



Dear Mr James Stevens MP
By email to: James.Stevens.MP@aph.gov.au
Copy to: Nicole.Orchard@aph.gov.au

29 July 2024

CEFC Freedom of information request no. FOI0701

I refer to your request for access to documents under the *Freedom of Information Act 1982 (FOI Act)* dated 11 July 2024 and to our email exchange of 16 July 2024.

In accordance with those email exchanges, the scope of your FOI Act request that I have processed is:

Documents that detail the items below for each of the three individuals (Mr. Ian Learmonth, Ms. Monique Carine Miller, Mr. Steven Michael Skala)

- a. Flight itineraries (including associated costs of flights)*
- b. Accommodation arrangements at COP28 (including associated cost of that accommodation)*
- c. Registration details for the CEFC in connection with COP28 attendance (including any associated costs of that registration)*

I identified the 10 documents listed in Schedule 1 as being within the scope of your FOI Act request. I did this by consulting with the named individuals and/or their Executive Assistants who had knowledge of the matters to which your FOI Act request relates. I also consulted with representatives of the Department of Climate Change, Energy, the Environment and Water (**DCCEEW**) with knowledge of paragraph c. above.

With regard to the documents identified, I have decided to grant access in full with redactions under section 22 of the FOI Act of matters that I consider to be irrelevant because the redacted material:

- a. does not fall within the scope of your FOI Act request; or
- b. is personal information (as defined in the *Privacy Act 1988 (Cth)*); or
- c. is information that pertains to email addresses or telephone numbers that may be personal to an individual or otherwise not be a matter of public record. Where this information is not of the CEFC, I have not consulted with the affected third party in relation to the public release of that redacted information.

For completeness, UNFCCC Badge Registration of the Australian Delegation attending COP28 was managed by DCCEEW. I can confirm there was no cost incurred by the CEFC associated with the CEFC delegates to COP28.

Charges

There will not be a charge for completion of processing of your request up to and including the date of this letter.



Your review rights

If you are dissatisfied with the searches we did to locate documents related to your request, you may apply for internal review or Information Commissioner review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

Information Commissioner review

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10

email: foidr@oaic.gov.au

post: GPO Box 5218 Sydney NSW 2001

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/>.

FOI Complaints

If you are unhappy with the way we have handled your FOI request, please let us know what we could have done better. We may be able to rectify the problem. If you are not satisfied with our response, you may make a complaint to the Australian Information Commissioner in writing. Complaints can be lodged in one of the following ways:

online: https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICCA_1

email: foidr@oaic.gov.au

post: GPO Box 5218 Sydney 2001

More information about complaints is available on the Office of the Australian Information Commissioner at <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/make-an-foi-complaint/>.

If you are not sure whether to lodge an Information Commissioner review or an Information Commissioner complaint, the Office of the Australian Information Commissioner has more information at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/>.

Yours sincerely

A handwritten signature in black ink, appearing to be 'M. J. [unclear]', is located at the bottom left of the page.

**Schedule 1 – List of attachments**

01. Ian Learmonth acknowledgement COP28_Redacted.pdf
02. Acknowledgement_57564_09.11.2023_03_33_UTC STEVEN SKALA_Redacted.pdf
03. COP28 Visa Support Letter Monique (1)_Redacted.pdf
04. B402256-LEARMONTHIAN JAMES MR-28112023_Redacted.pdf
05. B402954-SKALASTEVEN MR-28112023_Redacted.pdf
06. B412243-MILLERMONIQUE CARINE MS-03122023_Redacted.pdf
07. Hotel long receipt_Redacted.pdf
08. UNFCCC COP28 - Badge Registration, e-visa, T&Cs [SEC=OFFICIAL]_Redacted.pdf
09. UNFCCC COP28 - Badge Registration, e-visa, T&Cs [SEC=OFFICIAL]_Redacted.pdf
10. UNFCCC COP28 - Badge Registration, e-visa, T&Cs [SEC=OFFICIAL]_Redacted.pdf



Registration code: KYRSXH

To Diplomatic Missions: Please take note of the registration code KYRSXH that may be used to confirm this registration. Please log into the system to find the most updated information.

ACKNOWLEDGEMENT OF PARTICIPANT'S NOMINATION / UNFCCC VISA SUPPORT LETTER

This is to acknowledge that a National Focal Point (NFP) nominated the individual to attend the meeting session United Nations Climate Change Conference 28, Dubai, United Arab Emirates, from 24 Nov 2023 to 12 Dec 2023 as specified below.

Full name: Mr. Ian Learmonth		
Date of Birth: [REDACTED]	Document identification number: [REDACTED]	Country of Nationality: Australia
Party or observer State: Australia		
Registration type: Party delegate	Attendance starts: 24 Nov 2023	Attendance ends: 12 Dec 2023

Diplomatic missions of the Host Country have been informed about these sessions. In this context, the United Nations Framework Convention on Climate Change Secretariat (UNFCCC Secretariat) requests the customary assistance of the Host Government to speed up the process of issuance of a visa to the said representative to facilitate such participation.

