br><b>Check-in terminal:</b> Terminal 3<br><b>Baggage allowance:</b> 40K |


### Remarks

MNL IST - Dep: 24/09/2022 21:30 Terminal 3 /Arr: 25/09/2022 04:50 Terminal N/A  
 MNL IST - CO2/PAX\* 313.91 KG ECO, 627.81 KG PRE

| Product  | Flight Details  | Departure  | Arrival   | Status                                  | Other Info   |
|--|---|--|---|---|--|
|  | <b>Turkish Airlines</b><br><b>TK1043</b><br><b>Airline Reference:</b><br>s 22(1)(a)(ii) | <b>07:00</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Istanbul: Istanbul</b><br><b>Airport</b> | <b>08:15</b><br><b>25/09/2022</b><br><b>Sun</b><br><b>Bucharest: Henri</b><br><b>Coanda Airport</b> | <b>BUSINESS (C)</b><br><b>Confirmed</b> | <b>Aircraft type:</b> AIRBUS INDUSTRIE<br>A330-300<br><b>Flight Duration:</b> 1:15<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 3E<br><b>Baggage allowance:</b> 40K |

### Remarks


IST OTP - Dep: 25/09/2022 07:00 Terminal N/A /Arr: 25/09/2022 08:15 Terminal N/A  
 IST OTP - CO2/PAX\* 60.76 KG ECO, 60.76 KG PRE

| Product  | Flight Details   | Departure   | Arrival   | Status  | Other Info   |
|--|--|---|---|---|--|
|  | <b>British Airways</b><br><b>BA887</b><br><b>Airline Reference:</b> s 22(1)(a)(ii) | <b>14:50</b><br><b>26/09/2022</b><br><b>Mon</b><br><b>Bucharest: Henri</b><br><b>Coanda Airport</b> | <b>16:20</b><br><b>26/09/2022</b><br><b>Mon</b><br><b>Terminal 3</b><br><b>London: Heathrow</b> | <b>CLUB CLASS</b><br>(except domestic UK)<br><b>Confirmed</b> | <b>Aircraft type:</b> AIRBUS INDUSTRIE<br>A321<br><b>Flight Duration:</b> 3:30<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 1A<br><b>Baggage allowance:</b> 2PC |

### Remarks

OTP LHR - Dep: 26/09/2022 14:50 Terminal N/A /Arr: 26/09/2022 16:20 Terminal 3  
 OTP LHR - CO2/PAX\* 177.75 KG ECO, 177.75 KG PRE



| Product  | Flight Details  | Departure   | Arrival   | Status  | Other Info  |
|--|---|---|---|---|---|
|  | <b>British Airways</b><br><b>BA884</b><br>Airline Reference: s 22(1)(a)(ii) | <b>19:05</b><br><b>27/09/2022</b><br><b>Tue</b><br><b>Terminal 3</b><br><b>London: Heathrow</b> | <b>00:20</b><br><b>28/09/2022</b><br><b>Wed</b><br><b>Bucharest: Henri</b><br><b>Coanda Airport</b> | <b>CLUB CLASS</b><br>(except domestic UK)<br><b>Confirmed</b> | <b>Aircraft type:</b> AIRBUS INDUSTRIE A320-100/200<br><b>Flight Duration:</b> 3:15<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 3A<br><b>Check-in terminal:</b> Terminal 3<br><b>Baggage allowance:</b> 2PC |

### Remarks

LHR OTP - Dep: 27/09/2022 19:05 Terminal 3 /Arr: 28/09/2022 00:20 Terminal N/A


LHR OTP - CO2/PAX\* 177.75 KG ECO, 177.75 KG PRE

| Product  | Flight Details   | Departure   | Arrival   | Status                                  | Other Info  |
|--|--|---|---|---|---|
|  | <b>Emirates</b><br><b>EK2380</b><br>Airline Reference:<br>s 22(1)(a)(ii) | <b>00:30</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Bucharest: Henri</b><br><b>Coanda Airport</b> | <b>06:25</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Dubai: Dubai</b><br><b>International Airport</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type:</b> BOEING 737 MAX 8<br><b>Flight Duration:</b> 4:55<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Baggage allowance:</b> 40K<br><b>Flight Operated By:</b> FLY DUBAI(FZ2380) |

### Remarks

OTP DXB - Dep: 01/10/2022 00:30 Terminal N/A /Arr: 01/10/2022 06:25 Terminal 3

OTP DXB - CO2/PAX\* 222.07 KG ECO, 444.14 KG PRE

| Product  | Flight Details  | Departure   | Arrival   | Status                                  | Other Info   |
|--|---|---|---|---|--|
|  | <b>Emirates</b><br><b>EK516</b><br>Airline Reference:<br>s 22(1)(a)(ii) | <b>09:50</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Dubai: Dubai</b><br><b>International Airport</b> | <b>14:45</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Delhi: Delhi Indira</b><br><b>Gandhi International</b> | <b>BUSINESS (J)</b><br><b>Confirmed</b> | <b>Aircraft type:</b> BOEING 777-300ER<br><b>Flight Duration:</b> 3:25<br><b>Airline Meal:</b> (M) Meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 6K<br><b>Check-in terminal:</b> Terminal 3<br><b>Baggage allowance:</b> 40K |


