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Approval Memo to the Chief Executive

Date	9 April 2014
To	Lewis Holden, Chief Executive
From	Katherine Baxter, DCE/ Cultural Policy Branch Manager
Subject	Proposal to attend Meeting of Cultural Ministers Officials and Statistics Working Group meetings: 1-2 May 2014
Attachments	Request for Travel form

Purpose

- 1 This memo requests your approval for [9(2)(a)] and me to attend the Meeting of Cultural Ministers Officials to be held in Alice Springs, Australia on Thursday 1 May and Friday 2 May.

Benefits to the Ministry

- 2 The agenda for the May MCM Officials meeting covers items of interest to this Ministry's current work programme. At the November 2013 MCM Officials' meeting participants proposed that the upcoming May 2014 meeting would focus on cultural research. In that context I proposed that New Zealand would present an overview of our current work with a particular focus on areas where we have established links with our Australian counterparts and areas where there might be opportunities further collaboration.
- 3 As a consequence the May meeting will also now include, for part of the session, officials involved in the Statistics Working Group (SWG), an offshoot of the MCM process. In addition, that group will meet separately alongside the MCM Officials meeting.
- 4 The working relationships associated with the MCH Officials meetings and the 'intelligence' gathered have some value to this Ministry. There have also been some useful links made – for instance, in the parallel work on immunity from seizure, discussions on funding major cultural institutions and more recently, in regard to enhanced commitment to cultural philanthropy. But it would be fair to say that, from meeting to meeting, the relevance and direct usefulness varies.
- 5 Given constrained budgets in 2014-15, this is one area to which we have given a lower priority. I will not be budgeting to attend the November 2014 meeting and we would only consider the March 2015 meeting if there were a particular reason for doing so. My proposal is that, given our involvement in constructing the focus of this May 2014 meeting we should attend and then maintain our relationship by email for the next period.
Proposal to approve travel for two people to attend this meeting
- 6 It is not usual for to send two MCH representatives to an MCM Officials meeting. However, [9(2)(a)] is now actively engaging in the Statistics Working Group (SWG). For the most part she maintains those links by email. But we have budgeted for her to participate in one SWG meeting prior to 30 June 2014.

Bringing the two meetings together means ^{9(2)(a)} able to contribute to the MCM Officials meeting and also to participate in the associated SWG session.

- 7 We are proposing that ^{9(2)(a)} return to New Zealand via Sydney providing an opportunity to meet with colleagues in the Australia Council to progress initiatives of current shared interest.

Time away from office

- 8 Due to other commitments I am proposing that I attend the meeting and return directly to New Zealand, which means I would be away from the office for up to two and a half days – leaving New Zealand late on Wednesday 30 May and returning on Saturday 3 May.
- 9 For ^{9(2)(a)} to include the Australia Council engagement, she would be up to 4 working/travel days, which is likely to add some accommodation costs to the trip. She would leave New Zealand late on Wednesday 30 May and return on Tuesday 6 May (or earlier if flights allow).

Costs

- 10 The costs of travel are estimated in the attached travel form and will be charged to the DCE/Cultural Policy Branch Manager and Cultural Research cost centres. This proposal has been included in our business plan for some time. I have not submitted the request until now because I wanted to be clear that the proposed trip would achieve the benefits intended and that there are funds available given the pressures on both budgets for the remainder of 2013-14.
- 11 In submitting this proposal I am making a judgment call that if we are to select the most useful MCM Officials meeting to attend over the remainder of 2014 and into 2015 this is the meeting in which we should participate.

Recommendations

- 12 I recommend that you approve this travel request for ^{9(2)(a)} and me to attend the Meeting of Cultural Ministers.