This note has been generated automatically by the online registration system of the United Nations Framework Convention on Climate Change Secretariat. For queries on visa, please contact the secretariat of UNFCCC.

The above participant has been duly nominated to attend United Nations Climate Change Conference 28.

At the registration counter of the conference, participants must provide this document (either printed or from a mobile device) and a personal identification document in the form of a valid passport or a nationally approved photo identification card. Please note that the details provided to the UNFCCC Secretariat using the Online Registration System (ORS) must match with the identification document.

Nominations can be cancelled or replaced by the nominating NFP at any time until a badge is printed and issued. For registration, the UNFCCC Secretariat will use the latest information provided using the ORS.

In the interest of safety and security of all participants and the smooth and efficient conduct of the sessions, the UNFCCC Secretariat reserves the right to deny and/or restrict access to the conference premises, or to request participants to leave the conference premises. The UNFCCC Secretariat shall not be responsible for any expenses incurred by participants who are requested to leave the premises or are refused registration or access to the sessions for which they have been nominated and/or registered as participants.



To apply for the COP 28 visa, please use the specific link which is included in the registration confirmation email which was sent to the email address of the delegate provided during registration.

Please note that participants will need to follow the Code of Conduct, relevant health guidelines prevalent at the time of the conference. For details, please refer to the Information for Participant (IFP) posted on the UNFCCC website.



Registration code: SCNFWU

To Diplomatic Missions: Please take note of the registration code SCNFWU that may be used to confirm this registration. Please log into the system to find the most updated information.

ACKNOWLEDGEMENT OF PARTICIPANT'S NOMINATION / UNFCCC VISA SUPPORT LETTER

This is to acknowledge that a National Focal Point (NFP) nominated the individual to attend the meeting session United Nations Climate Change Conference 28, Dubai, United Arab Emirates, from 24 Nov 2023 to 12 Dec 2023 as specified below.

Full name: Mr. Steven Michael Skala		
Date of Birth: [REDACTED]	Document identification number: [REDACTED]	Country of Nationality: Australia
Party or observer State: Australia		
Registration type: Party delegate	Attendance starts: 24 Nov 2023	Attendance ends: 12 Dec 2023

Diplomatic missions of the Host Country have been informed about these sessions. In this context, the United Nations Framework Convention on Climate Change Secretariat (UNFCCC Secretariat) requests the customary assistance of the Host Government to speed up the process of issuance of a visa to the said representative to facilitate such participation.

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To apply for the COP 28 visa, please use the specific link which is included in the registration confirmation email which was sent to the email address of the delegate provided during registration.

Please note that participants will need to follow the Code of Conduct, relevant health guidelines prevalent at the time of the conference. For details, please refer to the Information for Participant (IFP) posted on the UNFCCC website.



Registration code: DK3AT2

To Diplomatic Missions: Please take note of the registration code DK3AT2 that may be used to confirm this registration. Please log into the system to find the most updated information.

ACKNOWLEDGEMENT OF PARTICIPANT'S NOMINATION / UNFCCC VISA SUPPORT LETTER

This is to acknowledge that a National Focal Point (NFP) nominated the individual to attend the meeting session United Nations Climate Change Conference 28, Dubai, United Arab Emirates, from 24 Nov 2023 to 12 Dec 2023 as specified below.

Full name: Ms. Monique Carine Miller		
Date of Birth: [REDACTED]	Document identification number: [REDACTED]	Country of Nationality: Australia
Party or observer State: Australia		
Registration type: Party delegate	Attendance starts: 24 Nov 2023	Attendance ends: 12 Dec 2023

Diplomatic missions of the Host Country have been informed about these sessions. In this context, the United Nations Framework Convention on Climate Change Secretariat (UNFCCC Secretariat) requests the customary assistance of the Host Government to speed up the process of issuance of a visa to the said representative to facilitate such participation.

This note has been generated automatically by the online registration system of the United Nations Framework Convention on Climate Change Secretariat. For queries on visa, please contact the secretariat of UNFCCC.

The above participant has been duly nominated to attend United Nations Climate Change Conference 28.

At the registration counter of the conference, participants must provide this document (either printed or from a mobile device) and a personal identification document in the form of a valid passport or a nationally approved photo identification card. Please note that the details provided to the UNFCCC Secretariat using the Online Registration System (ORS) must match with the identification document.

Nominations can be cancelled or replaced by the nominating NFP at any time until a badge is printed and issued. For registration, the UNFCCC Secretariat will use the latest information provided using the ORS.

In the interest of safety and security of all participants and the smooth and efficient conduct of the sessions, the UNFCCC Secretariat reserves the right to deny and/or restrict access to the conference premises, or to request participants to leave the conference premises. The UNFCCC Secretariat shall not be responsible for any expenses incurred by participants who are requested to leave the premises or are refused registration or access to the sessions for which they have been nominated and/or registered as participants.