### Remarks

DXB DEL - Dep: 01/10/2022 09:50 Terminal 3 /Arr: 01/10/2022 14:45 Terminal 3

DXB DEL - CO2/PAX\* 147.88 KG ECO, 147.88 KG PRE

# Your Itinerary


Printed: 15-Sep-2022

| Product  | Flight Details  | Departure   | Arrival   | Status                    | Other Info  |
|--|---|---|---|---------------------------|---|
|  | <b>Qantas</b><br><b>QF70</b><br>Airline Reference: s 22(1)(a)(ii) | <b>20:05</b><br><b>01/10/2022</b><br><b>Sat</b><br><b>Terminal 3</b><br><b>Delhi: Delhi Indira Gandhi International</b> | 13:55<br>02/10/2022<br>Sun<br>Terminal 2<br>Melbourne:<br>Tullamarine Airport | BUSINESS (C)<br>Confirmed | <b>Aircraft type:</b> AIRBUS INDUSTRIE A330-200<br><b>Flight Duration:</b> 12:20<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 3A<br><b>Check-in terminal:</b> Terminal 3<br><b>Baggage allowance:</b> 40K |

### Remarks

**DEL MEL - Dep:** 01/10/2022 20:05 Terminal 3 /Arr: 02/10/2022 13:55 Terminal 2

**DEL MEL - CO2/PAX\*** 550.45 KG ECO, 1,100.90 KG PRE

| Product  | Flight Details  | Departure   | Arrival  | Status                    | Other Info   |
|--|---|---|--|---------------------------|--|
|  | <b>Qantas</b><br><b>QF1528</b><br>Airline Reference: s 22(1)(a)(ii) | <b>18:25</b><br><b>02/10/2022</b><br><b>Sun</b><br><b>Terminal 1</b><br><b>Melbourne: Tullamarine Airport</b> | 19:30<br>02/10/2022<br>Sun<br>Canberra: Canberra Airport | BUSINESS (C)<br>Confirmed | <b>Aircraft type:</b> BOEING 717<br><b>Flight Duration:</b> 1:05<br><b>Airline Meal:</b> (H) Hot meal<br><b>Number of stops:</b> 0<br><b>Seat Information:</b> 2F<br><b>Check-in terminal:</b> Terminal 1<br><b>Baggage allowance:</b> 40K |

### Remarks

**MEL CBR - Dep:** 02/10/2022 18:25 Terminal 1 /Arr: 02/10/2022 19:30 Terminal N/A

**MEL CBR - CO2/PAX\*** 67.96 KG ECO, 67.96 KG PRE

| Pricing Description                                  | Curr | Price   | Tax    | GST  | Total   |
|--|------|---------|--------|------|---------|
| Service fees are excluded                            |      |         |        |      |         |
| Air Fare (CBR/SYD/MNL/DEL/MEL/CBR) for Tobias Feakin | AUD  | 7219.00 | 297.02 | 0.00 | 7516.02 |
| Air Fare (MNL/IST/OTP) for Tobias Feakin             | AUD  | 4287.00 | 445.20 | 0.00 | 4732.20 |
| Air Fare (OTP/LHR/OTP) for Tobias Feakin             | AUD  | 1589.00 | 150.40 | 0.00 | 1739.40 |
| Air Fare (OTP/DXB/DEL) for Tobias Feakin             | AUD  | 5585.00 | 974.70 | 0.00 | 6559.70 |

(Note: All prices are subject to change prior to final payment being received. Non-AIR products are reported in total price only and do not have tax and GST breakdown.)

## Customer References

EMPLOYEE : s 22(1)(a)(ii)  
TRIP : s 22(1)(a)(ii)

## Booking Remarks

-----QANTAS FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
NO SHOW PENALTY AUD800.00  
THIS FARE DOES NOT HAVE A NO SHOW PENALTY  
-----QATAR FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
CANCELLATION DUE NO SHOW PENALTY USD160.00  
CHANGES DUE NO SHOW PENALTY USD90.00  
-----BRITISH AIRWAYS FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
-----EMIRATES FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
CHANGES DUE NO SHOW PENALTY USD100.00  
CANCELLATION DUE NO SHOW PENALTY USD200.00  
-----QANTAS FARE -----  
THIS FARE PERMITS CHANGES SUBJECT TO AVAILABILITY  
THIS FARE IS FULLY REFUNDABLE  
NO SHOW PENALTY INR6000.00  
TICKETING DEADLINE IS 14 SEPTEMBER 2022

## FREQUENT FLYER MEMBERSHIPS

QF - s 22(1)(a)(ii)

