



Advice template

XXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX has written to congratulate you on your election success and wish you success as Cabinet Minister for Economy, Connectivity and Energy.

The event is being supported by xx and Welsh Government. As part of the Welsh Government support, we will have a

presence there to promote the services of Business Wales to help Wales based businesses grow.

To note, the event organisers have invited xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx to attend and speak at the event.

If you decide to attend, it is also worth noting that along with other speakers, you will feature in event literature and photographs before and after the event.

Advice

Officials recommend that you decline the meeting with xxxxxxxxxxxxxxxxxxxxxxxx but to accept the invitation of a meeting with xxxxxxxx and xxxxxxxxxxxxxxxx.

Please note officials have advised that the Prif Weinidog accepts the invitation to attend the Defence Security Resilience Cymru event and to deliver a key-note speech on Thursday 3 September.

If the Prif Weinidog declines the invitation deliver the key-note speech, there is an option for him to attend the awards dinner on Thursday evening to deliver a speech if diary does not allow attendance during the day.

Should the Prif Weinidog be unable to deliver the keynote speech on Thursday 3 September, and subject to diary availability, you may wish to consider delivering the keynote address and/or participating in a panel discussion session, as well as meeting with exhibitors/sponsors.

When business allows.

Drafted by:
xxxxxxxxxxxxxxxxxx

Cleared by: xxxxxxxxxxxxxxxxxxxx.