Katherine Baxter
Cultural Policy Branch Manager

Approved / Not Approved



Lewis Holden
Chief Executive

Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
Katherine Baxter [9(2)(a)]	Cultural Policy Branch	via 9(2)(a).	N

2. Reason for travel

Attending Meeting of Cultural Ministers

3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
Katherine Baxter				
30 April 2014	Wellington	Alice Springs	TBC	No
3 May 2014	Alice Springs	Wellington	TBC	
[9(2)(a)]				
30 April 2014	Wellington	Alice Springs	TBC	No
2 May	Alice Springs	Sydney		
5 May or 6 May	Sydney	Wellington	TBC	

4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y/N	Venue of conference/meeting
	In	Out			
Alice Springs, Australia	30/04	03/05	TBC	N	TBC

5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

	Manual/Auto	Date	Return to location	Date
Nil				

6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares (2 pax)	3,200	Y	CPB Manager + Cultural research
Accommodation (2 pax)	1,800	Y	CPB Manager + Cultural research Cultural
Rental car hire/taxi	200	Y	CPB Manager + Cultural research
Meals/expenses	500	Y	CPB Manager + Cultural research
Other (incl conference fees) Misc	300	Y	CPB Manager + Cultural research
TOTAL	5,700		

7. Travel booking fees

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

8. Method of travel


Have alternatives to travel been considered i.e. the use of audio/video conferencing? **Yes** / ~~No~~

9. Signature of staff member travelling

Name	Designation	Signature	Date
Katherine Baxter On behalf of myself and [9(2)(a)]	DCE/Cultural Policy Branch Manager		9 April 2014

10. Overseas Travel

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
Lewis Holden	Chief Executive		10/4/14

Do MFAT travel advisories apply? **Yes** / ~~No~~

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NEW ZEALAND EMBASSY

VISIT TO FRANCE

Sunday 7 July 2013 – Wednesday 10 July 2013

ANDREW MATHESON

Director

First World War Centenary Programme

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Embassy contact details

9(2)(a) Ambassador

9(2)(a)

9(2)(a) DHOM

9(2)(a)

9(2)(a) - Public Affairs Advisor

9(2)(a)

9(2)(a) - Receptionist

9(2)(a)

Driver

9(2)(a)

Accommodation

HOTEL D'ANGLETERRE ETOILE
21 rue Copernic
75016 PARIS

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Sunday 7 July

XX Arrive Paris on flight XX from XX

Monday 8 July

- 0900-0930 Call on [9(2)(a)]; Director of Commemorations, Heritage and Archives, French Ministry of Defense
37, rue de Bellechasse, 7^e (T: Mme Thibault: [9(2)(a)])
- 1000-1030 Call on [9(2)(a)], Counsellor to Minister of Veterans' Affairs
37, rue de Bellechasse, 7^e ([9(2)(a)])
- 1130 Call on [9(2)(a)], Director, French Centenary Mission
109, boulevard Malesherbes, 8^e ([9(2)(a)])
- 1230 Call on [9(2)(a)], 1st Secretary, Australian Veterans Affairs (France & Belgium) & Colonel [9(2)(a)], Australian Defence Attaché
Australian Embassy, 4 rue Jean Rey ([9(2)(a)])
- 1330 (BYO) lunch with NZ Embassy staff
- 1430 Drive to Meaux
- 1530 Call on [9(2)(a)]; Director, Musée de la Grande Guerre, Meaux
rue Lazare Ponticelli, Meaux ([9(2)(a)])
- Drive from Meaux to Amiens
- Overnight: Mercure Amiens Cathedrale, 21-23 rue Flatters, 80000 AMIENS
T: (+33) 03 22806060F: (+33) 03 22806061E: h7076@accor.com

Tuesday 9 July

- 0900 Call on [9(2)(a)] Président du Conseil Général de la Somme
Hôtel des Feuillants, 53 rue de la République, 80026 Amiens
[9(2)(a)]
- 1100 Call on Mayor of Longueval, [9(2)(a)]

Café lunch in Péronne

1400 Call on 9(2)(a), Director of Historial de la Grande Guerre
Château de Péronne (T: 03 2283 1418)

Stop at British memorial in Thiepval en route to Arras

1630 Call on 9(2)(a), Carrière Wellington, and 9(2)(a).
Director of Arras Tourism Office

Overnight: Hôtel de l'Univers, 3-5 place de la Croix Rouge, 62000 ARRAS
T : (+33) 03 2171 3401 F : (+33) 03 2171 4142 E : univers@najeti.fr

