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Subject: Delivery: Advance Notes - Day 1 - Vancouver to Rouen  
Date: Thursday, May 9, 2019 4:09:00 PM

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Hi Everyone,

Here are the notes from today.

Note, I am still waiting for photos to upload. I can't get I:/ drive on VPN, and DTS does not seem to be finding my file. So I'll send photo link tomorrow. Here are the notes from today.

### **Vancouver Departure**

- Joleen and Will met at gate, no issues.
- Departed Gate D67

### **Amsterdam Schipol Arrival**

- Flight arrived on time to E gates. Walk in direction of "all other gates".
- Clear immigration – through connection to other gates. Flight to Paris departed C5 gate.
- Total time to walk to immigration and get through, **s.22** and stop to purchase notebook – approx. 15 minutes.
- Do not recommend VIP service. The regular lane was fast, and there does not seem to be separate lane for VIPs given it is an immigration check prior to switching terminals to connecting flights.
- Limited seats at the gate, **s.22**  
**s.22** Go to gate for check-in time. Lots of food and shopping options.
- Flight delayed 15 minutes, and then 1 hour delay on tarmac.
- Photo reference: 1, 2

### **Paris Charles de Gaulle Arrival**

- 10 minutes to walk to baggage claim.
- No immigration clearance and no customs clearance so VIP service is not needed / recommended.
- Baggage was quick.
- Met driver and TIR right outside the door, full delegation to meet next to Marks and Spencer entrance, under the sign that says "Tourist Information".
- 5 minute walk to vehicle. Exit 16F
- Photo reference: 3, 4, 5, 6

### **Transfer to Rouen**

- Drive time took 1 hour 50 minutes.
- Driver worked well.
- Still working out WIFI. Need the **ADMIN password** for the WiFi device in addition to the device password already provided.
- No issues.
- Photo reference: 7

s.15

- Easy drop-off, space for vehicle to park and pick-up.
- Check-in took a long time, can get express check-in if hotel has passports of all guest in advance. JTT to follow-up.
- All guests are booked into Classic Room (1 double), or Classic Twin (2 twins).
- s.22
- There is a separate room for breakfast where they can have a large table for breakfast – need to ask in advance. Alternative is to book a private room downstairs. Recommendation to book the table in the private space.
- **ACTION:** JTT to:
  - E-mail s.15                      Attention s.15 – with names and scans of passports for all guests.
  - s.22
- Confirm earlier arrival for RCMP, Joleen, Rupert, Melissa
- s.22
- Ask hotel to book a private table for 10 people for breakfast.
- Reminder to everyone to bring adapters for the rooms, as there are none in the rooms.
- Photo reference: 8, 11-29

**Dinner Location**

- s.15 worked well for dinner. Can make a reservation for 10 or two tables of 5.
- 25 minute walk to restaurant, or 6 minute taxi ride.
- Recommend walk to restaurant and cab back.
- Recommend making reservation and cancelling it if needed.
- Photo reference: 9 , 10

Thanks,

Joleen & Will

## Advance – Day 2 – Rouen / Paris / London

s.15

### Final Thoughts

- Check-out okay, no issues. Can do pre-check-out if needed.
- s.22 Restaurant opens at 6:30. See Photos.
- Need to work out spot / how to do printing on site. Check if we can book small meeting room downstairs for 2 days as office and briefing room.
- Exit to back park was next to business center, go down to stairs.
- Could hear noise above and in adjacent rooms.
- Need to check all taps and drains prior to check-in to ensure no issues.
- Need to check all adapters to ensure they work. s.22
- Photo Reference: 30-33

### Driver – Final Notes

- Confirmed evasive driving training of LD Mobilite.
- Driver name s.22
- Photo Reference: 44

### Transfer

- Transfer was 2 hours total with a detour to the panorama – about 15 minutes to do the detour, so 1 hour and 45 minutes in total.
- NOTE – this was from s.15 to Embassy in Paris, not direct to airport
- Photo Reference: 34 (Panorama)

### Embassy Meeting Notes

- **Participants:**
  - Charles Hudon,
  - Helene Halatcheff
  - Rupert Potter
  - Joleen Badger
  - William Hoyle
- **Introductions**
  - Embassy asked for a high-level overview of the program and delegation which the advance team provided. They also asked for BC to send (i) draft program, (ii) full delegation list, and (iii) hotel information to Embassy.
  - Charles is our main point of contact in the Embassy with Helene supporting as the lead on the ceremonies. All correspondence to go through Charles.
- **Ceremonies**
  - Reference ceremony hand-outs: 35-40
  - The hand-outs list all the ceremonies taking place.

- There are two ceremonies at the Juno Beach Center (JBC), one that is organized by Veterans Affairs Canada at 12:00 (noon) and a second that is organized by the French Foreign Ministry at 18:00. The latter which has only come together to be confirmed in the last week.
- It is necessary to register for both of these ceremonies separately.
- All delegates require their registration on their phone or in hard copy to attend the ceremony. They are also requested to bring ID.

#### **Canadian Ceremony (Lead: Veterans Affairs Canada – 12:00)**

- To register for the Canadian ceremony, we need to use the link sent to Rupert to register each of the BC delegates. One e-mail can be used for two participants. Joleen will check on who has registered and complete the process. Rupert will send the link to Joleen. Joleen to confirm with the Embassy that everyone is registered. The Embassy only seemed to have Rupert and PJH registered.
- The Canadian ceremony will take place outside in front of the Juno Beach Center. The area is marked in blue (see map – reference #41-43). There will be a VIP area, a place for the armed forces, a stage, a screen and some public areas. The entrance for the VIPs will be from the parking. Veterans Affairs sets the program for the whole event.
- The latest the group can arrive at JBC is 11:30, although it is recommended to arrive earlier.
- The map provided is not updated. Need to ask the Embassy for another map.
- The ceremony occurs outside in an area that is not covered, all outdoors. Weather appropriate attire is recommended.
- The ceremony will take 90 minutes.
- It is unlikely that VAC would allow PJH to lay a wreath (or the plaque) as these things are programmed in advance

#### **International Ceremony (Lead: French Foreign Ministry – 18:00)**

- For the French ceremony, we are to provide a list of the full delegation to the Embassy who will register the group for this ceremony.
- The Canadian ceremony will take place outside in front of the Juno Beach Center. There will be a VIP area, a place for the armed forces, and a stage. Veterans Affairs sets the program for the whole event.

#### **Wreath Laying / Plaque Placement**

- Need to contact VAC about this. Embassy can forward our request to VAC. They are responsible for the ceremony. It is like a show. It is made for television. It will be broadcast live. Can not insert elements like this. Tell Charles what you would like to do exactly and he can make the connection. *Joleen to check in with Bobbi on this.*
- There is a short time for the wreath laying. Only three can lay wreath on the beach. VAC provides the wreaths. Usually the #1 from Canada, France and UK. It can maybe be arranged differently.

#### **• Additional Programming on June 6<sup>th</sup>**

- There is currently no program between the Canadian and International Ceremonies. This will need to be put together by B.C.



