

Annex A

Correspondence relating to Shell Energy course for Whitehall, June 2012

From: NAME REDACTED
Sent: 07 March 2012 09:59
To: NAME REDACTED
Subject: Shell's Energy Course for Whitehall and introductions

Dear NAME REDACTED,

I received your contact details from NAME REDACTED (also from Shell), whom I believe you met recently. She forwarded to me your details as I am coordinating this year's Energy Course for Whitehall. I believe you know of this course already, and thought it would be worthwhile getting in touch with you to inform you on this year's event. In your new role, it may also be worth talking about other collaborative events we could leverage.

In that context, could we possibly schedule a call or meeting? I'm afraid I'm currently still based in the Netherlands, so a call may be easier. Alternatively, I will be in London again on March 23rd.

I look forward to hearing from you.

Warm regards,

NAME REDACTED
UK Government Relations researcher

Shell International B.V.
Carel van Bylandtlaan - C16/3C44
2596 HR, The Hague
The Netherlands
Tel: REDACTED
Cell: REDACTED
e-mail: REDACTED

From: NAME REDACTED
Sent: 07 March 2012 17:54
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall and introductions

Hi NAME REDACTED

Is next Monday morning any good for you for a phone conversation?

NAME REDACTED

From: NAME REDACTED
Sent: 07 March 2012 18:56
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall and introductions

Hi NAME REDACTED,

Monday works very well, my calendar is still pretty much open all day. What time would suit you, and what number shall I call you on?

NAME REDACTED

Warm regards,

NAME REDACTED

Shell International B.V.

From: NAME REDACTED

Sent: 12 March 2012 13:06

To: NAME REDACTED

Subject: RE: Shell's Energy Course for Whitehall and introductions

Hi

Are you still on for today?

NAME REDACTED

From: NAME REDACTED

Sent: 12 March 2012 14:53

To: NAME REDACTED

Subject: RE: Shell's Energy Course for Whitehall and introductions

Hello NAME REDACTED,

It was lovely talking with you earlier. As promised, hereunder you'll find the list of last year's DECC attendees. We will be sending them copies of the invitations this week, but it would be very helpful if you could help us reach colleagues who would most benefit from the course. Also attached is the draft program, which will hopefully give you a good impression of the course and its content (*please do not forward the program, as it will certainly change beforehand*).

NAME REDACTED	JOB TITLE REDACTED, Energy Development
NAME REDACTED	JOB TITLE REDACTED, Energy Resilience
NAME REDACTED	JOB TITLE REDACTED, Gas Markets Policy
NAME REDACTED	JOB TITLE REDACTED, Domestic Gas Market
NAME REDACTED	JOB TITLE REDACTED, Renewable Heat
NAME REDACTED	JOB TITLE REDACTED, Capacity mechanism/security of supply
NAME REDACTED	JOB TITLE REDACTED, Energy Security
NAME REDACTED	JOB TITLE REDACTED, EMR Instrument Design Team
NAME REDACTED	JOB TITLE REDACTED, Capital Markets
NAME REDACTED	JOB TITLE REDACTED, Green Investment Bank
NAME REDACTED	JOB TITLE REDACTED, Renewables Obligation
NAME REDACTED	JOB TITLE REDACTED, DECC Delivery Unit

If you have any questions, queries or suggestions for the course, I would be very interested to hear them. Please do drop me a note, or give me a call.

If I don't hear from you, I shall see you on the 13th of April at 10:00 at your offices. Looking forward to it!

Best regards,
NAME REDACTED

Warm regards,

NAME REDACTED
Shell International B.V.

A meeting was held on 13 April 2012 between two DECC officials, one from the Communications team and one from the Learning & Development team, and a UK Government Relations researcher from Shell. There were no minutes taken at this introductory meeting to discuss arrangements for the Shell Energy course for Whitehall on 19-20 June 2012.

From: NAME REDACTED
Sent: 13 April 2012 12:08
To: NAME REDACTED
Cc: NAME REDACTED
Subject: Shell Energy course

NAME REDACTED,

It was good to meet you today. My details are below.

If you can send me the latest timetable, last year's content and the email that you sent to DGs, I'll get on with the promotion of the course and let you have names as we receive them. Do let me know if you get any returns from the DGs as well.

Thanks

NAME REDACTED

REDACTED
Department of Energy and Climate Change
TELEPHONE NUMBER REDACTED
EMAIL ADDRESS REDACTED

From: NAME REDACTED
Sent: 16 April 2012 14:33
To: NAME REDACTED
Cc: NAME REDACTED
Subject: RE: Shell Energy course

Hi NAME REDACTED, hi NAME REDACTED, it was lovely meeting you both as well. I hope you both enjoyed the weekend (and weren't blown away)?