Wednesday 10 July

0800 Drive to Le Quesnoy

0900 Call on Mayor of Le Quesnoy, 9(2)(a)

1000 Drive to Lille

1100 Call on 9(2)(a), President, Conseil Régional Nord-Pas de Calais
151, avenue du Président Hoover, Lille (9(2)(a))

1230 app. Train to Brussels from Lille

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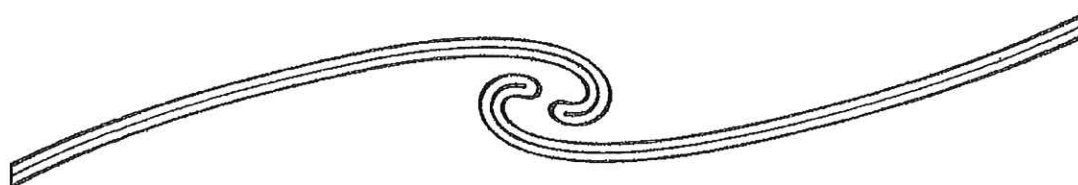


**NEW ZEALAND EMBASSY
AND
MISSION TO THE EUROPEAN UNION**

**Andrew Matheson
Director, First World War Centenary Programme**

BRUSSELS and WEST FLANDERS

10 – 13 July 2013



CONTACTS

9(2)(a)	9(2)(a)	+64
	9(2)(a) (DHOM)	9(2)(a)
9(2)(a)	9(2)(a)	9(2)(a)
9(2)(a)	Lt Col I	
9(2)(a)	9(2)(a) (TA)	9(2)(a)
9(2)(a)	9(2)(a) (driver)	9(2)(a)
Embassy main line		+32 2 512 10 40
Other		
Taxis	Taxi Vert	+32 2 349 49 49
	Taxi Autolux	+32 2 512 31 23
Emergency	(all services)	112

ACCOMMODATION

Albion Hotel Ieper
St Jacobsstraat 28
8900 Ieper/Ypres
+32 (0) 57 200 220

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Wednesday 10 July

	Arrival in Brussels (Details TBC)
14:00	- 9(2)(a) (Commissioner-General for WWI), 9(2)(a) Director-General, Political Affairs, Belgian Federal MFA) and 9(2)(a) (Adjoint to the Director-General, Bilateral Affairs, Belgian Federal MFA) <u>Venue:</u> 9(2)(a), Boulevard du Regent 45/46 <u>Accompanied by:</u> 9(2)(a) <u>Contact:</u> 9(2)(a)
15:30	9(2)(a) (Secretary General- Flemish Department of Foreign Affairs) and 9(2)(a) (General Coordinator 2014-18- Flemish Department of Foreign Affairs) <u>Venue:</u> 9(2)(a) Office, Boudewijnlaan 30, 1000 Brussels <u>Accompanied by:</u> PW, DD <u>Contact:</u> 9(2)(a)
17:00	Departure to Ieper
19:30	Arrival in Ieper- accommodation at: Albion Hotel, St Jacobsstraat 28, 8900 Ieper, +32 57 200 200
20:00	Watch Last Post Ceremony (note – no formal participation), Walk of Ieper Ramparts, visit to Pioneer Battalion graves at Ieper Ramparts Cemetery, followed by an informal dinner

Thursday 11 July (Public holiday: Day of the Flemish Community)

9:00 – 11:30	9(2)(a) (Chairman of the Memorial Museum Passchendaele 1917), sneak peek at museum <u>Venue:</u> meet at museum at 0900. <u>Accompanied by:</u> 9(2)(a). <u>Contact:</u> 9(2)(a).
11:30	Tour of Passchendaele Battlesite - 's Graventafel Cheese Factory - Tyne Cot Cemetery