## Fare Conditions

Fare Information: s 22(1)(a)(ii)  
Delhi-Canberra

### TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday Sep 16, 2022 11:59 PM

## MAXIMUM STAY

Travel must commence before: Thursday Sep 21, 2023 12:00 AM from DEL

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Sep 21, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Sep 21, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

Refund: Not allowed

Fare rules are subject to change by the Airline, please contact us to find out more information

### No-show for first flight

- Refund: Not allowed

### After departure of first flight

- Refund: Not allowed

### No-show for subsequent flight(s)

- Refund: Not allowed

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

Canberra-Manila

## TICKETING AND ADVANCE PURCHASE

All tickets will be issued at latest 1 business day prior to: Friday Sep 16, 2022 11:59 PM

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Sep 21, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Thursday Sep 21, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

Refund: Not allowed

Fare rules are subject to change by the Airline, please contact us to find out more information

No-show for first flight

- Refund: Not allowed

After departure of first flight

- Refund: Not allowed

No-show for subsequent flight(s)

- Refund: Not allowed

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

Manila-Bucharest

## CHANGE CONDITIONS

Prior to departure of first flight

- Reissue: Restrictions or penalties may apply

- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM

- Revalidation: Not applicable (See reissue conditions)

No-show for first flight

- Reissue: Restrictions or penalties may apply

- Revalidation: Not applicable (See reissue conditions)

- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM

After departure of first flight

- Reissue: Restrictions or penalties may apply

- Revalidation: Not applicable (See reissue conditions)

- Revalidation/Reissue request must be made prior to: Sunday Sep 24, 2023 12:00 AM

No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply

- Revalidation: Not applicable (See reissue conditions)

- Revalidation/Reissue request must be made prior to: Sunday Sep 24, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

Refund: Restrictions or penalties may apply

Penalty may apply. Please check the complete fare rules.

No-show for first flight

- Refund: Restrictions or penalties may apply

After departure of first flight

- Refund: Restrictions or penalties may apply

No-show for subsequent flight(s)

- Refund: Restrictions or penalties may apply

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

## ADVANCE PURCHASE

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM

### After departure of first flight

- Reissue: Not allowed
- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Tuesday Sep 26, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Not allowed
- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Tuesday Sep 26, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

Refund: Restrictions or penalties may apply

Penalty may apply. Please check the complete fare rules.

### No-show for first flight

- Refund: Restrictions or penalties may apply

### After departure of first flight

- Refund: Not allowed
- Refund: Restrictions or penalties may apply

### No-show for subsequent flight(s)

- Refund: Not allowed
- Refund: Restrictions or penalties may apply

Fare Information: [s 22\(1\)\(a\)\(ii\)](#)

Bucharest-Delhi

## CHANGE CONDITIONS

### Prior to departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM
- Revalidation: Not applicable (See reissue conditions)

### No-show for first flight

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 147.00 AUD / 147.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Reissue penalty fee for entire ticket: 147.00 AUD
- Revalidation/Reissue request must be made prior to: Friday Sep 15, 2023 12:00 AM

### After departure of first flight

- Reissue: Restrictions or penalties may apply
- Revalidation: Not applicable (See reissue conditions)
- Revalidation/Reissue request must be made prior to: Sunday Oct 01, 2023 12:00 AM

### No-show for subsequent flight(s)

- Reissue: Restrictions or penalties may apply
- Penalty fee between: 147.00 AUD / 147.00 AUD
- Revalidation: Not applicable (See reissue conditions)
- Maximum Refund penalty fee for entire ticket: 147.00 AUD
- Revalidation/Reissue request must be made prior to: Sunday Oct 01, 2023 12:00 AM

Penalty may apply

## REFUND CONDITIONS

Refund: Restrictions or penalties may apply

Fare rules are subject to change by the Airline, please contact us to find out more information

No-show for first flight

- Refund: Not allowed

After departure of first flight

- Refund: Restrictions or penalties may apply

No-show for subsequent flight(s)

- Refund: Not allowed

## Additional Information (Please read your itinerary carefully)

### Air Travel

Air travel is subject to the conditions and limitations of liability set out in the airline's conditions of carriage, available on the applicable airline's website or from its offices.

### Amendments

Travellers are encouraged to process booking amendments via cytric (QBT's Online Booking Tool) wherever possible.

To make a non-urgent booking amendment through a QBT consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking.

[domestic@qbt.travel](mailto:domestic@qbt.travel)

[international@qbt.travel](mailto:international@qbt.travel)

[groups@qbt.travel](mailto:groups@qbt.travel)

[vip@qbt.travel](mailto:vip@qbt.travel)

To make an urgent booking amendment through a QBT consultant, call the 1300 phone number at the top right of this itinerary.

Please note, amendments facilitated by a QBT consultant may incur a QBT Service Fee. For a copy of the QBT Fee Schedule, please contact your entity's Travel Team.

### Baggage and Quarantine

Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

### Booking Arrangements

The person making the booking will be deemed to have accepted these Booking Conditions on behalf of everyone named in the booking.

