

FOI ATISN 16404 – Information requested & not exempt from sharing.

1. Emails & Letters to CT and WWA setting out review and providing ToR

From: PS Deputy Minister & Chief Whip <psdmcw@gov.wales>

Sent: 24 March 2021 13:24

To: redacted - email of officer at Chwarae Teg

Subject: Woman of COVID Campaign

[Letter attached: 1a Chwarae Teg letter 24 March 2021]

[Terms of Reference attached: 1c Terms of Reference Women of Covid]

Dear redacted - name of officer at Chwarae Teg

Please find attached letter from Deputy Minister & Chief Whip Jane Hutt to ask you to be part of a review process to look at the circumstances surrounding the Women of Covid campaign.

With Kind regards

redacted - name of official

From: PS Deputy Minister & Chief Whip <psdmcw@gov.wales>

Sent: 24 March 2021 13:24

To: redacted - email of officer at WWA

Subject: Woman of COVID Campaign

[Letter attached: 1b WWA letter 24 March 2021]

Dear redacted - name of officer at WWA

Please find attached letter from Deputy Minister & Chief Whip Jane Hutt to ask you to be part of a review process to look at the circumstances surrounding the Women of Covid campaign.

With Kind regards

redacted - name of official

2. Response from WWA

From: redacted - email of officer at Welsh Womens Aid

Sent: 24 March 2021 18:12

To: redacted - email of official

Cc: redacted - email of official

Subject: Re: Women of COVID

Hi redacted - name of official

[Letter attached: 2. WWA Response letter 24 March 2021]

Please see attached letter in response to the Deputy Minister.

Cofion cynnes,

3. Comments from WWA on review spec/TOR

From: redacted - name & email of official
Sent: 04 May 2021 11:50
To: redacted - name & email of official
Cc: redacted - name & email of official
Subject: FW: Women of Covid Review

Hi redacted - name of official

I have added some text in red. It would be helpful to have an indication of what they thought may be shared but I think we can wait until we get the it from Chantal's ITQ.

Regards,
redacted - name & contact details of official

From: redacted - name & email of official
Sent: 04 May 2021 11:25
To: redacted - name & email of official
Subject: RE: Women of Covid Review

Hi redacted - name of official,

Are you happy that the below is accurate? Also, if we don't need any further info on the documents, do you still want to meet?

Hi redacted - names of officials,

Apologies for any confusion caused – the terms of reference are not changing **but we need to incorporate it into a procurement specification. As part of this we** are trying to finalise some of the data protection and cyber security processes in order to get the review under way, which is why we needed information on some of the documents that might be shared. We have since been able to move forward with this, so we no longer require further information on the documents.

Apologies also for the fact that this has taken longer than expected - we've faced a few hurdles but Chantal should be in a position to contact you shortly.

Are you available to meet Friday, or a week tomorrow, to touch base on the review and **meet redacted - name of official who will be leading on gender ?**

Many thanks,
redacted - name of official

From: redacted - name of officer at WWA
Sent: 29 April 2021 17:02
To: redacted - name & email of official
Cc: redacted - names & emails of officials
Subject: RE: Women of Covid Review

Hi redacted - name of official,

I note that redacted - name of officer Chwarae Teg has already replied and as this review is of both organisations relating to a single activity I have replied directly but also copied redacted - name of officer Chwarae Teg in for transparency.

I am not able to meet at such short notice but do have some availability next week. I am also slightly confused as I was under the impression that the terms were clearly set out in the TOR as agreed with both organisations and officials in correspondence and was looking forward to hearing from Chantal soon. Perhaps you could be a little more specific about what additional detail is required in order to create a 'specification of work'.

I look forward to speaking to you soon.

Cofion cynnes,
redacted - name and contact details of officer at WWA

From: redacted - name & email of official
Sent: 29 April 2021 12:59
To: redacted - name of officer at Welsh Womens Aid
Cc: redacted - name & email of official
Subject: Women of Covid Review

Hi redacted - name of officer at Welsh Womens Aid,

I hope you're well –

I've been supporting redacted - names of officials, with arrangements for the Women of Covid review.

We are currently trying to finalise the specification for the work and in order to assist us with some of the Data Protection and Security clearances, it would be useful to understand what type of documents and information need to be shared with the reviewer.

Would it be possible for you to send us a list of the documents that you were planning to share? A short description of the document would be useful, and whether it contains any personal data. We've also asked the reviewer to consider what information she may need.