	Cemetery	Polygon Wood
13:15	Sandwich lunch (en route to Comines- approximate driving time 30 min)	
14:00	<p>Comines-Warneton</p> <p><u>14.00</u>: Meeting at Ploegsteert Memorial - visit of the "Plugstreet 14-18 Experience" Interpretation centre site (progress work of the construction)</p> <p><u>14.45</u>: Tea/coffee at Ploegsteert (Town Hall or other - place to be confirmed) - exchange about 14-18 projects and twinning with Levin</p> <p><u>15.45</u> : Visit of the New Zealand soldiers memorials (C. Sciascia memorial and L. Andrew VC plaque) in Warneton</p> <p><u>16.15</u> : End of meeting</p> <p><u>Venue</u>: start at Ploegsteert Memorial, Rue de Messines 150, 7782 Ploegsteert (Comines-Warneton)</p> <p><u>Accompanied by</u>: 9(2)(a)</p> <p><u>Contact</u>: 9(2)(a)</p>	
16:15	Depart to Ieper	
16:45	Arrive back at hotel	
17:30	Ieper Town Hall - brief welcome by 9(2)(a) and 9(2)(a)	
18:00	<p>Dinner at 'De Fonderie' with 9(2)(a) (Chairman of the Last Post Association) and 9(2)(a) in Flanders' Fields Museum, Tourism and WWI Centenary)</p> <p><u>Venue</u>: De Fonderie, Polenlaan 3, 8900 Ieper, +32 57 364 580</p> <p><u>Accompanied by</u>: 9(2)(a)</p>	
20:00	Attend Last Post Ceremony and lay wreath	

Friday 12 July

10:00	<p>Visit Messines, welcome by Mayor 9(2)(a) and 9(2)(a) (Cultural Coordinator for Messines)</p> <p><u>Venue</u>: Markt 22, Mesen</p> <p><u>Accompanied by</u>: 9(2)(a)</p> <p><u>Contact</u>: 9(2)(a)</p>	
13:00	Lunch in Ieper	
14:30-	CWGC: 9(2)(a)	perational Services Manager-

15:15	Commonwealth War Graves Commission) Venue: 9(2)(a), Ieper Office Complex Accompanied by: 9(2)(a) Contact: 9(2)(a)
15:30 – 17:30	In Flanders' Fields Museum - 9(2)(a), (General Coordinator of the museum) Venue: In Flanders Fields Museum Accompanied by: 9(2)(a) Contact: 9(2)(a)
17:30	Free time
19:00	Official opening of the Memorial Museum Passchendaele 1917 Venue: Museum, Ieperstraat 7/A, 8980 Zonnebeke

Saturday 13 July

AM	Possibility of visiting Grave of Dave Gallagher at Nine Elms Cemetery, Poperinge (depending on departure time from Lille):
tbc	Depart to UK (train ex Lille)(TBC)

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NEW ZEALAND HIGH COMMISSION
LONDON

13 - 15 July 2013

Andrew Matheson
Director First World War Centenary Programme

Contact Details	Office:	Mobile:
9(2)(a)		9(2)(a)
9(2)(a)	9(2)(a)	9(2)(a)
9(2)(a)	9(2)(a)	9(2)(a)
9(2)(a)	9(2)(a)	9(2)(a)

Saturday 13 July 2013

Time	Event	Notes
	Arrive St Pancras and depart for Duxford (own programme)	

Sunday 14 July 2013

Time	Event	Notes
tbc	Meet in foyer of NZ House - depart for Brockenhurst 80 Haymarket, SW1Y 4TQ	q(2)(a) to accompany. will drive - takes approx. 2 hrs
	Arrive St Nicholas' Church meet with local Vicar q(2)(a) and 1 q(2)(a) RBL, see church and cemetery - walk to actual site of hospital (5mins) now an outdoor recreation centre Church Ln, Brockenhurst SO42 7UB, United Kingdom +44 1590 624584 http://www.brockenhurstchurch.com/	Awaiting confirmation from Vicar and q(2)(a)
	Depart Church for Sling Camp (q(2)(a) investigating how to access)	
	Depart Sling Camp and return to London	