### Booking Changes

Please call your dedicated 1300 number for changes to your booking at any time and please advise this office if you do not use your ticket so that we may rebook or process a refund if applicable.

### Check In (International)

For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

### Contact Details

Please provide local phone contact numbers for stopover cities.

### Electronic Tickets

Photo Identification is required when travelling on an electronic ticket. Failure to ensure the full booking name matches the photo identification may result in cancellation fees and/or loss of reservation.

### No Show / Cancellation Fees

See the fare conditions above for the relevant rules relating to your airfare.

No show and cancellation fees may apply to hotels and car rental bookings on your itinerary. Generally hotels and car rentals need to be cancelled at least 24 hours prior to checkin, so please notify the relevant service provider if you will not be able to use the booking in order to minimise any fees that may be

payable.

## Passenger Security

What items can I pack in my carry-on baggage?

Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website:

<https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

## Passport

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport.

Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

## QBT Privacy Notice

QBT collects information about you (including health information where necessary) to provide products and services to you, process your travel arrangements, facilitate your participation in the loyalty programs of airlines, conduct marketing activities and market research.

If the information is not provided, QBT may not be able to provide the service requested. QBT may disclose your personal information to its related companies, carriers, travel service providers, organisations which provide services to QBT, such as collecting commissions, your employer if you are travelling on a ticket provided through your employer's corporate travel arrangements. QBT and carriers may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. See QBT's Privacy Statement at [www.qbt.travel](http://www.qbt.travel) You can gain access to the information QBT holds about you by contacting your dedicated Account Manager. QBT is a wholly owned subsidiary of Helloworld Travel Limited. Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website

<https://www.qbt.travel>

## Reconfirmation

We suggest that onward reservations and flight times are reconfirmed 72 hours prior to departure as policies differ between airlines and failure to do so may result in the cancellation of your reservation.

## Seating and Meals

Any seating and meal requests shown on your itinerary are subject to confirmation upon check in.

## Ticketing Policy

Our QBT business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline.

When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown.

Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

## Travelling to the US

ESTA Authorities for individual travel to the USA under the Visa Waiver Program.

US Customs have introduced new enhanced security requirements for travellers entering the USA under the visa waiver program. It is mandatory for all individuals who plan to travel to the USA under the Visa Waiver Program to receive an authorisation through the ESTA website before travel to the USA. Applications can be made at any time at the ESTA website. Applicants will be asked to answer basic biographical and eligibility questions typically requested on the current paper form completed on board the flight ( I94W form). The system will advise the applicant whether their travel to the USA is Authorised, Not Authorised or Authorisation pending.

Travellers must now apply for their ESTA at least **72 hours in advance of travel**.

For all guests who have approved ESTA's there will be no change to their check-in. Travellers arriving at the airport for travel to the United States without a previously approved ESTA will likely result in being denied boarding.

For more information visit the US Department of State website. <https://esta.cbp.dhs.gov/>

Other points of note:

An application fee applies when applying for an ESTA. Please refer to the US Department of State website.

Even if a traveller has an ESTA they will still be required to complete a paper form I94W and present it to US Customs on arrival into the USA.

Accompanied and unaccompanied children, regardless of age, will be required to obtain an independent ESTA approval.

VWP nationals who have valid visas, and other nationals that require visas, will not be required to apply for an ESTA.

An ESTA is valid for two years (unless the passport data limits validity) and will be considered acceptable for multiple use.

US Customs recommends that ESTA applications be submitted no less than 72 hours before travel.



**Travelling to Canada**

ELECTRONIC TRAVEL AUTHORIZATION for flights to Canada

The government of Canada has introduced a new entry requirement, known as an Electronic Travel Authorization (eTA), that applies to visa-exempt foreign nationals travelling to or transiting Canada by air. Visa-exempt foreign nationals must obtain an eTA before they can board a flight to Canada. To complete your application for an eTA, you will need a valid passport, a credit card and an email address. An eTA costs \$7 CAD and is valid for up to five years or until the passport expires (whichever comes first). For more information please go to

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>.

**Travelling to New Zealand**

From 1 October 2019, Australian permanent residents need a New Zealand Electronic Travel Authority (NZeTA) to enter New Zealand. Australian citizens are exempt from this requirement. For more information go to <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/nzeta>

**Visas / Travel Warnings**

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from [www.cibtvisas.com.au](http://www.cibtvisas.com.au) or by contacting your travel consultant for information. It is also recommended that you check [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) for health and consular travel warnings for all destinations.

\*\*\*\*\* Itinerary End \*\*\*\*\*

**From:** s 22(1)(a)(ii)  
**To:**  
**Cc:**  
**Subject:** RE: AMENDED - For Approval: S23 - International Travel Request [SEC=OFFICIAL]  
**Date:** Monday, 12 September 2022 3:49:00 PM

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**OFFICIAL**

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

Kind regards,

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) <@dfat.gov.au>  
**Sent:** Monday, 12 September 2022 3:48 PM  
**To:** s 22(1)(a)(ii) <@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) <@dfat.gov.au>  
**Subject:** Fwd: AMENDED - For Approval: S23 - International Travel Request[SEC=OFFICIAL]

**OFFICIAL**

s 22(1)(a)(ii) please see below.