- There is no lunch planned as previously thought.
  - We can check with Veterans Affairs on whether we can participate in the visit of the veterans to the Juno Beach Center and the Beach.
  - Also check with Jennifer McClough (sp?) about the EF tours student group attending about meeting with students (check for BC connections)
  - Otherwise, there are other sites that can be visited. Recommended to check with Veterans Affairs on connections to BC in the area, as well as protocol for laying wreathes and plaques.
  - Some ideas include:
    - Visiting nearby towns within the ZCR security zone.
    - Visiting the Canada House in
- **Transport to / from Juno Beach**
    - There are two zones for traffic. One zone around the immediate area “ZCR” and another larger one. There will be significant security to get into the zone immediately around Juno Beach. Vehicles need to be pre-registered with the authorities.
    - There is no transport being arranged for VIPs, each delegation needs to work out their own transport.
    - There are two options for the delegation:
      - The group would be allowed one vehicle to go straight to Juno Beach, with parking in the VIP area. To arrange this the vehicle details need to be sent to the Embassy in advance who will make the arrangements with the French Authorities. Once confirmed the delegation will receive the macaron which allows them access to the VIP parking.
      - The other option is to connect with the shuttle service offered for the Canadian ceremony in Caen. Delegates can collect the shuttle at the hub site (not yet determined) starting at 8:00. There will be coffee and croissants available at the hub and it will be staffed by Valerie from the Embassy. Information on the shuttles is being set by Veterans Affairs Canada who will share the information with the Embassy who can relay it to us.
      - Caen is 30 – 40 minutes from Juno Beach.
      - Advance team recommends that the core delegation drive straight to Juno Beach, with the support delegation to take the shuttle bus prior from Caen.
  - **Other Canadian and International VIPS & Visitors**
    - PM
      - PM program is TBC – the Embassy is building it in case he comes. Working as though he is. His advance team is going to Normandy on Friday next week. If not him it will be GG who will attend.
      - For pull-aside PO needs to reach out to the PMO directly.
      - The Ambassador’s schedule is being held for the PM/GG. Will need to follow-up with the Embassy to secure time with Ambassador.

#### Other Provinces

- s.16

#### International

- International VIPs will include Ambassadors from other countries to France.

#### EF Tours

- 1,500 young people from Canada are attending organized by EF Tour, a tourism organization. Jennifer is the point of contact for this group.

#### Canadian Veterans

- The veterans of D Day are s.22
- s.22 On June 6<sup>th</sup> it will be a long day, they will start at 8 am at Bernieres-sur-Mer, at the Maison des Canadiennes. This house was taken by the Canadians after they landed. The veterans will have snack before the noon ceremony. After the ceremony they will have a private visit if they can with the beach and the Juno Beach center. This is just for them. BC can, if we decide make a special request to also participate in this. These plans however could be impacted by the French event, because they will need to set-up their event in advance.
- Check with veteran affairs on the questions related to BC connection to DDay and the veterans. Check with Patricia Burnside or Trudy Burke. Embassy will ask if we can contact them on this.

#### • Advance

- It is possible to arrange an advance.
- The contact of the Director of the Juno Beach Center. Nathalie Worthington +33 2 31 373217 [natworthy@junobeach.org](mailto:natworthy@junobeach.org). We contact her to arrange the advance to the JBC. Keep Charles on cc.
- s.15,s.19 is the prime contact at RCMP.
- Recommend to also check with Veterans Affairs Canada on the other possible sites for the mid-day visit (if needed) can visit during June advance.

#### • Photographer

- Embassy needs to check on the photographers. They are unsure about it. They will ask. Canadian armed forces will have a photographer also. Usually they share.
- Need to follow-up with Embassy for longer list of photographers.

#### Action Items:

1. Need to register full delegation for both ceremonies:
  - a. Canadian Ceremony (12:00 – noon) – Rupert to send link to Joleen, Joleen will register the full delegation. Confirm with Charles once this is complete. Check with Richard and Francis first.
  - b. International Ceremony (1800) – Send full list of delegation to Charles & Helene at the Embassy. (Joleen)

2. Transport to Juno Beach - Joleen
  - a. Delegation permitted one vehicle to park in VIP Area:
    - i. Send vehicle details to Embassy – licence plate and car details. Melissa
    - ii. Determine which 7 people to be in vehicle. Joleen
  - b. Support Delegation to travel to Caen separately and connect to shuttle.
    - i. Determine members of support delegation. Joleen
3. Contact Veterans Affairs Canada – via Embassy - IGRS
  - a. Confirm if wreath laying is an option.
  - b. Check if there is a place to put the BC plaque during ceremony or at another time
  - c. Ask about connection to BC (i.e. veterans, other visitors, key sites in immediate area)
  - d. Is it possible to visit the center and beach after the 12:00 ceremony.
  - e. Ask for introduction to EF Tours (Jennifer) to check on BC connection.
4. Contact Juno Beach Center – PO – Joleen
  - a. Check with Nathalie re: setting up an advance on June 3<sup>rd</sup> or 4<sup>th</sup> with RCMP. Make sure to cc. Charles at the Embassy.
5. Follow-up with Embassy – Rupert
  - a. Meeting with Ambassador at Juno Beach
  - b. Meetings with other VIPs at Juno Beach
  - c. Send the all other information they are looking for (draft program, hotel information, and delegation list) not mentioned previously.
  - d. Ask for photographer list.
6. PMO – PO (if needed)
  - a. Check on potential overlap or pull aside.

#### **CDG Departure**

- Arrival to Terminal 2E.
- Drop at Door #5 (Regular) or #6 (Priority)
- Check-in is fully automated at the regular check-in with passengers required to print their own boarding pass and baggage tag. Bag drop is also fully automated with passengers to scan their bar codes and put the bag on the conveyor.
- 15 minutes total to complete the process.
- 10 minutes to go through immigration and security.
- Lots of seating and shops in terminal
- Gate is on lower level, with a bus to the aircraft.
- Photo Reference: 45-46

#### **Arrival in London**

- We arrived at Terminal 4 and realized that actual mission the delegation arrives at Terminal 5.
- 30 minutes to disembark, clear immigration and receive baggage.

- Make sure to ask airline for immigration card on flight and fill it out. These were not distributed on our flight.
- Agreed with Rupert that a member of his team will advance Terminal 5 separately and be there on pick-up with the driver.

#### **Transfer to Hotel in London**

- Eagle Transfer seems good.
- s.22
- 6 people in back plus 1 seat up front.
- Time to hotel was
- Photo Reference: TBD

## Day 3 – Advance – London

### Airport Transfer (Notes continued)

- Photo Reference: 91 - 92
- Total transfer time was 45 minutes to hotel.
- Confirm hotel address with the driver as there are multiple hotels with similar names.

### WIFI Hotspot Update

- Purchased Vodafone sim card, same issue with MiFi device. Think the issue has to do with the advanced settings, i.e. sim lock, APN and DTS settings. **s.15**  
**s.15**
- Recommend using personal devices as mobile hot spots. Vodafone sim card can be purchased for 25 GBP in London Heathrow Airport at a vending machine, or Orange Telecom Sim can be purchased for 39 Euros at Relay store in CDG.

### Hotel Advances

#### **s.15**      (Recommended) – Choice 1

- Photo Reference – 88 – 91, additional photos TBD
- All rooms have a king size bed, and a portable phone with local/international calling and data connectivity. The devices are not MiFi capable.
- Room Types:
  - Suite (902 or 1004) – large, nice layout, almost more than we need.
  - Studio Suite – smaller, good layout, would work well.
  - Standard Room – works well, **s.15,s.22**  
**s.15,s.22**
  - The hotel is laid out in such a way that a studio suite, shares a door with a standard room so they are interconnected for security reasons. The example we saw were room 305 (studio suite) and room 306 (standard room)
- Room Rates from Melissa's e-mail:
  - GBP 268 + 20% VAT – King Superior & King Deluxe Rooms
  - GBP 500 + 20% VAT – Studio King Suite (44 sqm)
- **s.15,s.22**
- Pick-up and Drop-off at the hotel need to be slightly down the block as the area in front is a taxi stand, however, they can arrange for pick-up / drop-off access if they have the information in advance on what time the delegation will be arriving. This does not seem like it will be an issue.
- Breakfast is continental plus a la carte, from 7-11 in the restaurant at lobby level.
- The delegation can have their breakfast in either a private room or in **s.15**      The hotel can arrange this.