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

Secretariat of the United Nations Framework Convention on Climate Change / Platz der Vereinten Nationen 1 / 53113 Bonn, Germany

To apply for the COP 28 visa, please use the specific link which is included in the registration confirmation email which was sent to the email address of the delegate provided during registration.

Please note that participants will need to follow the Code of Conduct, relevant health guidelines prevalent at the time of the conference. For details, please refer to the Information for Participant (IFP) posted on the UNFCCC website.



Friday 17 November 2023 01:45 - Sydney, NSW

Itinerary for

LEARMONTH/IAN JAMES MR

Booking Number: B402256
PNR Reference: 6MVTAV
Consultant: CTM Travel Consultant
Booked By: [REDACTED]
Departure Date: 28 Nov 23
Debtor: Clean Energy Finance Corporation
Department: 9661-CEFC EMPLOYEES
Return Date: 05 Dec 23
***Cost Code:** 105
***Travel Booker:** [REDACTED]

Contact Details and Amendments

Online Changes - Travellers are encouraged to process booking amendments via Cytric (Online Booking Tool) wherever possible.

Changes with a Consultant - To make a non-urgent booking amendment through a CTM consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking. To make an urgent booking amendment through a CTM consultant, call **1300 781 458**

[REDACTED]@travelctm.com, [REDACTED]@travelctm.com, [REDACTED]@travelctm.com, [REDACTED]@travelctm.com

Please note, amendments facilitated by a CTM consultant may incur a CTM Service Fee. For a copy of the CTM Fee Schedule, please contact your entity's Travel Team.

Date	Service	Details		
Tuesday 28 Nov 23	Flight	Airline:	QANTAS AIRWAYS	Flight QF8413
		Departure Date:	Tue 28 Nov 23 at 21:45	SYDNEY, AUSTRALIA
		Arrival Date:	Wed 29 Nov 23 at 05:15	DUBAI, UNITED ARAB EMIRATES
		Aircraft:	Airbus A380-800	
		Class:	D - Business Class	
Tuesday 28 Nov 23	Hotel	Stops:	Non-Stop	
		Airline Reference:	6MVTAV	
		Code Share:	EMIRATES AIRLINES	
		Status:	Confirmed	
		Baggage:	40 kilos	
		Details:	SYDNEY, AUSTRALIA (TERMINAL - 1) DUBAI, UNITED ARAB EMIRATES (TERMINAL - 3), Dept Time 28-11-2023 21:45, Arrival Time 29-11-2023 05:15 - Travelling time: 14 hrs 30 mins - Meal Service: Meal	
		Seats:	12J - LEARMONTH/IAN JAMES MR	
		Hotel Name:	SHERATON MALL OF THE EMIRATES	
		Check-In Date:	Tue 28 Nov 23	
		Check-Out Date:	Tue 05 Dec 23	
		Hotel Address:	SHEIKH ZAYED RD AL BARSHA DUBAI United Arab Emirates P-97143772000 F-97143772001	
		Room Type:	XMI	
		Rooms:	1	
		Booking Reference:	83136245	
		Status:	Confirmed	
		Payment Method:	Traveller to Pay Direct	
		Local Rate:	AED14147.27 Total	
		Rate:	AUD5967.11 Total	
		Duration:	7 (Nights)	

Tuesday
05 Dec 23

Flight**Airline:****QANTAS AIRWAYS****Departure Date:****Tue 05 Dec 23 at 02:00****Arrival Date:****Tue 05 Dec 23 at 22:30****Aircraft:**

Airbus A380-800

Class:

D - Business Class

Stops:

Non-Stop

Airline Reference:

6MVTAV

Code Share:

EMIRATES AIRLINES

Status:

Confirmed

Baggage:

40 kilos

Flight QF8414

DUBAI, UNITED ARAB EMIRATES

SYDNEY, AUSTRALIA

Details:

DUBAI, UNITED ARAB EMIRATES (TERMINAL - 3) SYDNEY, AUSTRALIA (TERMINAL - 1), Dept Time 05-12-2023 02:00, Arrival Time 05-12-2023 22:30 - Travelling time: 13 hrs 30 mins - Meal Service: Meal

Seats:

12D - LEARMONTH/IAN JAMES MR

Frequent Flyer Numbers

LEARMONTH/IAN JAMES MR

Ticket Numbers

TKT QF 2931183301 - LEARMONTH/IAN JAMES MR - ADULT - SYD-DXB-SYD

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	International Bundled	9.35	0.00	0.00	9.35
Service Fee	WoAG Admin Int	3.00	0.00	0.30	3.30
Ticket	QF - D - Business Class 2931183301 - 17 Nov 23 - ADULT 28 Nov 23 SYDNEY- DUBAI- SYDNEY	8150.00	281.40	0.00	8431.40
Due		8162.35	281.40	0.30	8444.05