Monday 15 July 2013

Time	Event	Notes
09:00-10:00	Imperial War Museum visit and meeting with q(2)(a) Director of IWM. Confirmed - need your shoe size for the steel cap boots!	q(2)(a) or q(2)(b) to accompany
10:00 - 10:45	Travel back to NZ House (Tube or taxi)	
11:00 - 11:45	Meeting with q(2)(a) (CWGC 1914-18 Project Manager) and q(2)(a) (NZ House) TBC	
12:00-12:30	Beyond the Story - do you want me to seek this call? There is also another company called spirit of remembrance who have apparently responded to the RFP. I'm not sure if it would be contravening any procurement rules to meet with them here, but I can set it up if you did want an informal chat. The company primarily runs commonwealth battlefield tours.	

<p>12:30-14:00</p>	<p>Working lunch with UKgovtdepartments FCO, MOD, DCMS (Conference room NZ House)</p> <p>9(2)(a) DCMS 9(2)(a) DCMS 9(2)(a) MoD 9(2)(a) MoD 9(2)(a) FCO 9(2)(a) FCO</p>	<p>FCO have indicated that all attendees are available, but I'm awaiting individual rsvps. Will provide more detail on roles of each attendee</p>
<p>14:30-15:30</p>	<p>Meeting with Canadian lead on WW1 commemorations 9(2)(a) Army Advisor, CDLS(L) 9(2)(a)</p>	
<p>16:10</p>	<p>Depart for FCO (15 min walk)</p>	
<p>16:30</p>	<p>Meeting with S new Director of Asia/Pacific region, FCO. Asia Pacific Directorate, Foreign and Commonwealth Office, King Charles Street, London SW1A 2AH - 9(2)(a) Tel: 9(2)(a)</p>	<p>Confirmed</p>
<p>Time tbc</p>	<p>Coffee with 9(2)(a) if he's back from the continent and depending on when you need to leave (NZ House)</p>	
	<p>Dinner with Major General 9(2)(a) (your Australian counterpart) – have you met him before? Possible, but only if not departing Monday night.</p>	

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Category	Item	Local cost E or GBP	NZD total
Accommodation			
regional centres France	2 nights M Tu	200	\$333
Brussels	1 night W	160	\$267
regional centres Belgium	2 nights Th Fri	230	\$383
London	2 nights Sa Su	360	\$679
Meals and incidentals			
	France, 2 days @ E90	180	\$300
	Belgium, 3 days @ E90	270	\$450
	UK, 3 days @ GBP75	225	\$425
Transport			
	Air fares		\$8,515
	Taxis and airport transfers		\$300
	Train Lille - Brussels	29	\$48
	Train Lille - London	105	\$175
Exchange rates			
Euro		0.60	
Pound		0.53	
Total			\$11,875

This is at the upper end of what
might be expended, and the real
cost is likely to be less

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International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	[9(2)(a)] Director, First World War Centenary Programme
Date	3 July 2013
Subject	Approval of travel
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning [9(2)(a)], Adviser, Procurement and Facilities (travel insurance documentation)
Attachments	Yes.

Purpose

1. Seek approval for the Director, First World War Centenary Programme, to travel to Europe from 6 to 17 July 2013.

Background

2. Purpose

Meetings with national, regional and local authorities relevant to the First World War Centenary Programme.

Meetings with the three New Zealand diplomatic missions working on the centenary in Western Europe.

Visit sites and potential partners for New Zealand's heritage interpretation projects, and other museums of relevance to the First World War centenary.

3. Business benefits

I will be much more able to advise the minister during his meetings in September if I am familiar with the places, the people, and the programmes of respective governments.

I will be the decision-maker for the heritage trail project in August. (Technically Lewis is the decision-maker as the project is over the relevant financial threshold, but I will be considering the work of the selection panel and making the final recommendation.) The heritage trail is shaping up as a key vehicle for

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linking to, and potentially supporting, the work of some museums/centres in the region. Being familiar with the potential partners, and with the battlefield sites more generally, would greatly inform this decision.

It is important if I am to lead the WW100 programme across government I do so from a position of knowledge. I will be much better placed to assess recommendations from other departments/individuals if I am familiar with the area and what other governments are doing.