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**From:** "Craig Maclachlan" <[Craig.Maclachlan@dfat.gov.au](mailto:Craig.Maclachlan@dfat.gov.au)>  
**Date:** Monday, 12 September 2022 at 14:26:16  
**To:** "s 22(1)(a)(ii)" <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: AMENDED - For Approval: S23 - International Travel Request [SEC=OFFICIAL]

**OFFICIAL**

Approved.  
Tks  
C

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**From:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Wednesday, 7 September 2022 4:49 PM  
**To:** Craig Maclachlan <[Craig.Maclachlan@dfat.gov.au](mailto:Craig.Maclachlan@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** AMENDED - For Approval: S23 - International Travel Request [SEC=OFFICIAL]

**OFFICIAL**

Grateful approval.

//

Dear Craig

I seek your approval in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013* to spend public money.

The purpose of this expenditure is to pay for International Travel to: the Philippines (Manila), the UK (London) and Romania (Bucharest).

The purpose for this visit is:

s 22(1)(a)(ii)

**Bucharest:** DFAT will join the DITRDCA-led delegation to the International Telecommunication Union (ITU) Plenipotentiary Conference. s 33(a)(iii)

This high level program work towards implementing Australia's objectives outlined in the International Cyber & Critical Tech Engagement Strategy.

**Itinerary: Toby Feakin**

|       |   |                  |
|-------|---|------------------|
| Day 1 | Travel: Canberra s22(1)(a)(ii)  | Wed 21<br>Sept   |
| Day 2 | s22(1)(a)(ii)   | Thurs 22<br>Sept |
| Day 3 |   | Fri 23 Sept      |
| Day 4 | Travel: s22(1)(a)(ii) Bucharest, rest day   | Sat 24 Sept      |
| Day 5 | Bucharest: Pre-Plenipotentiary Romanian-hosted Ministerial Roundtable   | Sun 25 Sept      |
| Day 6 | Bucharest: Official ITU Opening Ceremony s22(1)(a)(ii)  | Mon 26<br>Sept   |
| Day 7 | s22(1)(a)(ii)   | Tues 27<br>Sept  |
| Day 8 | Bucharest: Council campaign lunch event hosted by Australia, Bilateral meetings – advocate for Australia's re-election & promote the US candidate for Sec-Gen | Wed 28<br>Sept   |

|        |  |               |
|--------|--|---------------|
| Day 9  | Bucharest: Bilateral meetings – advocate for Australia’s re-election & promote the US candidate for Sec-Gen  | Thurs 29 Sept |
| Day 10 | Bucharest: Network of Women Breakfast event, Bilateral meetings – advocate for Australia’s re-election & promote the US candidate for Sec-Gen / <i>Travel</i> : return to Canberra | Fri 30 Sept   |
| Day 11 | <i>Travel</i> : return to Canberra   | Sat 1 Oct     |
| Day 12 | <i>Travel</i> : arrive in Canberra, rest day   | Sun 2 Oct     |

**Itinerary: s 22(1)(a)(ii)**

|            |  |                        |
|------------|--|------------------------|
| Day 1      | <i>Travel</i> : Canberra to Bucharest  | Thur 22 Sept           |
| Day 2      | Bucharest: rest day  | Fri 23 Sept            |
| Day 3      | Bucharest: meeting preparation and delegation meeting  | Sat 24 Sept            |
| Day 4      | Bucharest: meeting preparation and delegation meeting; pre-plenipotentiary Romanian-hosted Ministerial Roundtable  | Sun 25 Sept            |
| Day 5      | Bucharest: Day 1 of the International Telecommunication Union (ITU) Plenipotentiary Conference VIP week; Official ITU Opening Ceremony   | Mon 26 Sept            |
| Days 6-9   | Bucharest: bilateral meetings with Amb Feakin and DITRDCA; preparatory meetings for negotiations; delegation and likeminded coordination meetings; ITU elections, providing candidacies support. | Tues 27 – Fri 30 Sept  |
| Day 10     | Bucharest: meeting preparation; delegation and likeminded coordination meetings / rest   | Sat 1 Oct              |
| Day 11     | Bucharest: meeting preparation; delegation and likeminded coordination meetings / rest   | Sat 2 Oct              |
| Days 12-23 | Bucharest: ITU Plenipotentiary negotiations. Provide foreign policy advice to DITRDCA across negotiations, in particular cyber and critical technology; <b>s 33(a)(iii)</b>                      | Mon 3 Oct – Fri 14 Oct |
| Day 24     | <i>Travel</i> : return to Canberra   | Sat 15 Oct             |
| Day 25     | <i>Travel</i> : in transit to Canberra   | Sun 16 Oct             |
| Day 26     | <i>Travel</i> : arrive in Canberra (0100 Monday); rest day   | Mon 17 Oct             |

**Officers Travelling:**

1. Tobias Feakin
2. **s 22(1)(a)(ii)** (attending the ITU in Bucharest, Romania only from 22 September – 17 October)

**Cost (for two officers)**

|                      |                    |
|----------------------|--------------------|
| Flights Total:       | <b>\$47,000.00</b> |
| Accommodation Total: | <b>\$17,500.00</b> |
| TA Estimate:         | <b>\$3,500.00</b>  |
| <b>TOTAL:</b>        | <b>\$68,000.00</b> |

The upper limit of the proposal is: **\$68,000.00**. Please note this upper limit should capture current inflated flight pricing and necessary visas and TPNs for entry into Romania.

