

OBJ/PROT FORCE TRAVEL PROCESS

I thought it would be helpful to set out a rough process for travel, as I expect we will continue to have lots of weird and wonderful trips, many of which will come up at short notice.

Once I have a degree of certainty over upcoming travel plans, I will inform Peter, team leaders and Dave Ellis for duties. And in parallel I will inform RMV, copying Vinny, Peter & the three team leaders.

Team leaders/Dave to tell me who will advance and who will accompany, and allocate a lead officer.

If it's a HWA speaking event, I will then formally link up the lead officer with Margaux. Although this accounts for most of our travel, some trips are unrelated to HWA speaking engagements and therefore Margaux will not be involved. So please wait for me to link you up with her before getting in touch with Margaux about arrangements.

If it's not a HWA engagement, I'm afraid you'll be stuck dealing with just me. And of course even if it is a HWA speaking event, there may be additional elements on a visit which Margaux is not involved in, so I will co-ordinate overall.

It is most helpful if we can have one nominated lead officer to channel everything through. If someone is leading but going to be away/uncontactable during the planning phase, useful to have a nominated person for continuity in lead officer's absence.

There may sometimes be wider complications or political sensitivities, so please touch base with me before contacting Post. I will often want to be in direct contact with our Ambassador/High Commissioner and it can be helpful to sequence and coordinate that with your conversations on security channels.

We will always endeavour to let you know asap when we've decided on/booked flights so you can get on the same ones. I will generally email to book the Windsor Suite as soon as flights are sorted and copy in accompanying officers to add your details to the booking. With hotels we'll check how many you want in the hotel with Boris but generally let you make and secure your own reservations.

Similarly, it is helpful if we can have a conversation before agreeing any local protection packages – on most occasions this will be helpful and welcome but there may be times when we would prefer to keep a lower profile or retain a bit more direct control over our movements and programme.

Always helpful to have a WhatsApp group set up with the advance team a few days before the trip where we can agree final details; I can share the programme and any additional contacts; you can clarify travel times/airport requirements for me. Karaoke pictures/bar recommendations/hats/onesies/general team banter always welcome here too. Margaux should be included where it's a HWA engagement.

It's helpful for us to chat through plans before the trip too. Specifics I'll always be keen to be sighted on ahead of arrival are: vehicle set up (preference always for V class or SUVs where Boris, Ross and I can all travel together); airport arrival and departure arrangements; and knowing in advance if I'll have any strangers in the car. The easiest way to do this will usually be a quick call with the advance team a day or so before we fly.

Shelley
December 2023