



Mr Simon Virley
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Dear Simon,

Shell's Energy Course for Whitehall – 19th and 20th June Shell Centre, London

As you may know, each year Shell runs an Energy Course for Whitehall, designed to give mid to senior-level civil servants an understanding of the energy industry in the UK and internationally.

The production of and markets for energy in a carbon-constrained world are the main themes, but the course will also touch on non-technical topics relevant to the industry; such as human rights and transparency. The speakers are drawn from the senior leadership of Shell's businesses. The course runs over two days, takes place in Shell Centre and is designed for approximately 30-40 participants. Attached is the 2011 agenda (it will be broadly similar in scope this year).

We value the programme as an opportunity to brief key policy and decision makers in Whitehall on the oil and gas business. We appreciate a frank exchange of views about the industry and Shell's activities and hope to learn from delegates about government views and priorities.

We will also be contacting officials separately, but your support in identifying – and releasing – the appropriate DECC officials to join the course this year would be most welcome. We think the course is best suited to mid-career officials, reasonably new to or about to take up roles related to energy and climate change, and we would suggest the Department initially send us a list of around twelve nominees setting out clearly the individuals job titles/responsibilities for us to work with: we will try to accommodate as many DECC participants as possible but this will depend on take up from OGDs (we are also inviting officials from DfID, HMT, DfT, FCO, Cabinet Office, UKTI, DEFRA and BIS and their relevant agencies).

Please forward nominations to [REDACTED], UK Government Relations, by May 1st, who will then arrange joining instructions and further details to be sent to the attendees. Should you need any further information, please contact [REDACTED] (email: [REDACTED] or Tel: [REDACTED]).

Yours sincerely,

Graham van't Hoff
Chairman