There are sufficient uncommitted funds available for this procurement under cost centre code **s47E(d)** in the 2022/23 financial year.

To the best of my knowledge this proposal does not breach any relevant Commonwealth policy and is compliant with the Accountable Authority Instructions for the Department of Foreign Affairs and Trade.

I recommend that you approve this proposal to spend public money.

Many thanks

**s 22(1)(a)(ii)**

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Executive Officer  
Cyber Affairs & Critical Technology  
**T +s 22(1)(a)(ii) Ms 22(1)(a)(ii)**

**OFFICIAL**





## Australian Government

### Department of Foreign Affairs and Trade

## TRAVEL ACQUITTAL STATEMENT

|                     |                          |                        |                      |
|---------------------|--------------------------|------------------------|----------------------|
| <b>Name</b>         | s 22(1)(a)(ii)           | <b>Trip no</b>         | s 22(1)(a)(ii)       |
| <b>Personnel no</b> | s 22(1)(a)(ii)           | <b>Trip Schema</b>     | International Travel |
| <b>Empl. Status</b> | Non SES                  | <b>Destination</b>     | International Trip   |
| <b>Trip Date</b>    | 22.09.2022 to 17.10.2022 | <b>Reason for Trip</b> |                      |

The acquittal documentation you submitted for this trip has been examined.

Attached is the Travel Acquittal Statement.

You were paid an advance of travel allowance and/or accommodation expenses of \$1,421.70 for this trip. This has been taken into account in calculating your acquittal.

This trip has been fully acquitted.

Any queries about this travel statement please email the Travel Unit.

\_\_\_\_\_  
Travel Officer

| Acquittal               |             |
|-------------------------|-------------|
| Item                    | Total (AUD) |
| Previous Amounts Paid   | -1,421.70   |
| Acquittal               | 1,421.70    |
| <b>No amounts owing</b> | <b>0.00</b> |

## TRAVEL ACQUITTAL STATEMENT

|   |   |
|---|---|
| <b>Name</b> s 22(1)(a)(ii)                | <b>Trip no</b> s 22(1)(a)(ii)           |
| <b>Personnel no</b> s 22(1)(a)(ii)        | <b>Trip Schema</b> International Travel |
| <b>Empl. Status</b> Non SES               | <b>Destination</b> International Trip   |
| <b>Trip Date</b> 22.09.2022 to 17.10.2022 | <b>Reason for Trip</b>                  |

| Meals and Incidentals                         |           |               |                 |                 |               |                 |            |                 |  |
|---|-----------|---------------|-----------------|-----------------|---------------|-----------------|------------|-----------------|--|
| Dates   | Days      | Breakfast     | Lunch           | Dinner          | Incidental    | Total           | Curr.      | Total (AUD)     |  |
| <b>Country: Bucharest</b>                     |           |               |                 |                 |               |                 |            |                 |  |
| 23.09.2022 23.09.2022                         | 1         |               |                 | 114.00          | 38.00         | 152.00          | RON        | 47.33           |  |
| 24.09.2022 14.10.2022                         | 20        | 780.00        | 1,100.00        | 2,280.00        | 760.00        | 4,920.00        | RON        | 1,550.46        |  |
| 24.09.2022 14.10.2022                         | 1         | 19.50         | 27.50           | 57.00           | 19.00         | 123.00          | RON        | 39.68           |  |
| 15.10.2022 15.10.2022                         | 1         | 19.50         | 27.50           |                 |               | 47.00           | RON        | 15.16           |  |
| Breakfast Deduction                           | 19        |               |                 |                 |               | 0.00            | RON        | -222.06         |  |
| Breakfast/Lunch Deducti                       | 3         |               |                 |                 |               | 0.00            | RON        | -87.50          |  |
| <b>Total for currency: RON</b>                | <b>45</b> | <b>819.00</b> | <b>1,155.00</b> | <b>2,451.00</b> | <b>817.00</b> | <b>5,242.00</b> | <b>RON</b> | <b>1,343.07</b> |  |
| <b>Total for country: Bucharest</b>           |           |               |                 |                 |               |                 |            | <b>1,343.07</b> |  |
| <b>Country: Bucharest</b>                     |           |               |                 |                 |               |                 |            |                 |  |
| 15.10.2022 15.10.2022                         | 1         |               |                 |                 | 19.00         | 19.00           | RON        | 6.13            |  |
| <b>Total for currency: RON</b>                | <b>1</b>  | <b>0.00</b>   | <b>0.00</b>     | <b>0.00</b>     | <b>19.00</b>  | <b>19.00</b>    | <b>RON</b> | <b>6.13</b>     |  |
| <b>Total for country: Bucharest</b>           |           |               |                 |                 |               |                 |            | <b>6.13</b>     |  |
| <b>Country: Australia Melbourne</b>           |           |               |                 |                 |               |                 |            |                 |  |
| 16.10.2022 16.10.2022                         | 1         |               |                 |                 | 21.30         | 21.30           | AUD        | 21.30           |  |
| 17.10.2022 17.10.2022                         | 1         | 29.90         |                 |                 | 21.30         | 51.20           | AUD        | 51.20           |  |
| <b>Total for currency: AUD</b>                | <b>2</b>  | <b>29.90</b>  | <b>0.00</b>     | <b>0.00</b>     | <b>42.60</b>  | <b>72.50</b>    | <b>AUD</b> | <b>72.50</b>    |  |
| <b>Total for country: Australia Melbourne</b> |           |               |                 |                 |               |                 |            | <b>72.50</b>    |  |
| <b>Total Meals and Incidentals</b>            |           |               |                 |                 |               |                 |            | <b>1,421.70</b> |  |