- There is a room that would be good for booking either briefings or business roundtables in called **s.15**. No photos because the room was in use, but it is a good size from peaking in. The room can be split into two to make a smaller room if needed.
- It is not located close to the High Commission, so would require transport to that part of London, about an 18 minute drive. This is both a pro and a con. The pro is that the delegation would not have to contend with the crowds, noise and traffic in and around Trafalgar, Leceister Square, Picadilly area. At the same time, **s.15** is more quiet, about a 7-8 minute walk to the closest Underground with less in the immediate area.
- Contact – **s.15**
- **PROs:** Best rooms (all King size), Meeting Spaces
- **CONs:** Location

**s.15** – Preferred - Choice 2

- Photo Reference: 56-69
- Three different public spaces on the main level, all could be used for briefings.
  - Den – small room with living room like accents, will be dressed out by Veuve in June with access to an outdoor terrace.
  - **s.15,s.22** This area could potentially be a good private space for morning briefings. Need to check availability and cost with Hannah.
  - Restaurant – Breakfast runs from 7 – 1130. Continental breakfast is coffee and basics, one hot meal a la carte is included. Could book a larger table in one corner of the restaurant for briefing (not private). (music was a little loud in the restaurant)
- All rooms are decorated the same way.
- Two room types:
  - Standard – queen bed #425
    - Smaller but decent size, bright
  - Junior Loft Suite – queen bed 6<sup>th</sup> floor
    - Large, bright living area, with couch and table for potential in room briefings
    - Large bathroom, bathtub (all other rooms are show only)
- Room Rates:
  - Standard Rooms - GBP 300 VAT included
  - Loft Suite – 540 VAT included
- **s.22**
- **s.15**
- Contact – **s.15**  
**s.15**
- **PROs:** Location, Rooms, Meeting spaces, Pick-up/Drop-off
- **CONs:** Feels to fancy

**s.15** – TBD – Choice 3

- Photo Reference: TBD
- Hotel were the advance team is staying.

- Rooms are a bit dated, but work
- Large, comfortable bed with more space than most London hotels.
- Reasonable price, quiet considering **s.15**
- Could not get a meeting / walk through on the weekend, so will arrange for Monday.
- Contact – **s.15**

**s.15**

- **PROs:** Location, Price
- **CONS:** Dated, Meeting Spaces

**s.15**

#### - Not Recommended

- Photo Reference – 47-55
- Deluxe Rooms - #409, #414, #109 – Reference #
  - Have king beds, recommend this room for most of delegation
- Deluxe Suite very spacious, some have high ceilings
- 86 rooms total
- Room Rates (Rack)
  - GBP 264 Deluxe
  - GBP 219 for Standard room
  - Can probably arrange better rates through the sales team. Front desk staff indicated they could get a 10% discount off the top.

• **s.22**

- Breakfast is from 7:30 – 10:30. No private space in breakfast area for briefings
- Suite 110 was good size.
- No pick-up and drop off points. Not great space inside for group to gather waiting for transport, entry door right into breakfast area
- Contact – **s.15**

**s.15**

- **PROs:** Rooms, Location
- **CONS:** Pick-up/Drop-off, No briefing area

**s.15**

#### - Not Recommended

- Photo Reference – 72 - 79
- All rooms have queen beds
- Good location but pick-up drop off point near hotel is not possible, closest street is 1-2 blocks away.
- Great restaurant area on top floor with private space for briefing
- Buffet style breakfast 7-11.
- Saw room 411.
- Standard room would work for everyone.
  - Smaller but modern, beds are queen but more likely a double
  - Shower only
- Superior Room would work well for PJH.
  - Large, modern and bright
  - Bed might be a little small (again more like a double)

- Room Rates:
  - Standard Room – GBP 268
- Contact – s.15
- **PROs:** Best meeting space, Location
- **CONs:** Beds on the small side, Pick-up / Drop-off

s.15                      - Not Recommended

- Photo Reference – 70 - 71
- Three different room types to Snug (standard), Nest (deluxe) and Den (superior)
- Standard room has double bed, with decent sized room.
- No tv, coffee maker or other amenities in room.
- s.15
- Place for pick-up and drop-off
- Don't think this is an option for mission
- Room Rates (from looking online):
  - CAD\$273 a night for the Snug room
  - Nest room is CAD\$319 without breakfast.
- **PROs:** Price
- **CONs:** Property is not appropriate for business

#### Drive Times

- Leicester Square to Siemens Crystals – 32 minutes
- Siemens Crystal to 77 Leonard Street –approx. 19 minutes
- Siemens Crystal to 24 Murray Grove, Hoxton – 26 minutes
- Waugh Thistleton office to murray grove building – approx. 7 mins
- s.15    - 37 minutes
- s.15    - 18 minutes

s.15

- Photo Reference – 80 – 81
- The building and the surrounding area look interesting.
- For the Siemens tour, will need to have guide and be able to pick which exhibits are most relevant.
  - Electrifying transport
  - Sustainable building activity (build your own sustainable building)
  - Hydropower (renewable energy)
- For Discussion – is there anything else to see at the s.15                      This area seems like there would be something to see around s.15                      Anything of interest on the Gondola ride and the connection into the public transportation system? Is it possible to meet the people who manage the s.15                      to learn about the smart city design / plan?

s.15

- Photo Reference – 82-83
- The building is not that exciting from the outside.

- If this is to be included in the visit, a tour of the inside would be recommended.

s.15

- Photo Reference – 85 - 86
- Located about a 10 minute walk from the Waugh Thistleton office in Shoreditch, this would be a good stop for lunch on Saturday with different options to choose from. It is an old market which has had a modern upgrade.

#### **Restaurants – informal business dinner**

s.15

##### - Choice 1

- Photo Reference – 93 – 94
- British Pub Feel.
- Private room upstairs is the right size and would work well for an informal dinner.
- This will only work if the delegation stays at the s.15
- Contact – s.15

s.15

- Upscale.
- Staff were not the most friendly
- Feels too over the top.
- Could not show us the private areas as there was a private event.

s.15

## Advance Day 4 – Monday, May 13<sup>th</sup>

### Transfer Times

- Walking - Hotel to Portcullis House – 9 minutes (schedule 15 in program)
- Walking - Parliament to Trafalgar Square – 16 minutes (schedule 20 in program)
- Drive – High Commission to Climate Committee on Climate Change – 13 minutes
- Drive – Committee on Climate Change to Canada House – 20 minutes
- Drive – Canada House to Digital Catapult – 20 minutes

### Photographer

- Mr. Scott Collier, Photographer – [scottthephotographer01@gmail.com](mailto:scottthephotographer01@gmail.com), 07881 812668, scottcollier.co.uk
- Assistant's name is Kristijonas Grigonis. s.22
- Has worked with royals, will use the same business practices as with the royal family
- Provided overview of the program.
- Indicated we would like story telling images – to use for social media – stream to online gallery which we can download and put it wherever we want.
- Link is good forever, the link is private.
- Agreed with photographer that he would take photo of person and photo of business card so that comms team will know who is who.
- Photographer will ride with our delegation.
- Melissa to remain main point of contact. BC staff to send direct to Melissa who will send to the photographer.
- Photographer will send through first invoice for deposit. We can pay by credit card. Invoice to be sent to the missions team. GBP 2250, 50%. Incl. of VAT.

### Action Items:

- Need to send through the list of the delegation with names of VIPs listed along with photos. - JTT
- Need to send the relevant addresses of the program elements. Will also send through the transport plan. - JTT
- The photographer can easily do videos. Short 10 second clips. - Joleen
  - For Decision - Check with the team in BC if this is something that we want.
- Need to check if the photographer can get into the house of commons as well. - Rupert
- Follow-up with shot list and social media plan along with list of expectations. - Joleen
- Check on whether equipment needs to be pre-approved by the High Commission. - Melissa

### High Commission

- Photo Reference: 103 - 111
- For pick-up and drop-offs at the High Commission, we need to send the car make/model and timing of pick-up / drop-off to the High Commission so that they can book a diplomatic parking spot in advance.
- One invoice from Chamber for lunch. Melissa will check on payment options. Invoice to follow the mission.