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	SHERATON MALL OF THE EMIRATES - 83136245 DUBAI Date: 28 Nov 23/05 Dec 23	5967.11	0.00	0.00	5967.11
Total Booking Cost Inc Pay Direct				0.30	14411.16

Final Ticket Date: 17 Nov 23**E-TICKETS****E-TICKET QF**

ELECTRONIC TICKET RECORD

INV : I.0000788659

PNR: 6MVTAV

TKT: 812931183301

ISSUED : 17NOV23

IATA : 02362323

NAME: LEARMONTH/IAN JAMES MR

CPN	A/L	FLT	CLS	DATE	FROMTO	TIME	ST	F/BASIS	STAT
1	QF	8413	D	28NOV	SYDDXB	21:45	OK	DXME1UQ1	OPEN
2	QF	8414	D	05DEC	DXBSYD	02:00	OK	DXME1UQ1	OPEN

E-TICKETS**Endorsements:**

Passport, Visas and Travel Warnings

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from www.cibtvisas.com.au or by contacting your travel consultant for information. It is also recommended that you check www.smarttraveller.gov.au for health and consular travel warnings for all destinations.

Ticketing Policy

Our CTM business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline. When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown. Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

Important Information

Baggage - Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

International Check In - For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

What items can I pack in my carry-on baggage? Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website: <https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

CTM Privacy Notice

Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.travelctm.com/global-privacy-policy/>. CTM collects personal information from you (including sensitive information) for the following purposes: to provide products and services to you; to process your travel arrangements; facilitate your participation in the loyalty programs of airlines; conduct marketing activities and market research; to assist in investigating your complaints, feedback and inquiries; and for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: suppliers of products or services which you have selected (such as airlines, tour operators, car hire operators, hotels and insurance providers); third party travel service providers who assist in fulfilling the booking you have made; a person making your travel booking on your behalf; your employer if you are travelling on a booking provided through your employer's corporate travel arrangements; suppliers of IT based solutions that assist us in providing products and services to you; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and to various law enforcement agencies and governments around the world for security, customs and immigration purposes.

You can gain access to, or seek correction of, the information CTM holds about you, or make a privacy complaint, by contacting our Privacy Officer at privacy@travelctm.com



Friday 17 November 2023 01:35 - Sydney, NSW

Itinerary for
SKALA/STEVEN MR

Booking Number: B402954
PNR Reference: 6NMSVR
Consultant: CTM Travel Consultant
Booked By: [REDACTED]
Departure Date: 28 Nov 23
Debtor: Clean Energy Finance Corporation
Department: 13172-CEFC MEMBERS OF THE BOARD
Return Date: 05 Dec 23
***Cost Code:** 102
***Travel Booker:** [REDACTED]

Contact Details and Amendments

Online Changes - Travellers are encouraged to process booking amendments via Cytric (Online Booking Tool) wherever possible.
Changes with a Consultant - To make a non-urgent booking amendment through a CTM consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking. To make an urgent booking amendment through a CTM consultant, call **1300 781 458**
[REDACTED]@travelctm.com, [REDACTED]@travelctm.com, [REDACTED]@travelctm.com, [REDACTED]@travelctm.com
Please note, amendments facilitated by a CTM consultant may incur a CTM Service Fee. For a copy of the CTM Fee Schedule, please contact your entity's Travel Team.

Date	Service	Details		
Tuesday 28 Nov 23	Flight	Airline:	QANTAS AIRWAYS	Flight QF8407
		Departure Date:	Tue 28 Nov 23 at 22:30	MELBOURNE, AUSTRALIA
		Arrival Date:	Wed 29 Nov 23 at 05:40	DUBAI, UNITED ARAB EMIRATES
		Aircraft:	Airbus A380-800	
		Class:	D - Business Class	
		Stops:	Non-Stop	
		Airline Reference:	6NMSVR	
		Code Share:	EMIRATES AIRLINES	
		Status:	Confirmed	
		Baggage:	40 kilos	
		Details:	MELBOURNE, AUSTRALIA (TERMINAL - 2) DUBAI, UNITED ARAB EMIRATES (TERMINAL - 3), Dept Time 28-11-2023 22:30, Arrival Time 29-11-2023 05:40 - Travelling time: 14 hrs 10 mins - Meal Service: Meal	
		Seats:	16A - SKALA/STEVEN MR	
Tuesday 28 Nov 23	Hotel	Hotel Name:	SHERATON MALL OF THE EMIRATES	
		Check-In Date:	Tue 28 Nov 23	
		Check-Out Date:	Tue 05 Dec 23	
		Hotel Address:	SHEIKH ZAYED RD AL BARSHA DUBAI United Arab Emirates P-97143772000 F-97143772001	
		Room Type:	XMI	
		Rooms:	1	
		Booking Reference:	83297391	
		Status:	Confirmed	
		Payment Method:	Traveller to Pay Direct	
		Local Rate:	AED14147.27 Total	
		Rate:	AUD5967.11 Total	
		Duration:	7 (Nights)	