As promised, attached is the current Energy Course programme, invitation letter and last year's programme. Will you collect names and send through to me? If in the mean time I get any responses, I'll be sure to alert you.

During our meeting, I mentioned the informal drinks we're hosting during the evening of the first day (19th June). We're inviting all participants and speakers to this, but I would be delighted if you would both join for that as well. Please let me know if you would be interested and available. Also, I wonder if it might be fun to invite last year's attendees as well?

Again, thank you for the useful meeting and your help in reaching the right colleagues to invite to join. I'm grateful for your involvement in this.

Warm regards,

NAME REDACTED
Shell International B.V.

From: NAME REDACTED
Sent: 16 April 2012 15:41
To: NAME REDACTED
Cc: NAME REDACTED
Subject: RE: Shell Energy course

Hi NAME REDACTED

Wasn't too windy where I live, so survived the weekend...

Thanks for the drinks invite – I'm hoping to go on the course, so should be there anyway.

Good idea in terms of asking last year's invitees along.

NAME REDACTED

From: NAME REDACTED
Sent: 02 May 2012 14:16
To: NAME REDACTED
Subject: Shells's Energy Course: 19th and 20th June

NAME REDACTED,

Following the letter from NAME REDACTED dated 16th March regarding the Shell Energy Course for Whitehall, please see attached list of nominated candidates from Simon Virley, Director General, Energy Markets and Infrastructure, Department of Energy and Climate Change.

Thanks

NAME REDACTED

Personal Assistant to
Simon Virley
Director General, Energy Markets & Infrastructure Group.
Dept of Energy and Climate Change
TELEPHONE NUMBER REDACTED
3 Whitehall Place
London
SW1A 2AW

From: NAME REDACTED
Sent: 02 May 2012 14:31
To: NAME REDACTED
Subject: FW: Shells's Energy Course: 19th and 20th June

Hi NAME REDACTED,

I just wanted to verify that you are aware of the below list of nominees for the Energy Course? These are a little more than I think we can accommodate however, I will check to see if we can squeeze any more in.

Warm regards,

NAME REDACTED
Shell International B.V.

From: NAME REDACTED
Sent: 08 May 2012 13:58
To: NAME REDACTED
Subject: RE: Shells's Energy Course: 19th and 20th June

NAME REDACTED,

Thanks for the list; I hadn't seen it. I'm glad you've got so much interest but feel free to ask them to prioritise places.

I haven't got any other names.

NAME REDACTED
Department of Energy and Climate Change
TELEPHONE NUMBER REDACTED
EMAIL ADDRESS REDACTED

[Below is one of fourteen near identical emails sent on 25 May, the only changes to each being the recipient's name. We have only included one.]

From: NAME REDACTED
Sent: 25 May 2012 11:40
To: NAME REDACTED
Cc: NAME REDACTED
Subject: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Dear NAME REDACTED,

We are delighted to confirm your place at this year's Shell Energy Course for Whitehall. Joining instructions and final programme will be sent to you shortly.

In the mean time and for your diary purposes, please be advised of the location and approximate timings of the course.

Location:	Shell Centre Tower building, York Road London SE1 7NA
Course Day 1, June 19:	8.30am-5.30pm
Informal drinks, June 19:	5.30pm-8pm
Course Day 2, June 20:	9am-5pm

As we only have a limited number of spaces available each year for this course, and thus a number of nominees on standby, please do inform us as soon as possible if you are unable to attend the course. This will enable us to transfer your place to another participant.

We very much look forward to meeting you and I remain at your disposal should you require any information or assistance.

Warm regards,

NAME REDACTED
UK Government Relations researcher

Shell International Ltd.
Shell Centre, 24th floor
SE1 7NA, London
United Kingdom
Tel: REDACTED
Cell: REDACTED
e-mail: REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:16
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

NAME REDACTED

Thanks for these confirmations. Did you have to prioritise places? There are a few other names that I didn't see confirmation of: NAME REDACTED, NAME REDACTED, NAME REDACTED, NAME REDACTED and NAME REDACTED.

NAME REDACTED

NAME REDACTED
Department of Energy and Climate Change
TELEPHONE NUMBER REDACTED
EMAIL ADDRESS REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:27
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

NAME REDACTED,

Indeed, we received a 50% more nominees than we could accommodate this year. I will be copying you in on the e-mails to be sent to the few who weren't 'successful'. We have put the DECC colleagues on standby in case others can't attend.

For your overview, we accepted:

NAME REDACTED

NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED

We are informing those who are on standby shortly, these are:

NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED
NAME REDACTED

Hope this is helpful?

Bests,
NAME REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:29
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Very helpful. Thanks.