- The High Commission will send us the Specified Purpose Agreement. Need to wire transfer the funds in advance of the mission. High Commission to work on this and send it to Melissa soon.
- Menus to come from the High Commission, sent to Melissa. Joleen to work on selecting menu items and wine list
- Melissa to get approval from High Commission on the equipment from photographer.
- Note – if any members of the delegation want to bring a laptop or other equipment into the HC, it needs to be approved in advance.
- Delegation should bring passports as ID
- Melissa to be main point of contact for BC to greet at HC and let HC know of delegation arrival. Delegation to text Melissa 5 minutes prior to arrival.
- High Commission staff (1) to be invited to the informal dinner on Friday.
- Receptions to be held in the s.15
- Meeting with Deputy High Commissioner in the s.15
- s.15 to be used as the holding room for PJH

#### Meeting with Deputy High Commissioner

- Meeting will be in the s.15
- Agreed on PJH plus four delegation members. Confirm.
- Photographer in the room as well.
- RCMP and other staff in s.15

#### Luncheon Meeting (Hosted by Canada-UK Chamber)

- This will be in the s.15 hosted by the Chamber.
- Chamber will organize the lunch, send invites and print name badges. Reception table will be set-up in the main lobby. Reception table staffed by TIR and likely Dee from the High Commission (for dinner) and someone from the Chamber (for lunch).
- Single table for lunch seats max 22 people. See photos.
- Seating plan to be set by the Chamber (BC del seats designated by TIR/Joleen)
- Table mics possible if needed.
- Joleen to send through food restrictions to Melissa.
- Hard exit for the lunch is 1:30.
- Screen with visuals to be used, one screen located next to the bar. Refer to photo.
- No flag, no table top flags. Only “Welcome” pop-up. No other pop-ups.
- Separate lunch room to be set-up in s.15 if needed.
- HC staff TBC re: luncheon participation.
- Jan to greet delegation in lobby.
- Agenda developed by Joleen/Rupert

#### Dinner Reception (hosted by the Province)

- 5:30 start, with PJH arriving at 6:00.
- s.15 booked from 5:00 – 6:00 for any last minute 1:1 meetings and opportunity for s.22 s.22
- 35 people for the reception.
- Lecture – see photo. Place for water. No podium sign.
- Andrew Percy, Minister of the Foreign and Commonwealth Office, and UK High Commissioner to Canada will be invited. TBC on availability.

- DHC and HC have a conflict to likely Taylor Hladik or Jan Vogtle will participate.
- Table will be taken out of the room if the weather is no good. If weather is good, they will leave the table in the room as guests typically use the outdoor terrace. Decision to be made on the day following the lunch.
- Podium to be set-up next to the painting of Sooke. Podium has a spot of a drink. No podium sign.
- Volume at one set level for podium mic
- Music playlist possible via spotify account on laptop
- Flags and table flags for dinner reception. No visuals for dinner on screen.
- Pop-ups for dinner – only the welcome banner. Decision – no sector specific banners.
- TIR to print name badges. Registration in lobby.

#### Action Items:

- HC to provide us with SPA - Will
- Draft Event Plans – Will
- Draft Invites for lunch and dinner, no invite for informal dinner. – Rupert
- Invite Lists to be approved by PO – Joleen
- Invitations to be approved by PO – GCPE
- Menus to be sent to Melissa, Joleen to make menu selections – Melissa / Joleen
- Vehicle information and pick-up / drop-off times to be sent to the HC – Melissa
- EU office to print name badges for dinner – Melissa
- Chamber to print name badges for lunch – Rupert
- Seating plan for lunch – Rupert
- Send shot list to photographer – Joleen
  - Joleen to check with PO comms re: video clips for social media
- Ask Jan for screen dimensions – Melissa

#### **Catapults**

- Photo Reference: 115 - 119
- Met Nick Fernando, Policy, Research and Engagement Manager, <https://www.digicatapult.org.uk/team/nick-fernando/>
- Nick reports to Philip Young, Head, Strategic Policy Delivery and is responsible for international strategy. <https://www.digicatapult.org.uk/team/philip-young/>
- He works with strategy and research teams to look at ecosystems in the UK, what gaps the companies have and helps to shape the programs the Catapults deliver
- Catapults set-up 5 years ago, government wanted to increase spend in R&D.
- Good universities, good tech companies, good corporates but they weren't speaking together. How can they bring them all together.
- Helmholtz / German system the idea for this
- Deliver solutions for small companies to help innovation happen and help in grow, increase spend in
- Three areas of focus
  - Immersive – AR/VR
  - Future Networks - IOT/5G
  - Artificial Intelligence
- Cybersecurity and DLT is future focus
- Deliver expertise through programs – focused around

- Pitstops – challenge based events – work with corporates
- Have big ecosystem of corporates – pool of companies that are experts in this to help fix a problem.
- Leads to collaborative business contracts.
- Have state of the arts facilities – to test and show off what they do. Have a bunch of high tech devices that companies can use as part of their innovation process. i.e Machine Intelligence Garage.
- Funding comes for three parts – government, collaborative RD grants, and third is commercial (work with corporates) – reports to Department of Culture, Media and Sport (DCMS), Business, Energy and Industry Strategy (BEIS) and funding comes from Innovate UK.
- There are different catapults. More than 8 catapults – in the range of 7-9.
- Part of international strategy is US, Canada and parts of EU. Worked with Bombardier, an AI based challenge around ice build-up on airplane wings prior to take-off. Did an open call on it. Took 3 over to Canada and paired them up with three companies from Canada. All pitching to Bombardier. A bit of a pitching competition. This will develop in contracts for the companies.
- Can arrange for different demos from start-ups showing how they are using the various labs.
- Follow-up for list of challenges and start-ups.
- Follow up – Which companies in Future networks have examples that would apply/be relevant to BC
- Tour would include stop into VR space for hands on activity with virtual reality
  - Stop into Future lab to look at various projects that might be of interest to BC (Joleen/JTT to look into which might be best fit)
  - AI – stop into AI lab with quick demo (tbc)

#### Action Items:

- Check list of start-ups in the digital catapults
- Ask for list of existing challenge areas

#### **Restaurants (Cont.) – For Informal Dinner – June 7<sup>th</sup>**

- A lot of the restaurants we were considering do not have availability in the private dining spaces for June 7<sup>th</sup>.
- The EU office has inquired with the s.15 and will look to hold the upstairs private space as a placeholder while the office looks to secure a space near to s.15
- We considered the dining space at the s.15 as well. Joleen has inquired by e-mail.

#### **Hotels (cont.)**

- Were not able to look at the s.15 today as they were unable to assist us in our request to see other rooms, but they did say that they have King rooms available on the dates we are in London.
- The hotel is very well located, with easy pick-up and drop-off and walking distance to several meetings.
- The rooms are large, but not fancy, and the hotel does have an area for meetings which can be booked out.
- The breakfast area is not fancy but will do.
- Joleen is seeking final approval on s.15 as mission hotel.

s.15 – Recommended

- Photo Reference: to be sent on Tuesday.
- Hotel where the advance team is staying.
- Rooms are a bit dated, but work
- Large, comfortable bed with more space than most London hotels.
- Reasonable price, quiet considering right at s.15
- Could not get a meeting / walk through
  - Contact – s.15  
s.15
  - Joleen has alternate contact if don't hear back from s.15
- Small boardroom space s.15,s.22 can be booked on site, ideal for small briefings
- **PROs:** Location, Price
- **CONs:** Dated, Meeting Spaces

#### Other Notes

- Eagle Transportation – has evasive driving training, but this is an extra charge. Decision to go with just the standard drivers and forego the extra charges s.15,s.22
- Banners – decided on using only the welcome banner, none of the sector banners.
  - Photo Reference: 120 (as per discussion with Joleen)
- Need BC – Canada – UK pins if possible. s.16



## Advance – Day 5 – Tuesday, May 14<sup>th</sup>

### Drive Times

- s.15 to St. Pancras International – 13 minutes (schedule 20 minutes)
- Train Station to Shell Technology Center –
  - Exit Train to Drop Bags at Van – 13 minutes
  - Walk to Ferry – 2 minutes
  - Ferry – 5 minutes
  - Walk to Shell Technology Center – 9 minutes
- Shell Technology Center to Shell HQ - 1 hour and 5 minutes
- Shell HQ to Hotel – 5 minutes