' ' indicates you were not at the destination for that allowance.

'0' indicates no allowance is payable for breakfast. Where the accommodation does not provide breakfast in the tariff, receipts must be provided for reimbursement on acquittal. Where the accommodation tariff includes breakfast, there will be no reimbursement for breakfast taken at another venue.

|  |                 |
|--|-----------------|
| <b>Total allowances and expenses for trip number:</b> s 22(1)(a)(ii) | <b>1,421.70</b> |
|--|-----------------|



**From:** [Craig Maclachlan](#)  
**To:** [Tobias Feakin](#); s22(1)(a)(ii)  
**Cc:** [Cameron Archer](#); s22(1)(a)(ii) [Ciara Spencer](#)  
**Subject:** RE: For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]  
**Date:** Monday, 22 August 2022 5:18:33 PM  
**Attachments:** [image001.jpg](#)

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**OFFICIAL**

Thanks Toby. I think you plus one from Canberra (with an additional person from Geneva UN post) is sufficient given we are not the lead agency and the delegation already numbers over twenty. I am not convinced the cost is justified, least of all at Estimates.

Tks  
C

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**From:** Tobias Feakin <[Tobias.Feakin@dfat.gov.au](mailto:Tobias.Feakin@dfat.gov.au)>  
**Sent:** Monday, 22 August 2022 2:25 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au; Craig Maclachlan <[Craig.Maclachlan@dfat.gov.au](mailto:Craig.Maclachlan@dfat.gov.au)>; s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** Cameron Archer <[Cameron.Archer@dfat.gov.au](mailto:Cameron.Archer@dfat.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: For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]

**OFFICIAL**

Hi <sup>s 22(1)(a)(ii)</sup>

Here is the list.

For comparison, the US will be sending a delegation of around 150 to cope with the various lines of negotiation and the UK will be sending about 50, China substantially more.

Best,

Toby

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**From:** s 22(1)(a)(ii) @dfat.gov.au  
**Sent:** Monday, 22 August 2022 1:13 PM  
**To:** Tobias Feakin <[Tobias.Feakin@dfat.gov.au](mailto:Tobias.Feakin@dfat.gov.au)>; Craig Maclachlan <[Craig.Maclachlan@dfat.gov.au](mailto:Craig.Maclachlan@dfat.gov.au)>; s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** Cameron Archer <[Cameron.Archer@dfat.gov.au](mailto:Cameron.Archer@dfat.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: For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]

**OFFICIAL**

Hi Toby,

Could we please have an indication of the full AusGov delegation size including from Geneva post and other agencies?

Kind regards,

**s 22(1)(a)(ii)**

Executive Officer to Deputy Secretary Craig Maclachlan  
Security, Legal and Consular Group  
Department of Foreign Affairs and Trade  
P:**s 22(1)(a)(ii)** | M: **s 22(1)(a)(ii)**

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**From:** Tobias Feakin <[Tobias.Feakin@dfat.gov.au](mailto:Tobias.Feakin@dfat.gov.au)>

**Sent:** Monday, 22 August 2022 12:18 PM

**To:** Craig Maclachlan <[Craig.Maclachlan@dfat.gov.au](mailto:Craig.Maclachlan@dfat.gov.au)>; **s 22(1)(a)(ii)**  
[@dfat.gov.au](mailto:@dfat.gov.au)

**Cc:** Cameron Archer <[Cameron.Archer@dfat.gov.au](mailto:Cameron.Archer@dfat.gov.au)>; **s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au);  
**s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au); **s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au);  
**s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au); **s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au)

**Subject:** RE: For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]

**OFFICIAL**

Craig,

We deliberated the number of DFAT staff to take to this meeting and I feel that a contribution of two DFAT officials with specialist knowledge is an important contribution to a WOG Australia approach. The ITU Plenipotentiary has for some time been a priority target for Government, as it is for our likeminded and five eye partners.