Tuesday 05 Dec 23	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status: Baggage:	QANTAS AIRWAYS Tue 05 Dec 23 at 02:55 Tue 05 Dec 23 at 23:20 Airbus A380-800 D - Business Class Non-Stop 6NMSVR EMIRATES AIRLINES Confirmed 40 kilos	Flight QF8408 DUBAI, UNITED ARAB EMIRATES MELBOURNE, AUSTRALIA
		Details:	DUBAI, UNITED ARAB EMIRATES (TERMINAL - 3) MELBOURNE, AUSTRALIA (TERMINAL - 2), Dept Time 05-12-2023 02:55, Arrival Time 05-12-2023 23:20 - Travelling time: 13 hrs 25 mins - Meal Service: Meal	
		Seats:	14K - SKALA/STEVEN MR	

Frequent Flyer Numbers

SKALA/STEVEN MR

Ticket Numbers

TKT QF 2931183165 - SKALA/STEVEN MR - ADULT - MEL-DXB-MEL

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	International Bundled	9.35	0.00	0.00	9.35
Service Fee	WoAG Admin Int	3.00	0.00	0.30	3.30
Ticket	QF - D - Business Class 2931183165 - 17 Nov 23 - ADULT 28 Nov 23 MELBOURNE- DUBAI- MELBOURNE	8150.00	252.99	0.00	8402.99
Due		8162.35	252.99	0.30	8415.64

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	SHERATON MALL OF THE EMIRATES - 83297391 DUBAI Date: 28 Nov 23/05 Dec 23	5967.11	0.00	0.00	5967.11
Total Booking Cost Inc Pay Direct				0.30	14382.75

Final Ticket Date: 17 Nov 23**E-TICKETS****E-TICKET QF**

ELECTRONIC TICKET RECORD

INV : I.0000788534 PNR: 6NMSVR
 TKT: 812931183165 ISSUED : 17NOV23 IATA : 02362323
 NAME: SKALA/STEVEN MR
 CPN A/L FLT CLS DATE FROMTO TIME ST F/BASIS STAT
 1 QF 8407 D 28NOV MELDXB 22:30 OK DXME1UQ1 OPEN
 2 QF 8408 D 05DEC DXBMEL 02:55 OK DXME1UQ1 OPEN

E-TICKETS**Endorsements:**

Passport, Visas and Travel Warnings

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from www.cibtvisas.com.au or by contacting your travel consultant for information. It is also recommended that you check www.smarttraveller.gov.au for health and consular travel warnings for all destinations.

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Important Information

Baggage - Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

International Check In - For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

What items can I pack in my carry-on baggage? Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website: <https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

CTM Privacy Notice

Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.travelctm.com/global-privacy-policy/>. CTM collects personal information from you (including sensitive information) for the following purposes: to provide products and services to you; to process your travel arrangements; facilitate your participation in the loyalty programs of airlines; conduct marketing activities and market research; to assist in investigating your complaints, feedback and inquiries; and for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: suppliers of products or services which you have selected (such as airlines, tour operators, car hire operators, hotels and insurance providers); third party travel service providers who assist in fulfilling the booking you have made; a person making your travel booking on your behalf; your employer if you are travelling on a booking provided through your employer's corporate travel arrangements; suppliers of IT based solutions that assist us in providing products and services to you; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and to various law enforcement agencies and governments around the world for security, customs and immigration purposes.

You can gain access to, or seek correction of, the information CTM holds about you, or make a privacy complaint, by contacting our Privacy Officer at privacy@travelctm.com



Saturday 25 November 2023 00:08 - Sydney, NSW

Itinerary for

MILLER/MONIQUE CARINE MS

Booking Number: B412243
PNR Reference: 5SG8V8
Consultant: CTM Travel Consultant
Booked By: [REDACTED]
Departure Date: 03 Dec 23
Debtor: Clean Energy Finance Corporation
Department: 9661-CEFC EMPLOYEES
Return Date: 11 Dec 23
***Cost Code:** 210
***Travel Booker:** [REDACTED]

Contact Details and Amendments

Online Changes - Travellers are encouraged to process booking amendments via Cytric (Online Booking Tool) wherever possible.
Changes with a Consultant - To make a non-urgent booking amendment through a CTM consultant, email the relevant team below. Please include the booking reference number and specific details about the requested change to the booking. To make an urgent booking amendment through a CTM consultant, call **1300 781 458**
[REDACTED]@travelctm.com, [REDACTED]@travelctm.com, [REDACTED]@travelctm.com, [REDACTED]@travelctm.com
Please note, amendments facilitated by a CTM consultant may incur a CTM Service Fee. For a copy of the CTM Fee Schedule, please contact your entity's Travel Team.