### s.15 (Cont.)

- Photo Reference: 122 – 128
- s.22

### St. Pancras Eurostar Departure

- Photo Reference: 130 - 132
  - The vehicle will drop you off right outside the departures area. Follow the signs for Amsterdam.
  - Total time to clear security and immigration was 35 minutes. Recommended to look into priority security / immigration clearance.
  - Immigration clearance, need to use line A for non-EU passports.
  - Ensure the delegation is seated together if possible.
  - Note – there is not a lot of shopping past security, so the delegation should not count on purchasing gifts at the train station. There is coffee/food and duty free on the other side
  - s.22
- 
- Recommend everyone to download their Eurostars ticket on their mobile phone in advance using the app. (Joleen will talk to PO about this for PJH/Geoff/Evan)





### **Eurostar Train (trip time: 4 hours)**

- There is a storage area in each compartment of the train, seems adequate for suitcases (assuming each person doesn't have 2 large suitcases). Our compartments were fairly full and there was still room in the suitcase area. There is also overhead space for smaller bags and room under the seats. Don't think luggage space will be an issue.
- At each seat there is one EU plug and one UK plug.
- There is a small meal service on the train (OJ, coffee/tea, croissant, bun, yogurt), but it would be best if the delegation could bring food or snacks of their liking for the journey.
- WIFI and network connection on the train is spotty and cuts in and out. Best to bring a book, or some form of entertainment if needed. No headphones provided

### **Amsterdam Train Arrival**

- Photo Reference: 133 - 140
- Arrived 15 minutes late.
- Arrived to track 13, long walk to the escalator near coach 8. We were seated in coaches 2 and 3.
- All delegates will need to carry their own bag on / off the train. The platform seems narrow so be aware of this when walking from train to escalator.
- At the bottom of the escalator, turn to the left and meet Edgar. The delegation will then exit out exit #15 on the north side of the terminal
  - **NOTE: delegation will have to scan tickets again to leave the station**
- The delegation will then be escorted to the delegation vehicles where they will leave their bags.
  - **NOTE: delegation should bring their passports**
- After this, it is a five minute walk to the ferry terminal to take a 5 minute ferry across the river. The ferry ride is free of charge. The group take the green line and will be escorted.
- During the 10 minute walk between the ferry and Shell, there is the Eye Film Museum and an Amsterdam sign. The delegation may wish to stop here for a photo.
- The Ambassador will meet the delegation at Shell.

### **Shell Technology Center**

- Photo Reference: 141 – 142
- Main entrance on ground level, security desk on the left as you enter main doors. Will need to check in there and get security passes
- We were unable to advance the actual lab at shell
- Recommend revising timeline to 1:00pm working lunch, 1:30pm tour starts, hard out by 2:30pm to avoid getting caught up in traffic (but there is some buffer built in – see drive times)
- TIR will need to provide more information on the exhibit, and what will be seen, so that PO has an opportunity to pick what is of most interest.
- Need to build in 40-45 minutes between train arrival and start time at Shell Technology Center.
- Need to work out with Shell if it is possible to have someone from Shell meet the group at the entrance with the security passes ready to go to speed up entry – Edgar to check on this.

- NOTE on drive from Shell to the Hague, there is a spot that has zero emissions boat houses, city of Amsterdam initiative started by citizens who were concerned about climate change. Not a stop, but can drive by slowly, potential talking point/point of interest.

### Shell HQ

- Photo Reference: 144
- Drop spot right out front main entrance, up stairs and in the main doors. Reception desk is inside to the right. Space to sit and have coffee if early, coffee machines on site in reception area.
- Again, need to check with Shell to see if it is possible to have someone greet us on arrival with security passes already made – Edgar to confirm.
- Joleen to confirm members of the delegation at the meeting.

### Driver

- Photo Reference: 143
- Exact same vehicle as the one in the UK. s.22 for BC 1 (unsure if that will be for both vehicles? If there's a price difference, it's not necessary for BC2- Joleen and Will to check with Edgar tomorrow)
- No issues with driver.
- The Ambassador has indicated she will accompany PJH to the meetings and he can ride in her vehicle along with 2 others from the delegation.
  - Will check with embassy: Can Ambassador ride in BC 1 so more people can be involved in conversation (Geoff and Bobbi/Edgar)
- TIR to confirm that Ambassador will participate in full program.

### Photographer

- Mr. Hein Athmer, +33 06 53 55 53 53, [hein@zhhz.nl](mailto:hein@zhhz.nl), [www.zoalsheinhetziet..nl](http://www.zoalsheinhetziet..nl)
- Need to send a shot list for the photographer. – Joleen
- Melissa is the main point of contact for the photographer.
- The photographer will upload photos to a website and provide us a link to download. Site is secure with private access. Photos to be uploaded as the day goes on. IMCE to identify gaps during the program where he will have time to make his uploads.
- Photographer does not do videos.
- Joleen will work with photographer to ensure he takes photo of each person and their business card to make it easy for GCPE when they are uploading content for public consumption.
- Photographer needs to be included in the delegation vehicle. He is based in the Hague.
- The photographer only accepts wire transfer – Will to confirm best way to pay him
- Photographer will provide one invoice at the end.

### Hotel Advances

- We will advance the hotels tomorrow.
- s.15 where we are staying seems like it will work. Have scheduled a walk through for tomorrow at 5pm.

## Advance Day 6 – May 15<sup>th</sup>

### Drive Times

Hotel to Maeslantkering – 35 minutes (plan to add an extra 20 minutes to it for traffic)

Maeslantkering to Port Center – 42 minutes

Port Center to Priva – 35 minutes

Priva to Ministry – 18 minutes

Ministry to Residence – 11 minutes

### Embassy of Canada

- Ambassador will walk with Premier to Shell and participate in the meeting. She will also participate in the meeting with Shell HQ.
- At the meeting with the technology center, it is possible that the delegation will be asked to wear goggles and lab coats depending on the tour. Edgar to confirm
- For the Port meeting – the Embassy recommends renting a yellow water taxi for the harbour tour instead of a RIB.
- For lunch, instead of s.15 – the Embassy recommends s.15 across from s.15  
It is like Granville Island, indoor market
- Invite list – Embassy to include justification for each contact on invite list and to send this to PO for consideration by the end of the week.
- Need decision on meeting with Mr. Naiples, former Minister of the Environment and now retained by current government to put together the Dutch Climate plan. Reports into Minister Wiebes.  
s.16
- Need decision on meeting topics for potential meeting with Minister Wiebes – suggests bilateral trade / investment, and discussion on CleanBC.
- For the speaking topic for greentech, if the Premier attends – need a topic to get final confirmation from the organizers. For the Premier – could do a joint presentation with another speaker from BC or Canada as an option.
- Embassy asked for information on the greenhouse industry in BC.
- There is currently one BC exhibitor Argus Controls at the show with several others who will walk it. The BC company at the show this year, won the award last year at Greentech.
- New Brunswick, Durham Ontario, and Windsor, Essex Ontario are sending delegations to this show.
- The Ambassador will accompany the Premier to the meetings on Tuesday. Sameena the STC will accompany the Premier to meetings on Wednesday.
- CETA – the ratification process has cleared the first house, s.16  
s.16  
s.16
- Bergen Op Zoom cemetery – the largest cemetery with Canadians (63 from BC) buried is a 1 hour 15 minute drive, both ways for PJH so participation in the ceremony is not possible given the flight time and that the formal ceremony starts at 1pm. If it is desired an informal stop at the cemetery could

be arranged in the morning. The commonwealth cemetery next to the Hague might be an option. There are 6 or 7 canadian buried here (1 from BC).