**s22(1)(a)(ii)**

s22(1)(a)(ii)

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**From:** Craig Maclachlan <[Craig.Maclachlan@dfat.gov.au](mailto:Craig.Maclachlan@dfat.gov.au)>  
**Sent:** Friday, 19 August 2022 1:14 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** Tobias Feakin <[Tobias.Feakin@dfat.gov.au](mailto:Tobias.Feakin@dfat.gov.au)>; Cameron Archer <[Cameron.Archer@dfat.gov.au](mailto:Cameron.Archer@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]

**OFFICIAL**

Do we really need to take two DFAT officers to an international meeting for which we are not the leads?

Tks

C

**From:** s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>  
**Sent:** Friday, 19 August 2022 12:50 PM  
**To:** Craig Maclachlan <Craig.Maclachlan@dfat.gov.au>  
**Cc:** Tobias Feakin <Tobias.Feakin@dfat.gov.au>; Cameron Archer <Cameron.Archer@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>  
**Subject:** For Approval: S23 - International Travel Request - Ambassador for Cyber Affairs & Critical Technology, Dr Toby Feakin [SEC=OFFICIAL]

## OFFICIAL

Hi Craig

I understand you have discussed the ITU with Toby and the proposal to send a small delegation from DFAT to the Plenipotentiary in September/October.

On behalf of the delegation, grateful for your consideration of this s23.

Best

s 22(1)(a)(ii)

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Dear Craig

I seek your approval in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013* to spend public money.

The purpose of this expenditure is to pay for International Travel to: s 22(1)(a)(ii) and Romania (Bucharest).

The purpose for this visit is:

s 22(1)(a)(ii)

**Bucharest:** DFAT will join the DITRDCA-led delegation to the International Telecommunication Union (ITU) Plenipotentiary Conference. s 33(a)(iii)

The Ambassador will be supported by two DFAT officers (as part of the Australian delegation) over this week and who will then remain in Bucharest for the duration of the ITU (September – 17 October).

This high level program work towards implementing Australia's objectives outlined in the International Cyber & Critical Tech Engagement Strategy.

**Itinerary:**

|        |   |               |
|--------|---|---------------|
| Day 1  | Travel: Canberra s22(1)(a)  | Wed 21 Sept   |
| Day 2  | s 22(1)(a)(ii) (ii)   | Thurs 22 Sept |
| Day 3  |   | Fri 23 Sept   |
| Day 4  | Travel: s22(1)(a)(ii) Bucharest, rest day   | Sat 24 Sept   |
| Day 5  | Bucharest: Day 1 of the International Telecommunication Union (ITU) Plenipotentiary Conference VIP week, Ministerial Roundtable | Sun 25 Sept   |
| Day 6  | Bucharest: Official ITU Opening Ceremony / s22(1)(a)(ii)  | Mon 26 Sept   |
| Day 7  | s22(1)(a)(ii)   | Tues 27 Sept  |
| Day 8  | Bucharest: Council campaign lunch event hosted by Australia, Bilateral meetings – s 33(a)(iii)                                  | Wed 28 Sept   |
| Day 9  | Bucharest: Bilateral meetings – s 33(a)(iii)  | Thurs 29 Sept |
| Day 10 | Bucharest: Network of Women Breakfast event, Bilateral meetings – s 33(a)(iii)<br>return to Canberra                            | Fri 30 Sept   |
| Day 11 | Travel: return to Canberra  | Sat 1 Oct     |
| Day 12 | Travel: arrive in Canberra, rest day  | Sun 2 Oct     |

**Officers Travelling:**

1. Tobias Feakin
- 2 s 22(1)(a)(ii)
- 3

**Cost (for three officers):**

|                      |                     |
|----------------------|---------------------|
| Flights Total:       | <b>\$65,000.00</b>  |
| Accommodation Total: | <b>\$30,000.00</b>  |
| TA Estimate:         | <b>\$5,000.00</b>   |
| <b>TOTAL:</b>        | <b>\$100,000.00</b> |

The upper limit of the proposal is: **\$100,000.00**. Please note this upper limit should capture current inflated flight pricing and necessary visas and TPNs for entry into Romania.

There are sufficient uncommitted funds available for this procurement under cost centre code s47E(d) in the 2022/23 financial year.  
)

To the best of my knowledge this proposal does not breach any relevant Commonwealth policy and is compliant with the Accountable Authority Instructions for the Department of Foreign Affairs and Trade.

I recommend that you approve this proposal to spend public money.

Many thanks

**s 22(1)(a)(ii)**

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Director | Critical Technology Policy Section  
Cyber Affairs and Critical Technology Branch

**T s 22(1)(a)(ii) | M +s 22(1)(a)(ii)**