If it would be easier, are you free to have a meeting with us tomorrow to discuss? (or at your earliest convenience if tomorrow isn't possible)

Many thanks,
redacted - name & contact details of official

4. Emails between Chwarae Teg and WG re review April 2021

From: redacted - name of officer Chwarae Teg,
Sent: 29 April 2021 13:10
To: redacted - name & email of official

Cc: redacted - name & email of official; redacted - name & email of officer at WWA
Subject: RE: Women of Covid Review

Hi redacted - name of official

Good to hear from you I was wondering what was going on with this after hearing nothing for weeks I can't do a meeting tomorrow at short notice sorry

I think it we need the "specification for the work" finalised before we can look at what needs to be shared with the reviewer. However I am a little concerned that I thought this had already been agreed with us, so that's confusing.

Even when that's agreed, I would have thought we would want to hear from the reviewer first, and then we can respond accordingly

I am concerned that this is dragging on, and this is unhelpful for all stakeholders

From: redacted - name & email of official

Sent: 29 April 2021 13:02

To: redacted - name of officer Chwarae Teg

Cc: redacted - name & email of official

Subject: Women of Covid Review

Hi redacted - name of officer Chwarae Teg

Hope you've had a good couple of weeks and are feeling better after your vaccine - I've been supporting redacted - names & emails of officials, with arrangements for the Women of Covid review.

We are currently trying to finalise the specification for the work and in order to assist us with some of the Data Protection and Security clearances, it would be useful to understand what type of documents and information need to be shared with the reviewer.

Would it be possible for you to send us a list of the documents that you were planning to share? A short description of the document would be useful, and whether it contains any personal data. We've also asked the reviewer to consider what information she may need.

If it would be easier, are you free to have a meeting with us tomorrow to discuss? (or at your earliest convenience if tomorrow isn't possible)

Many thanks,

redacted - name of officer Chwarae Teg

5. Letter from the Minister for Social Justice to Diverse Women of Wales Group 24 March 2021

[Letter attached: 5 Ministerial letter to Diverse Women of Wales]

6. Emails re: Women of Covid-19 campaign - request to meet

From: Francis, Alyson (EPS-Communities)

Sent: 02 October 2020 18:59

To: redacted - Women of Covid email addresses

Cc: redacted - name & email of official

Subject: RE: Women of Covid-19 campaign - request to meet

Hello redacted - Women of Covid lead name

Thanks for coming back to me quickly, we'll check calendars and confirm.
Kirsty, grateful if you could action please.

Have a lovely weekend
Regards
Alyson

Dirprwy Gyfarwyddwr yr Is-adran Cymunedau / Deputy Director, Communities Division
Ffôn / Tel 03000 253689
07779436993
Ebost / Email: alyson.francis@gov.wales

From: redacted - Women of Covid lead email address
Sent: 02 October 2020 18:54
To: Francis, Alyson (EPS-Communities) <Alyson.Francis@gov.wales>; redacted - Women of Covid email addresses
Cc: redacted - name & email of official
Subject: RE: Women of Covid-19 campaign - request to meet

Dear Alyson

I write to you on behalf of redacted - Women of Covid names.

Thank you very much for your invitation to meet - we are happy to meet with you as a collective and are currently available on the following dates: 6th Oct 4 - 5.30 pm; 9th Oct 9-10 am

We look forward to hearing from you

Best wishes

redacted - Women of Covid lead name and contact details

----- Original Message -----
Subject: Women of Covid-19 campaign - request to meet
From: <Alyson.Francis@gov.wales>
Date: Wed, September 30, 2020 2:41 pm
To: redacted - Women of Covid email addresses
Cc: redacted - name & email of official

Hello all

Thank you very much to responding to my recent message. I wanted to offer to meet each of you individually to respect that you may each have individual views and to make sure you would have time to share them; however I am open to meeting you together if you would prefer.

I can confirm we've received a copy of your letter, which is being looked into and a response will be prepared. I would still appreciate the opportunity to meet with you as soon as possible as I would very much like to understand more about your views and what you see as the way forward. I would be grateful if you could let me know if you are happy to meet and whether you'd prefer to meet individually or together.

Best wishes
Regards
Alyson

Dirprwy Gyfarwyddwr yr Is-adran Cymunedau / Deputy Director, Communities Division
Ffôn / Tel 03000 253689

7. RE: Women of COVID Campaign copy

From: Francis, Alyson (EPS-Communities)
Sent: 24 September 2020 16:35
To: redacted - Women of Covid member email.
Subject: RE: Women of COVID Campaign

Hi redacted - Women of Covid member name.