- Near Priva, there is the World Horti Center as another option.
- Need to work out gifts. TIR to work with Embassy to check on whether gifts are needed and to let BC know.
- s.16

### Maeslantkering

- Photo Reference: 145 - 146
- Check on whether there is a tour available of the actual building and machinery.
- s.22
- Edgar can provide and overview. If no formal tour, 10 minutes sufficient
- s.22

### Port Center

- Photo Reference: 147 - 152
- Suggest booking s.15 for lunch – reserve a table. The other option is the s.15 s.15 a smaller version of Granville island) which is a short walk from the Port Center.
- Suggest adding the yellow water taxi for brief port tour. Map to be brought back, figure out timing/exact route
- Meeting to be on the top floor, 15<sup>th</sup> floor with view over the port.
- Need to work out delegation security passes for delegation in advance.
- Need to work out photographer access as well.

### s.15 - Lunch

- Lunch here will work great. There is an outdoor patio if the weather is nice. It is in the same location as the Port Center so no transportation needed.
- For menu reference see photo 191

### Priva

- Photo Reference: 153 – 160
- Enter through main entrance and go to reception desk on left. Coffee bar and seating if early arrival, washrooms are through glass doors on the left past reception
- The company started as a greenhouse automation company. With success in that field it expanded into the climate control industry for institutional settings (offices, hotels, hospitals, etc...). With that experience, they have now launched an indoor farming solution which is available to be viewed at their campus.



- The indoor farming (photo reference 160) allows for higher yields in an totally enclosed unit which can be custom built to specs provided by the customer. Priva's key IP is in dealing with the issue of humidity which has been the major challenge to previous indoor farming solutions. We were not allowed to take photos inside.
- Their solution increases yields of tomatoes for example for 5kg if grown outside, 60kg in a greenhouse and 130kg if grown in their indoor solution.
- The current office campus of Priva was built in 2007 and is a totally carbon neutral building with a focus on sustainability.
- The company believes in sustainability and the circular economy and is a leader in this area.
- Recommend 45 minutes for the tour and visit.
  - Tour would start in main building, beautiful open atrium style with a lot of wood beams and accents. Introductions and then walk through open atrium and talk about the features of the building.
  - Move into exhibits explaining history of Priva and some of it's foundational technology
  - Walk less than 5 minutes outside to the back lot where there are containers with the indoor farming tech. Can look through tinted window to see the inside of a container  
NOTE: photos not allowed of indoor farming in container, everywhere else is ok
  - Walk back, through building atrium, if time further discussion in lounge chairs in atrium
  - Potential video clip spot for PJH

#### **Reception:**

- Photo Reference: 163 - 176
- The OR has an interesting history, see leaflet.
- **s.15**
- There will be a registration desk right after the entrance. NO name badges.
- The Embassy has a BC flag they can put out for us.
- Parking on-site for guests, VIPs (will be directed)
  - PJH and delegation can pull right up to main door to drop
- Coat room to the left. Men's room to the left, ladies room to the right on arrival.
- Setup
  - They will remove the furniture and rent high-tops.
  - There is an outdoor terrace which will be used if it is nice out.
  - There is a screen for a visual. Joleen to confirm if PO wants this.
  - The Embassy has two podiums the one at the OR and another at the Embassy (not in the photos). They will provide us with photos of the one at the Embassy so that we can choose and will also provide us with the specs if needed for podium signs.
- Embassy will do up the SPA and work with our finance team on the payment. Likely 2400 EUR.
- Cost includes food, beer (Central City), extra staff, and any rentals needed (tables)
- Wine is being provided by the Ambassador at no cost. Embassy will send their wine list to us.
- Confirmed **s.22**                                      Need to advise of timings once confirmed.

#### **Ministry of Economy and Climate Change**



- Photo Reference:
- Drive time works, did not have meetings set-up so just looked at where we would enter.
- Need to finalize meeting, topics of discussion and any entry protocols.

#### **Hotel Advances**

- Both hotels are well located with easy pick-up and drop-off.
- Walking distance to restaurants and shops.

#### **s.15**                    (Preferred)

- Photo Reference: 178 - 184
- Rate 179 Euros includes breakfast, WIFI and VAT, excludes hotel tax. This rate is the standard room rate for a room with a single queen bed.
- s.22
- 
- There is availability for the nights of the mission.
- The hotel is designed with Dutch style and British style rooms.
- NOTE: when booking, there are some rooms that require going up additional stairs after exiting elevator, can just request not to have this.
- s.15
- The staff are customer service oriented.
- There is a small boardroom that can rented out for 125 Euros/day which seats 8 people.
- The restaurant has breakfast buffet from 6:30 – 10. There is no private dining area but the delegation could likely take a corner of the restaurant.
- s.22
- Need to follow up about VIP express check in and what is required
- Contact:    s.15  
363 03 63

#### **s.15**                    (Second Choice)

- Photo Reference: 185 - 190
- Rate is 200 Euros which includes VAT but excludes WIFI, breakfast and hotel tax.
- The rate is for a King Deluxe room with an interior view.
- The hotel has a very business hotel feel to it.
- The 1<sup>st</sup> floor is dedicated to meeting space with meeting rooms of various sizes, the platinum room is an executive style boardroom which is slightly larger than gold, silver and bronze room which seat 10 comfortably.
- There is a business services centre to support meetings, this includes a printer and photocopier and rep is always there to help with any needs
- Breakfast is served buffet style in the restaurant from 6:30 – 10. There is no private seating but again the group should be able to take a corner of the restaurant easily.
- s.22
- VIP check in possible, just will likely need copies of passports. Request when booking for final details

- Contact: s.15

#### Vehicle Note

- No water was provided in vehicles, need to ensure there is water for mission

#### Dress code

- TIR recommends tie for Minister meeting and reception but optional for other events

## **Advance Day 7 – May 16<sup>th</sup>**

### **Drive Times**

Hotel to Commonwealth Cemetery – 15 minutes

Commonwealth Cemetery to Zuitermeer Engeriesprong – 25 minutes

Engeriesprong to Construction site – 8 minutes

Energiesprong to RAI Convention Center – 40 minutes

RAI Convention Center to Schipol Airport – 12 minutes

### **Commonwealth Cemetery**

- Photo Reference: 192 - 195
- There is one Air Force member from BC buried here in the cemetery in the Hague. His name is Warrant Officer II, W.F. Marshall, Navigator, Royal Canadian Air Force, 20<sup>th</sup> December 1943, Aged 28.
- The total visit took about 15 minutes as it is a short walk from the parking lot.
  - Enter main gate, go to the left past the building. There's a sign that says "Commonwealth War Graves" with arrow to the left, follow that.
  - Site is on the left, with a small gate. You can open and go in. Tall monument (might be an option for Premier to place plaque)
- There is a flower vendor outside the main entrance where delegation members could purchase flowers should they wish to leave some.

### **Engeriesprong**

- Photo Reference: 196-198
- Jan Graaflaan Housing Block – has two engeriesproing buildings.
- The site visit is not that interesting unless an official tour can be arranged. There are some units that look to be vacant, so could be possible to tour inside of a unit.
- We also visited a construction site, where engeriesprong is building another community. The site is just being prepared and there is nothing to see there. This site is called Jan van Beierenlaan.

### **RAI Convention Center**

- Photo Reference: 199
- There is a drop-off point at the main entrance.
- TIR would guide the delegation to the place in the convention center if needed. Unknown at this point where the conference/trade show would be setup.
- Would need to work out with event organizers passes and such.

### **Schipol Departure**

- No photos, intuitive.
- Drop off is easy with close access to the terminal.
- Need to be dropped off at either door E or F.

- The entire check-in and baggage drop process is automated. There are kiosks for printing boarding passes, but you do not print baggage tags there.
- If everyone has boarding passes, proceed direct to baggage checking
- Make sure to check the screen for the baggage drop-off counter. We used counter 12.
- You scan boarding pass, place bag on scale, print baggage tag and attach to bags.
  - Be sure to wait for receipt for luggage tag
- It took 10 minutes for baggage drop, 10 minutes for security and a further 10 minutes for immigration. The immigration was also self-serve at a kiosk. To use the self-serve, members of the delegation will need biometric passports. Plan for 30 minutes total.
  - There was a separate line for diplomatic and eu passports
- Many shopping and dining option in the terminal.