NAME REDACTED

[NAME REDACTED](#)
Department of Energy and Climate Change
TELEPHONE NUMBER REDACTED
EMAIL ADDRESS REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:06
To: NAME REDACTED
Subject: shell course 19-20 June

Dear NAME REDACTED

I hope you could help? Some members of my team put their names forward to attend the shell course on 19-20 June, but we haven't heard back yet. So you perhaps know who will attend?

Thanks
NAME REDACTED

NAME REDACTED
Department of Energy & Climate Change
3 Whitehall Place, London, SW1A 2HD
NUMBER REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:31
To: NAME REDACTED
Subject: RE: shell course 19-20 June

Hi NAME REDACTED,

I'm coincidentally as we speak sending out e-mails to all nominees. We weren't able to accommodate all DECC colleagues this year due to the very high volume of nominations. However, we have placed the DECC colleagues who we couldn't confirm a place for on standby in case of cancellations.

Everyone should have received an e-mail from me by close of today, but please refer anyone to me for more info if that helps?

Thanks much!
NAME REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:34
To: NAME REDACTED
Subject: RE: shell course 19-20 June

Hi NAME REDACTED

I think we nominated NAME REDACTED, NAME REDACTED and myself? Do these names ring a bell?

NAME REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:41
To: NAME REDACTED
Subject: FW: shell course 19-20 June

Hi NAME REDACTED,

Wonder if you might be able to advise how I am best to proceed. The names NAME REDACTED mentions in her below e-mail weren't included in the list of nominees, and am therefore hesitant on how to respond to her.

Hope you can help?

NAME REDACTED

Sent: 25 May 2012 14:48
To: NAME REDACTED
Subject: RE: shell course 19-20 June

I'll have a word with NAME REDACTED. They're all in the Group headed by NAME REDACTED, so they will have put their nominations through NAME REDACTED. I don't know whether the list you were sent had already been prioritised.

NAME REDACTED
Department of Energy and Climate Change
NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 25 May 2012 14:50
To: NAME REDACTED
Subject: RE: shell course 19-20 June

Thanks NAME REDACTED.

Have a lovely weekend,
NAME REDACTED

From: NAME REDACTED
Sent: 25 May 2012 15:03
To: NAME REDACTED
Cc: NAME REDACTED
Subject: Shell's Energy Course for Whitehall: June 19 & 20, 2012

NAME REDACTED

As agreed, please put NAME REDACTED as a priority replacement on the course and the others on the waiting list. Their details are:

NAME REDACTED
NAME REDACTED
NAME REDACTED

Thanks

NAME REDACTED

NAME REDACTED
Department of Energy and Climate Change
NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 25 May 2012 15:39
To: NAME REDACTED
Subject: FW: Shell's Energy Course for Whitehall: June 19 & 20, 2012

NAME REDACTED,

Sorry to add to this but NAME REDACTED was nominated from this team as well. She apparently was nominated last year as well but her name wasn't passed to you either. So NAME REDACTED has asked that she be put above her as the first replacement. Is that OK with you?

NAME REDACTED

Thanks

NAME REDACTED

NAME REDACTED
Department of Energy and Climate Change
NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 25 May 2012 15:46
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Of course NAME REDACTED, no problem.

NAME REDACTED

[Below is one of nine near identical emails sent on 25 May, the only changes to each being the recipient's name. We have only included one.]

From: NAME REDACTED
Sent: 25 May 2012 16:15
To: NAME REDACTED
Cc: NAME REDACTED; NAME REDACTED
Subject: Shell's Energy Course for Whitehall

Dear NAME REDACTED,

Please allow me to introduce myself, my name is NAME REDACTED and I work in the Government Relations team at Shell. I am contacting you with respect to your nomination for this year's Shell Energy Course.

As you may know, the course has a limited number of spaces available to ensure maximum interaction with participants. Due to a significantly higher number of applicants than available places and after careful consideration, we are very sorry to inform you that we are unable to secure a place for you at this year's course. We have taken the liberty however, to place your name on standby in case a space becomes available.

The Energy Course runs once a year, but we are available year-round to meet with you separately should you wish to discuss anything. Please do feel free to contact us.

Warm regards,

NAME REDACTED
UK Government Relations researcher

Shell International Ltd.
Shell Centre, 24th floor
SE1 7NA, London
United Kingdom
TELEPHONE NUMBER REDACTED
TELEPHONE NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 29 May 2012 11:04
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Hi NAME REDACTED,

We've just received a cancellation, so will send through a note confirming NAME REDACTED's place shortly. Will copy yourself and NAME REDACTED in on the e-mail.

Thanks,
NAME REDACTED

From: NAME REDACTED
Sent: 29 May 2012 12:05
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Great. Thanks NAME REDACTED.