Date	Service	Details		
Sunday 03 Dec 23	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status: Baggage: Details: Seats:	QANTAS AIRWAYS Sun 03 Dec 23 at 21:45 Mon 04 Dec 23 at 05:15 Airbus A380-800 C - Business Non-Stop 5SG8V8 EMIRATES AIRLINES Confirmed 40 kilos SYDNEY, AUSTRALIA (TERMINAL - 1) DUBAI, UNITED ARAB EMIRATES (TERMINAL - 3), Dept Time 03-12-2023 21:45, Arrival Time 04-12-2023 05:15 - Travelling time: 14 hrs 30 mins - Meal Service: Meal 08G - MILLER/MONIQUE CARINE MS	Flight QF8413 SYDNEY, AUSTRALIA DUBAI, UNITED ARAB EMIRATES
Monday 04 Dec 23	Hotel	Hotel Name: Check-In Date: Check-Out Date: Hotel Address: Room Type: Rooms: Booking Reference: Status: Payment Method: Local Rate: Rate: Duration:	SHERATON MALL OF THE EMIRATES Mon 04 Dec 23 Sun 10 Dec 23 SHEIKH ZAYED RD AL BARSHA DUBAI United Arab Emirates P-97143772000 F-97143772001 REG 1 92388689 Confirmed Traveller to Pay Direct AED1790.00 Per Night AUD749.86 Per Night 6 (Nights)	

Sunday 10 Dec 23	Flight	Airline: Departure Date: Arrival Date: Aircraft: Class: Stops: Airline Reference: Code Share: Status: Baggage:	QANTAS AIRWAYS Sun 10 Dec 23 at 21:30 Mon 11 Dec 23 at 18:20 Airbus A380-800 D - Business Class Non-Stop 5SG8V8 EMIRATES AIRLINES Confirmed 40 kilos	Flight QF8416 DUBAI, UNITED ARAB EMIRATES SYDNEY, AUSTRALIA
		Details:	DUBAI, UNITED ARAB EMIRATES (TERMINAL - 3) SYDNEY, AUSTRALIA (TERMINAL - 1), Dept Time 10-12-2023 21:30, Arrival Time 11-12-2023 18:20 - Travelling time: 13 hrs 50 mins - Meal Service: Meal	
		Seats:	11A - MILLER/MONIQUE CARINE MS	

Frequent Flyer Numbers

MILLER/MONIQUE CARINE MS

Ticket Numbers

TKT QF 2931304894 - MILLER/MONIQUE CARINE MS - ADULT - SYD-DXB-SYD

Pre Pay	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Service Fee	International Bundled	9.35	0.00	0.00	9.35
Service Fee	WoAG Admin Int	3.00	0.00	0.30	3.30
Ticket	QF - C - Business 2931304894 - 25 Nov 23 - ADULT 03 Dec 23 SYDNEY- DUBAI- SYDNEY	9706.00	296.90	0.00	10002.90
Due		9718.35	296.90	0.30	10015.55

Pay Direct	Description	Rates ex GST	Taxes/Fees ex GST	GST	AUD Total
Hotel	SHERATON MALL OF THE EMIRATES - 92388689 DUBAI Date: 04 Dec 23/10 Dec 23	4499.16	0.00	0.00	4499.16
Total Booking Cost Inc Pay Direct				0.30	14514.71

Final Ticket Date: 25 Nov 23**E-TICKETS****E-TICKET QF**

ELECTRONIC TICKET RECORD

INV : I.0000814624 PNR: 5SG8V8
 TKT: 812931304894 ISSUED : 25NOV23 IATA : 02362323
 NAME: MILLER/MONIQUE CARINE MS
 CPN A/L FLT CLS DATE FROMTO TIME ST F/BASIS STAT
 1 QF 8413 C 03DEC SYDDXB 21:45 OK CWMEUQ1 OPEN
 2 QF 8416 D 10DEC DXBSYD 21:30 OK DXME1UQ1 OPEN

E-TICKETS**Endorsements:**

Passport, Visas and Travel Warnings

A valid passport is required for international travel. Immigration authorities may refuse entry if you have less than 6 months validity on your passport. Ensure the name on this itinerary matches the passport name because if it does not, you may be refused travel. Please advise your travel consultant if you are not travelling on an Australian passport as you may require a reentry visa for Australia.

Please ensure you have any applicable Visas for the countries you are visiting or transiting. It is your responsibility to obtain correct Visas documentation. Visa information can be obtained from www.cibtvisas.com.au or by contacting your travel consultant for information. It is also recommended that you check www.smarttraveller.gov.au for health and consular travel warnings for all destinations.

Ticketing Policy

Our CTM business standard is to issue airline tickets 1 business day prior to the airline time limit advised on your itinerary and inside your online booking tool. This is to help ensure there are safeguards to protect for challenges such as when credit cards decline. When there are instances of multiple tickets and multiple airline ticketing dates, QBT will issue all tickets in accordance with the earliest date shown. Please note there may be instances where QBT will need to issue your ticket earlier than the recommended date. For example, when airlines request that ticketing occur earlier than the recommended ticketing time limit.