From: [Hoyle, William JTT:EX](#)  
To: [Lesiuk, Tim JTT:EX](#)  
Cc: [Teramoto, Leslie JTT:EX](#)  
Subject: Delivery: Additional Information on Proposed Investor Meetings UK  
Date: Thursday, May 2, 2019 10:49:00 AM

---

Tim (cc. Leslie) – here are the details on Babcock and BAE from Rupert that address the question of “why”. W

---

**From:** Potter Rupert - EUROPE [mailto:rpotter@britishcolumbia.ca]  
**Sent:** May 2, 2019 9:03 AM  
**To:** Hoyle, William JTT:EX  
**Subject:** RE: Investor Meetings UK - Premier Visit

Will – thanks – just come off a call.

- i. Babcock:
  - Babcock are a major international firm with UK HQ. They employ ca 350 people in Canada, most of whom are in BC supporting the Victoria Class submarines at Esquimalt. The contract has been renewed to 2021.
  - They support the Interaction Lab with Camosun College on Vancouver Island - <http://camosun.ca/news/press-releases/2017/oct/babcock-innovation-lab.html>  
**s.13,s.17**
  - They are happy to host a breakfast **s.13,s.17**  
**s.13,s.17**
- ii. BAE Systems
  - BAe Systems are one of the world’s largest defence and security firms, with a UK HQ. **s.13,s.17** in Kelowna based Helios Global Technologies following their innovation partnership which led to a MOU being signed in 2017. The collaboration would be in the development and commercialisation of liquid armour technology, with the aim of saving lives in the battlefield.
  - They are also engaged in a collaboration with BC based firm Instream, which develops run of river energy generation **s.13,s.17**  
**s.13,s.17** - <https://www.instreamenergy.com/>
- iii. Informal dinner – yes – this can be open to investors that do not get a bilateral (I doubt Pinewood would join so a separate meeting would be good);
- iv. Breakfast – apparently the PO want this close i.e. just host (which would suit Babcock, or Global Relay, or another);
- v. Catapults – good to have and they have agreed already – it will be an interesting site



visit and policy discussion s.13  
s.13

Thanks again,  
Rupert

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**From:** Hoyle, William JTT:EX <William.Hoyle@gov.bc.ca>  
**Sent:** 02 May 2019 16:18  
**To:** Potter Rupert - EUROPE <rpotter@britishcolumbia.ca>  
**Subject:** RE: Investor Meetings UK - Premier Visit

Thanks Rupert. I've debriefed Tim on our call. Some follow-up questions, so I can get Tim what he needs to move this forward with IGRS/PO.

Three things:

- Can you send me the “why” for the meetings with Babcock and BAE Systems, we just need to explain this to IGRS. Apologies if you have already sent this to someone else.
- For the Informal Dinner in the UK and the Breakfast on the 10<sup>th</sup> – can we use these engagements as opportunities to connect with the companies on the list that do not get a bi-lateral?
- How important is Catapults? Is this something that we can replace with another investor / finance-related meeting?

Thanks again,

Will

---

**From:** Potter Rupert - EUROPE [<mailto:rpotter@britishcolumbia.ca>]  
**Sent:** May 2, 2019 8:07 AM  
**To:** Hoyle, William JTT:EX  
**Subject:** Investor Meetings UK - Premier Visit

Will

Good to talk - for investor meetings, the following is to discuss with Tim – the first two are key:

- Babcock breakfast – proposed by us, s.13  
s.13
- Pinewood – not possible as a weekend site visit (we checked) s.13  
s.13
- BAE Systems – s.13  
s.13
- Sustainable economy roundtable lunch – I liked the idea. s.13

Thanks again,

Rupert

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**Name of Event** Canada UK Chamber - Luncheon Reception

**Date** 6/10/19

**Time** 12:00 - 13:30

**Location** Laurier Room, Canadian High Commission

**Set-up time** 11:00

**Registration opens** 12:00

**Event lead** Canada UK Chamber - Nigel

**Participants** Max. 22

**Format/style** Buffet, one long table

**AV/Equipment (hotel to Provide)**

Audio System Yes

Microphones Yes, table mics

Stage No

Podium (see attachment I) ☐

TV monitor / screen Yes

Flowers No

Tables 1

Please select

Chairs 22

**Signage Provided by JTT**

Pull-up banners

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Welcome (EN) | <input type="checkbox"/> BC Generic (EN)    | <input type="checkbox"/> Business Advantage (EN)                                |
| <input type="checkbox"/> Aerospace (EN)          | <input type="checkbox"/> Agrifoods (EN)     | <input type="checkbox"/> Clean Tech (EN) <input type="checkbox"/> Forestry (EN) |
| <input type="checkbox"/> ICT (EN)                | <input type="checkbox"/> Life Sciences (EN) | <input type="checkbox"/> LNG (EN) <input type="checkbox"/> Mining (EN)          |

Podium sign N/A

Template Provided By

Registration badges Printed By

Template Provided By

Flags and Flag Poles N/A

Table Flags N/A

## Event Production Template

Brochures ☒ English ☐ Chinese ☐ Japanese ☐ Korean

☐ Business Advantages ☐ Business Map

☐ Aerospace ☐ Agrifood and Seafood ☐ Clean Tech

☐ Forestry ☐ Gaming ☐ ICT ☐ Life Sciences

☐ LNG ☐ Mining ☐ Ocean Tech ☐ Agri Tech

TIR to confirm QTY

### HR Requirements

Registration staff Melissa, Dee (HC), CanadaUKChan ☐ Phone

AV / hotel banquet manager on duty Dee (HC) Phone

Delegation support Joleen Phone

Photographer Scott Collier Phone

Interpreter(s) N/A

EMCE

### Additional information

Parking for guests ☐

Dress code Business Dietary requirements No onions/Mayo

Menu / Beverage (see attachment III) ☒

Friendship pins Provided By HQ

Other

1. Marketing to work on screen visual.
2. No flags or table flags for lunch.
3. No podium.
4. Buffet style lunch with servers to serve the buffet at stations along the wall.
5. No parking - guest in London will arrive by public transport, taxi or driver.
6. Parking for delegation to be arranged by High Commission, Melissa to send details for pick-up and drop-off if needed.
7. Invitations to be drafted and sent by the Chamber. TIR to send to Ministry for GCPE review and approval.

### Event Scenario

[illegible]

## Attachment I – Podium

## Attachment II - Invitations

**Attachment III – Menu / Beverage**



**Name of Event** BC Dinner Reception**Date** 6/10/19**Time** 18:00**Location** Laurier Room, Canadian High Commission**Set-up time** 13:30**Registration opens** 17:30**Event lead** BC Trade and Investment Representative Office, London**Participants** 35**Format/style** Standing Reception**AV/Equipment (hotel to Provide)**

Audio System Yes

Microphones Yes

Stage No

Podium (see attachment I) ☒

TV monitor / screen No

Flowers No

Tables TBD

High cocktail tables

Chairs

**Signage Provided by JTT**

Pull-up banners

☒ Welcome (EN) ☐ BC Generic (EN)☐ Aerospace (EN) ☐ Agrifoods (EN)☐ ICT (EN) ☐ Life Sciences (EN)☐ Business Advantage (EN)☐ Clean Tech (EN) ☐ Forestry (EN)☐ LNG (EN) ☐ Mining (EN)