NAME REDACTED
Department of Energy and Climate Change
NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 11 June 2012 15:48
To: NAME REDACTED
Subject: Shell's Energy Course for Whitehall: June 19 & 20, 2012

NAME REDACTED,

I've just had a call from a colleague called NAME REDACTED. She thought she'd been nominated for this year's course but she wasn't on the list you were given. Instead, her manager, NAME REDACTED, was put forward. He has already attended the course, so could you take him off the course and if there are any on the waiting list, offer them a place?

NAME REDACTED can't make this year's event now but she'd like to attend the next one. Do you keep a waiting list from event to event or do you look for fresh nominations each time?

Thanks

NAME REDACTED

NAME REDACTED
Department of Energy and Climate Change
NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 11 June 2012 15:57
To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Hi NAME REDACTED,

I think we should get fresh nominations (from you! J) next year, if you agree?

Shall we invite NAME REDACTED in NAME REDACTED's place?

Thanks!
NAME REDACTED

From: NAME REDACTED
Sent: 11 June 2012 15:58
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To: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: June 19 & 20, 2012

Yes please. If she can't make it, feel free to invite the next on the list.

NAME REDACTED

NAME REDACTED
Department of Energy and Climate Change
NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 14 June 2012 16:14
To: NAME REDACTED
Cc: NAME REDACTED
Subject: Shell's Energy Course for Whitehall: Joining Instructions

Dear all,

We are delighted to be welcoming you as participant of the **"Energy Course for Whitehall"** next week **Tuesday and Wednesday 19 & 20 June**.

The course will be held in the **Neptune room of the Business Centre at our Shell Centre offices**. When you arrive, please make your way to reception and you will be shown to the Business Centre.

Furthermore, please find attached for your information:

- The Course Programme
- List of participants
- Shell Centre Location Map

I would also like to remind you that we will be hosting **informal drinks** following the first day of the course. The Government Relations team and a number of presenters will also attend.

Should you have any questions or queries, please do feel free to contact me.

We're very much looking forward to meeting you on Tuesday morning.

Best regards,
NAME REDACTED
UK Government Relations researcher

Shell International Ltd.
Shell Centre, 24th floor
SE1 7NA, London
United Kingdom
TELEPHONE NUMBER REDACTED
TELEPHONE NUMBER REDACTED
EMAIL REDACTED

From: NAME REDACTED
Sent: 18 June 2012 13:23
To: NAME REDACTED
Cc: NAME REDACTED
Subject: RE: Shell's Energy Course for Whitehall: Joining Instructions

NAME REDACTED,

NAME REDACTED is no longer able to attend this course. We're looking to see if anyone internally can take his place, but if not, do you have a waiting list?

Apologies for the short notice.

NAME REDACTED.

NAME REDACTED

Department of Energy and Climate Change | 3 Whitehall Place | London SW1A 2AW

TELEPHONE NUMBER REDACTED

EMAIL REDACTED

From: NAME REDACTED

Sent: 18 June 2012 13:59

To: NAME REDACTED

Cc: NAME REDACTED

Subject: RE: Shell's Energy Course for Whitehall: Joining Instructions

Importance: High

Hi NAME REDACTED,

Thanks for letting us know.

We have quite a number of people on standby, and I will contact the first person on the list. However, please do feel free to see if there's anyone internally as I may not be able to secure the first person on standby at this time.

I have copied in NAME REDACTED with whom I have had much contact throughout the organisation of the course. He may also be well placed to provide a DECC replacement. **NAME REDACTED, would you have anyone in mind who is available?**

DECC officials on standby: NAME REDACTED, NAME REDACTED, NAME REDACTED, NAME REDACTED, NAME REDACTED and NAME REDACTED.

Thanks much,
NAME REDACTED

From: NAME REDACTED

Sent: 22 June 2012 16:57

To: NAME REDACTED

Cc: NAME REDACTED

Subject: Shell's Energy Course for Whitehall

Dear all,

It was a delight having you with us at the course this week, and we sincerely hope you found the content useful. The valuable feedback you gave us will help shape next year's course, thank you.

I am in the process of collating the Scenarios and Signals & Signposts booklets as promised and will be sending these on to you separately. Please send me the postal address to where you would like the booklets sent.

In the mean time, please find attached the presentations of NAME REDACTED (Stress Nexus), NAME REDACTED (Retail) and NAME REDACTED (Transport Fuels Mosaic). I will print off the remaining slides and send to you separately along with the booklets. And also for your viewing pleasure, attached some pictures of 'Class of 2012': HYPERLINK REDACTED. (The group photos are terrific!)

Hoping to hear from you and wishing you all a lovely weekend.

Warm regards,

NAME REDACTED

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UK Government Relations researcher

Shell International Ltd.

Shell Centre, 24th floor

SE1 7NA, London

United Kingdom

TELEPHONE NUMBER REDACTED

TELEPHONE NUMBER REDACTED

EMAIL REDACTED
