

OFFICE PROCESSES

INVITATIONS AND MEETING REQUESTS

1. Register

All event invitations and meeting requests to the minister from external organisations and individuals will be registered in the registration worksheet.

2. Brief

Upon receipt of the invitation or meeting request for the minister, the diary manager will offer the adviser and/or CoS the opportunity to provide advice before the invitation goes to the minister. The minister is to be made aware of all the invitations and meeting requests.

3. Calendar

Upon acceptance of the invitation or request, the diary manager will enter the appointment into the minister's calendar and invite the relevant adviser. An FYI will also be sent to the DLO to initiate a meeting/event brief.

4. Brief

The adviser will also include any further relevant information in an adviser's cover note before the brief goes to the minister

5. Lead times

The greater the complexity of a topic, the greater the lead time that should be provided to brief the minister. The minister should receive briefs x days before an appointment to allow time for review and further advise.

6. Historical requests

Advisers are expected to review the register of historical requests on a regular basis, to help determine if certain meetings should be recommended to the minister