Podium sign N/A

Template Provided By

Registration badges Printed By TIR

Template Provided By Marketing

Flags and Flag Poles Provided By HQ

Table Flags Provided By TIR

## Event Production Template

Brochures ☒ English ☐ Chinese ☐ Japanese ☐ Korean

☐ Business Advantages ☐ Business Map

☐ Aerospace ☐ Agrifood and Seafood ☐ Clean Tech

☐ Forestry ☐ Gaming ☐ ICT ☐ Life Sciences

☐ LNG ☐ Mining ☐ Ocean Tech ☐ Agri Tech

TIR to confirm QTY

### HR Requirements

Registration staff Melissa, Dee (HC), CanadaUKChan ☒ Phone

AV / hotel banquet manager on duty Dee (HC) Phone

Delegation support Joleen Phone

Photographer Scott Collier Phone

Interpreter(s) N/A

EMCE

### Additional information

Parking for guests ☐

Dress code Business Dietary requirements No onions/Mayo

Menu / Beverage (see attachment III) ☒

Friendship pins Provided By HQ

Other 1. <sup>s.15</sup> to be booked for delegation as holding room, <sup>s.22</sup>  
<sup>s.22</sup>

2. Podium to be set-up on far wall, next to painting of Sooke.
3. Flags and table flags, welcome banner.
4. TIR to produce name badges.
5. # of cocktail tables - TBD, Melissa to work with High Commission.
6. No parking - guest in London will arrive by public transport, taxi or driver.
7. Parking for delegation to be arranged by High Commission, Melissa to send details for pick-up and drop-off if needed.
7. Invitations to be drafted and sent by the High Commission and TIR TIR to send ☒

### Event Scenario

[illegible]

## Attachment I – Podium

## Attachment II - Invitations

**Attachment III – Menu / Beverage**

**Name of Event** BC Dinner Reception - The Hague**Date** 6/12/19**Time** TBD**Location** Official Residence - Villa Groot Haesebroek**Set-up time** 15:00**Registration opens** TBD**Event lead** Canadian Embassy to the Netherlands**Participants** 50**Format/style** Standing Reception**AV/Equipment (hotel to Provide)**

Audio System Yes

Microphones Yes

Stage No

Podium (see attachment I) ☒

TV monitor / screen TBD

Flowers No

Tables TBD

High cocktail tables

Chairs

**Signage Provided by JTT**

Pull-up banners

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Welcome (EN) | <input type="checkbox"/> BC Generic (EN)    | <input type="checkbox"/> Business Advantage (EN)                                |
| <input type="checkbox"/> Aerospace (EN)          | <input type="checkbox"/> Agrifoods (EN)     | <input type="checkbox"/> Clean Tech (EN) <input type="checkbox"/> Forestry (EN) |
| <input type="checkbox"/> ICT (EN)                | <input type="checkbox"/> Life Sciences (EN) | <input type="checkbox"/> LNG (EN) <input type="checkbox"/> Mining (EN)          |

Podium sign Printed By

Template Provided By

Registration badges N/A

N/A

Flags and Flag Poles Provided By

Table Flags Provided By TIR

## Event Production Template

Brochures ☒ English ☐ Chinese ☐ Japanese ☐ Korean

☐ Business Advantages ☐ Business Map

☐ Aerospace ☐ Agrifood and Seafood ☐ Clean Tech

☐ Forestry ☐ Gaming ☐ ICT ☐ Life Sciences

☐ LNG ☐ Mining ☐ Ocean Tech ☐ Agri Tech

TIR to confirm QTY

### HR Requirements

Registration staff Edgar, Tracy (Embassy) Phone

AV / hotel banquet manager on duty Tracy ( Embassy) Phone

Delegation support Joleen Phone

Photographer Hein Athmer Phone

Interpreter(s) N/A

EMCE

### Additional information

Parking for guests ☐

Dress code Business Dietary requirements No onions/Mayo

Menu / Beverage (see attachment III) ☒

Friendship pins Provided By HQ

- Other
1. Event time TBD
  2. Invite list to be sent to PO for approval.
  3. Invite with PO for approval.
  4. No name tags. Staff to make intros.
  5. Embassy to provide flags, TIR has table top flags.
  6. Need decision on visuals, podium and podium sign - PO
  7. Parking on-site.
  8. Welcome Pull-up banner, Rupert to bring from UK.
  9. Need decisions on layout, menu and wine - PO







From: [Hoyle, William JTT:EX](#)  
To: [Acquarone, Francis JTT:EX](#); [Thindwa, Pamela JTT:EX](#); [Arsenault Melissa-EUROPE](#)  
Subject: Fwd: Notes from this morning's meeting  
Date: Monday, May 13, 2019 1:32:31 PM

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Pam / Francis - see attached invoice from photographer. They require 50% deposit. Credit card accepted.

Advance notes from today coming shortly.  
Thanks,

W

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: scott collier <scottthephotographer01@gmail.com>  
Date: 2019-05-13 1:36 p.m. (GMT+00:00)  
To: Arsenault Melissa-EUROPE <Marsenault@britishcolumbia.ca>, "Badger, Joleen GCPE:EX" <Joleen.Badger@gov.bc.ca>, "XT:Potter, Rupert JTT:IN" <rpotter@britishcolumbia.ca>, "Hoyle, William JTT:EX" <William.Hoyle@gov.bc.ca>  
Subject: Notes from this morning's meeting

Dear Melissa, Joleen Rupert and William,

further to the meeting this morning I write with a summary of the information shared for your consideration, refinement and eventual confirmation.

In addition I attach an invoice for your kind attention and if you could ask someone to call me on my mobile to administer payment and confirm the arrangement as all booked.

A delegation of ten people will be moving around London and we will produce a collection of story-telling, documentary images featuring Mr Horgan integrating with his guests, dignitaries and delegates, pulling in the environments so as to place him in London and within it's people. As the images are created we will stream them to a private online gallery, allowing convenient viewing, sharing and downloading, allowing prompt reproduction on social media. Wherever possible I will determine the names of people if I think that information would expedite the ease of publication. I will also capture short video clips if I think the the moment warrants it. Wherever necessary I will determine the names and company name of any delegates that are in images with Mr. Horgan that we do not already know.

**Friday:** The tour starts with a 4pm meeting of perhaps 16 people within Canada House, Trafalgar Square SW1Y 5BJ and followed by an informal dinner at a restaurant to be confirmed. I should stay for the preamble of the dining and then I am finished for the day in terms of actual shooting.

**Saturday:** We will meet Mr. Horgan at his hotel and join the entourage as they begin their tour. The day starts with a meeting at <sup>s.15</sup>  
<sup>s.15</sup> followed by a light lunch <sup>s.15</sup> before moving

towards s.15

s.15

This building offers a wealth of photo opportunities, of

course.

**Sunday:** This is a private day and no photography is required.

**Monday:** The main day starts with a visit to a business in Sloane Square or Shoreditch. Lunch will be at Canada House featuring perhaps 20 people situated around a round table with some remarks from Mr. Horgan. Following on from this we will visit a digital catapult in Kings Cross, then onto Portcullis House and The House of Commons. This will all be concluded at a reception at Canada House between 6pm and 8pm.

Please send me all information that you would consider helpful to my expediting this assignment.

Best regards,

Scott

--

Scott the photographer on 07881 812668

[www.scottcollier.co.uk](http://www.scottcollier.co.uk)

Melissa Arsenault  
B.C. Ministry of Jobs, Trade and Technology  
730-999 Canada Place  
Vancouver BC V6C 3E1  
Canada

49 Hertford St  
Mayfair  
W1J 7SR

Telephone- 0207 495 1626  
Email- [snappysnapsmayfair@gmail.com](mailto:snappysnapsmayfair@gmail.com)

13th May 2019

Invoice 23889

To provide:

A photographer on the Friday afternoon, Saturday and Monday  
Our time editing the images so that the quality is of publishing,  
journalistic, reportage standards.

A private online gallery allowing convenient viewing, downloading and sharing  
Assignment of ownership of the images to the appropriate person  
Assignment of copyright to the same

Total £1875  
Vat £375  
Grand Total £2250

50% payable as a booking fee to confirm and the  
balance on the 7th of June 2019