Thanks very much for agreeing to meet. I sent out separate requests as I was hoping to meet everyone individually to respect their views and perspectives and make sure each of you had time to share your thoughts. Just to let you know I've also dropped a message to redacted - Women of Covid member name too.

I look forward to seeing you on Tuesday

Regards
Alyson

Dirprwy Gyfarwyddwr yr Is-adran Cymunedau / Deputy Director, Communities Division
Ffôn / Tel 03000 253689
07779436993
Ebost / Email: alyson.francis@gov.wales

From: redacted - Women of Covid member email.
Sent: 24 September 2020 14:36
To: Francis, Alyson (EPS-Communities) <Alyson.Francis@gov.wales>
Subject: RE: Women of COVID Campaign

Hi Alyson

Thank you for your invitation to meet on Tuesday 29.09.2020. I am aware that redacted - Women of Covid member names have also received emails inviting them to meet with you to discuss the Women of Covid Campaign and I would want to ensure that they are both available at the same time.

Can you advise please?

Regards
redacted - Women of Covid member name and contact details

8. RE: Women of Covid review - shared secure workspace to WWA

From: redacted - name & email of officer at WWA
Sent: 28 May 2021 16:32
To: redacted - name & contact details of official
redacted - email of officer at Chwarae Teg
Cc: redacted - name & contact details of official
Subject: RE: Women of Covid review - shared secure workspace

Hi redacted - name of official

,
Many thanks for the info & update, i shall wait until I've spoken to Chantal and then ask for additional addresses only if necessary.

Cofion cynnes,

redacted - name & contact details of officer at WWA

.....
From: redacted - name & contact details of official

Sent: 28 May 2021 16:29

To: redacted - name & email of officer at Chwarae Teg; redacted - name & email of officer at WWA

Cc: redacted - name & contact details of official

Subject: Women of Covid review - shared secure workspace

Hi both,

Hope you're doing well - we met with Chantal earlier and she confirmed that she'd like to arrange a meeting with you during the first two weeks of June – she'll be in touch soon to make arrangements.

I've attached a guide explaining how to use Objective Connect or "iShare Connect Portal". The Connect application creates a secure, private workspace via a web browser interface so you can share documents with Chantal during the course of the Women of Covid review securely. You can upload these documents via your own internet browser login to the Connect application. Chantal will be able to view these documents, but will be unable to download them or make any changes.

The first section of the guidance states – "Prior to logging in to iShare Connect, accept the invitation sent to you via [email^{\[1\]}](#)."

I will shortly send you both an email invitation to your own shared workspace on Objective Connect –

1. WCR- Chwarae Teg (redacted - name officer at Chwarae Teg - documents you upload to this workspace can only be viewed by you, Chantal and selected members of staff from Welsh Government)
2. WCR –Welsh Women's Aid (redacted - name of officer at WWA the documents you upload in this workspace can only be viewed by you, Chantal and selected members of staff from Welsh Government)

If anyone else from your organisations require access to these shared workspaces, please could you send me their email addresses? Please let us know if you have any further questions.

Many thanks,

redacted - name of official

9. WWA request for info on timeline

[1] [Annex A – Invitation Email](#)

From: Francis, Alyson (PSG - COVID-19 Public Inquiry) <Alyson.Francis@gov.wales>

Sent: 07 April 2021 10:21

To: redacted - name & email of officer at WWA redacted - name & contact details of official

Cc: redacted - name & contact details of official **Subject:** RE: women of covid

Hi redacted - name of officer at WWA

I hope you had a good break.

We're just finalising the contractual arrangements so hopefully Chantal will be in touch shortly. I've copied in Rose who has recently joined the team and is leading on this.

Regards

Alyson

Dirprwy Gyfarwyddwr yr Is-adran Cymunedau / Deputy Director, Communities Division

Ffôn / Tel 03000 253689

07779436993

Ebost / Email: alyson.francis@gov.wales

From: redacted - name & email of officer at WWA **Sent:** 07 April 2021 10:17

To: redacted - name & contact details of official Francis, Alyson (EPS-Communities)

<Alyson.Francis@gov.wales>

Subject: women of covid

Hi redacted - name of official & Alyson,

I was wondering if you have any update regarding when we might hear from Chantal Patel to undertake the review?

Thanks for any timeline you have.

Cofion cynnes,

redacted - name & contact details of officer at WWA