Important Information

Baggage - Please refer to respective airlines and destination airports for further information on baggage allowances and restrictions, security measures and quarantine items, or contact your travel consultant prior to travel.

International Check In - For international flights departing from Australia, and domestic sectors of flights departing from international terminals make sure you have checked in by the checkin deadline specified in your airline documentation, or if no deadline is specified, then at least 120 minutes prior to scheduled departure for Economy Class or at least 90 minutes prior to scheduled departure for First or Business Class. Failure to do so may result in cancellation of your reservation.

What items can I pack in my carry-on baggage? Some countries have made changes to security measures at airports. If you are travelling in any of these countries, these measures will affect what you can carry on board an aircraft on international flights. To get the most up to date information, visit the Australian Government's travel security website: <https://www.homeaffairs.gov.au/travelsecure-subsite/Pages/Items-you-cannot-take-on-plane.aspx>

CTM Privacy Notice

Our Privacy Policy explains how we handle and protect your personal information. It also explains how you may request to access and correct your personal information. You can find out more about how we manage your privacy by visiting our website <https://www.travelctm.com/global-privacy-policy/>. CTM collects personal information from you (including sensitive information) for the following purposes: to provide products and services to you; to process your travel arrangements; facilitate your participation in the loyalty programs of airlines; conduct marketing activities and market research; to assist in investigating your complaints, feedback and inquiries; and for other purposes which are reasonably necessary in connection with our normal functions and activities.

We may disclose your personal information to the following kinds of entities: suppliers of products or services which you have selected (such as airlines, tour operators, car hire operators, hotels and insurance providers); third party travel service providers who assist in fulfilling the booking you have made; a person making your travel booking on your behalf; your employer if you are travelling on a booking provided through your employer's corporate travel arrangements; suppliers of IT based solutions that assist us in providing products and services to you; any industry body, tribunal, court or otherwise in connection with any complaint made by you about us; and to various law enforcement agencies and governments around the world for security, customs and immigration purposes.

You can gain access to, or seek correction of, the information CTM holds about you, or make a privacy complaint, by contacting our Privacy Officer at privacy@travelctm.com

Room	1404		Ms Monique Miller Australia
Tax Invoice No.	244081		
Arrival	04.12.23	Time : 06:16	
Departure	10.12.23	Time : 18:09	
Adults/Children	1 / 0		
Conf. No.	2003585		A/R NO :
Voucher.no			Marriott Bonvoy # 684653699
Checked Out By	184		TAX INVOICE
			GMWU474 10.12.23 Page :1 of 3
			TRN. 100022340200003

Date	Description	Debit AED	Credit AED
04.12.23	Transportation (M) * 30707	250.00	
04.12.23	Room Charges *	500.00	
04.12.23	Room Charges * Late check out	1,000.00	
04.12.23	Besh Breakfast Food * Room# 1404 : CHECK# 11627101 [7769]	59.00	
04.12.23	Standard Retail [Add: 10%.(B)]	2,212.75	
05.12.23	Standard Retail [Add: 10%.(B)]	2,212.75	
06.12.23	In Room Dining Snack Food * Room# 1404 : CHECK# 11523607 [7712]	35.00	
06.12.23	Standard Retail [Add: 10%.(B)]	2,212.75	
07.12.23	Besh Breakfast Food * Room# 1404 : CHECK# 11627211 [7769]	59.00	
07.12.23	Standard Retail [Add: 10%.(B)]	2,212.75	
08.12.23	Standard Retail [Add: 10%.(B)]	2,212.75	
09.12.23	Standard Retail	2,212.75	

Room	1404
Tax Invoice No.	244081
Arrival	04.12.23 Time : 06:16
Departure	10.12.23 Time : 18:09
Adults/Children	1 / 0
Conf. No.	2003585
Voucher.no	
Checked Out By	184 [REDACTED]

**Ms Monique Miller
Australia**

A/R NO :

Marriott Bonvoy # 684653699

TAX INVOICE

GMWAU474

10.12.23

Page :2 of 3

TRN. 100022340200003

Date	Description	Debit AED	Credit AED
	[Add: 10%.(B)]		
10.12.23	Transportation (M) * From SMOe to dxb30723	225.00	
10.12.23	Visa Card(3C)		15,404.50

Total	15,404.50	15,404.50
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Total Balance	0.00	AED
VAT Excl. Amt	14,718.37	AED
5 % VAT	686.13	AED

Majid Al Futtaim Properties (LLC)
PO Box 60811, Dubai, United Arab Emirates, T 971 4 294 2444, F 971 2 294 2555
MAFP Tax Registration Number: 100022340200003

All prices are inclusive of 7% Municipality fees, 5% VAT and 10% Service Charge.

Guest Signature _____

Total Tourism Dirham Paid During Stay:

Tourism Dirham 120.00

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: UNFCCC COP28 - Badge Registration, e-visa, T&Cs [SEC=OFFICIAL]
Date: Friday, 20 October 2023 6:21:45 PM
Importance: High

Caution: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know that the content is safe.