My spending time soon with staff at New Zealand's posts who are working on the centenary will increase their confidence in the role of the programme office/MCH in leading WW100.

The posts are very keen to see me in their patch, and have come up with very good itineraries.

4 Timeframe

Andrew Matheson, Saturday 6 to Wednesday 17 July inclusive. No-one accompanying, no leave to be taken.

5 Itinerary

Summary

Date		Location	Business conducted
From	To		
6	7 July	travel	
7	10 July	Paris and northern France	Meetings, site visits.
10	13 July	Brussels and Flanders	Meetings, site visits.
13	15 July	London and southern UK	Meetings, site visits.
15	17 July	travel	

Airfares

(A) See attached itinerary.

Accommodation

(B) See attached itineraries. London accommodation still tbc.

Other

All ground transport provided by New Zealand missions, except for:

- airport transfers Paris and London;
- train Lille–Brussels (NZ\$53);
- train Lille–London (€133)
- train London–near Duxford return (price tbc).

Personal travel

None.

6 Cost of proposal

② See attached spreadsheet.

Recommendations

7 I recommend that you confirm approval of this travel.



[9(2)(a)]

Director, First World War Centenary Programme

Approved / Not Approved



Lewis Holden
Chief Executive

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5

International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	Andrew Matheson
Date	10 October 2013
Subject	International travel to accompany Minister at Ministerial meeting in Paris and official travel in France 14-18 October 2013
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

Purpose

- 1 Seek approval for the Director, First World War Centenary Programme, to travel to Europe from 12-29 October 2013 (official travel 12-19 October 2013).

Background

2 Purpose

Visit sites (with Minister Finlayson) of relevance to the First World War centenary.

Attend official and First World War Centenary Ministerial meeting in Paris.

3 Business benefits

To advise the Minister during his meetings and meet with counterparts to discuss the Centenary.

4 Timeframe

Andrew Matheson, Saturday 12 to Saturday 19 October inclusive on official travel. Saturday 19 October to Tuesday 29 October on personal travel with leave being taken from 21-25 October. No-one accompanying.

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5 Itinerary

Summary

Date		Location	Business conducted
From	To		
12	13 October	travel	
14	16 October	Lille, Arras	Meetings, site visits.
16	19 October	Paris	Meetings

Airfares

Date of travel	From	To	Time	Airline	Class of travel	Cost
12/10/13	Wellington	Paris		AirNZ	Business	
19/10/13	Paris	Vancouver		Lufthansa	Economy	
27/10/13	Vancouver	Wellington		AirNZ	Economy	
					TOTAL	\$7598.88

Accommodation

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Lille	13/10/13	14/10/13	Suite Novotel Lille Europe	N	110.65 Eur
	14/10/13	16/10/13	To be arranged locally	N	250
Paris	16/10/13	19/10/13	Citadines Trocadéro	N	208Eur
(cheapest rate available out of suggested hotels from NZ Embassy)					

Other

Eurostar/train travel

Personal travel

Saturday 19 October to Tuesday 29 October on personal travel (to visit family) with leave being taken from 21-25 October. No-one accompanying. Return travel via Vancouver is in Economy class and it has been confirmed by Tandem Travel that the cost of returning via Vancouver and having a stopover is no more expensive than returning direct via another route.

6 Cost of proposal

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$7598.88	Y	20-250-2353-0000
Accommodation	734.65Eur <i>est. 986 euro</i>	Y	20-250-2355-0000
Rental car hire			
Meals / expenses	450 <i>euro</i> *	Y	..
Conference / training costs			
Other	50 <i>euro</i> **	Y	..
TOTAL			

Recommendations

7 I recommend that you confirm approval of this travel.

Andrew Matheson 
Director, First World War Centenary Programme

~~Approved / Not Approved~~


Lewis Holden
Chief Executive

*upper limit \$10,076
@ 0.60 exchange rate*

** likely maximum - should be less
** questionnaire for airport → Lille train
+ Paris → airport transport*

