

----- 11 February 2008 -----

Recess

▶ All Day (every day)

Commons recess

All Day (every day)

09:30 - Travel – xxx to drive

09:30-11:00

11:00 – Meeting

▶ 11:00-12:00

HG

Travel to Bay - xxx to drive

12:00-13:30

13:00 - Tel Call - Admiral Insurance

13:00-13:30 ()

14:00 - 14:45 - Community

▶ 14:00-15:00 (FM Office, CB)

BRIEFING:

Invitation:

Confirmation:

Briefing Request:

Drafting Official: Briefing Chased:

AM/MP Notification:

Hospitality Ordered:

Hospitality Confirmed:

Invoice Confirmed:

Accommodation Booked: Visitor Notification:

Visitor Parking: Time change:

Agreed meeting note: Thank You Letter Issued: Categories/ Postbook Amended:

14:45 - 15:15 - Interview for The Big Issue Cymru Magazine

▶ 15:00-15:30 (FM's Office, CB)

For day folder:

Reception:

15:15 - 16:00 - SoS

15:30-16:00 (FM Office, CB)

16:00 - 16:30 - Perm Sec

16:00-17:00 (First Minister's Rm, Bay)