Dear Steven,

You have been nominated to attend the UNFCCC United Nations Climate Change Conference 28 (COP28). By disclosing your personal information, you are accepting the following terms and conditions for your nomination to be processed.

- I acknowledge and agree that:
1. I am being nominated to attend COP28 as an Australian delegate.
 2. The Australian Government and the UNFCCC may accept or reject my nomination in their absolute discretion and without giving reasons.
 3. If accepted, my registration will subject to the UNFCCC's terms and conditions including [Information for COP 28 participants \(A-Z\)](#), [UNFCCC online registration](#) and the [UNFCCC Code of Conduct](#).
 4. I am also bound by the [APS Code of Conduct](#) at all times, including travel and at events.
 5. The Australian Government, the UNFCCC and the host government can revoke my nomination and/or registration at any time in their sole discretion and without giving reasons. I can also be ejected from events and/or excluded from future events. They can do this without liability for any expense, loss or damage this may cause me (including reputational harm).

- I consent to:
1. My personal information being handled by the Australian Government in accordance with the Privacy Notice [below] and the DCCEEW [Privacy Policy](#).
 2. This means I agree to:
 - My personal information being disclosed to the UNFCCC; and
 - If my nomination is accepted, my name and other details being published such as in a list of COP28 participants.
 - My personal information being used to contact me about future UNFCCC related events unless I have indicated that I do not wish to be contacted for this purpose.

PRIVACY NOTICE

This Privacy Notice explains how your personal information will be handled in relation to the UNFCCC United Nations Climate Change Conference 28 (COP28).

Your personal information and consent

The Department of Climate Change, Energy, the Environment and Water (we/us) collects your personal information as part of your nomination to attend COP28. This includes your name, date of birth, salutation (gender), job title, employer organisation, city of residence, passport number. We collect this information from you and/or your employer. By disclosing your personal information to the department, you are consenting to your personal information being handled in accordance with this Privacy Notice. You can elect not to consent, but this means we cannot accept your nomination and or ask the UNFCCC to register you for COP28.

You cannot nominate or register for COP28 anonymously or using a pseudonym due to international security requirements.

How your personal information will be used and disclosed

We will use your personal information to manage your nomination, registration and attendance at COP28.

We will disclose your personal information to the UNFCCC for these purposes.

The UNFCCC may use and disclose your personal information for its own purposes which are outside the Australian Government's control. If we disclose your information to the UNFCCC:

- The UNFCCC will handle your personal information in its sole discretion, including disclosure to the host government and other third parties;
- The UNFCCC is not accountable to protect your information under the Australian Privacy Act or equivalent overseas laws; and
- You may not be able to seek redress under Australian law or in an overseas jurisdiction if you are unhappy with how your personal information is handled.

If you are registered for COP28, your name and other details may be publicly disclosed such as in the UNFCCC's list of participants and via digital business cards (DCCEEW employees only) Privacy Policy and contact us.

Your personal information will be used to contact you about future UNFCCC related events. If you do not wish to be contacted for this purpose, please contact us at privacy@dcceew.gov.au. Our [Privacy Policy](#) has information on how you can access or correct your personal information, and how to make a complaint. You can also contact us at privacy@dcceew.gov.au.

NEXT STEPS:

1. **Please review and confirm your personal information below as soon as possible**
2. Once your personal information is confirmed, we will submit your UNFCCC badge application via the portal for UNFCCC Secretariat confirmation.
3. A confirmation notification will be sent to your nominated email address (below) from [REDACTED] [@unfccc.int](mailto:[REDACTED]@unfccc.int) to confirm your registration. Within this email you will find a link directing you to the Dubai Government website to process your FREE COP28 UAE e-visa and a PDF copy of your acknowledgement letter. You will need the UNFCCC registration code which can be found in the acknowledgement letter to start the visa application. Note, you will also need to present a printed copy of this letter on ground in Dubai at the world expo site to receive your badge.
4. Using your UNFCCC registration code, please follow the prompts to apply for your FREE COP28 UAE e-visa as soon as possible.

Note - The COP28 UAE e-visa will be a single-entry permit, valid for 30 days from the date of arrival. Please consult the [COP 28 Presidency website](#) for further information.

Full Name (as shown on passport)	Badge Type	Salutation	Department	Role Type	Functional title at COP (role & responsibilities)	Date of Birth	Passport Number	Passport Expiry Date	Passport Nationality	Residence Country	Residence City	Contact Number	Email address
	Party Badge		Clean Energy Finance Corporation	Core Delegation									[REDACTED]@cefc.com.au

If you have any questions, please let me know.

Best Regards,

[REDACTED]
Business Manager - Climate Negotiations and Engagement Branch
Executive Assistant to [REDACTED]

International Climate and Energy Division | Climate Negotiations and Engagement Branch
Ngunnawal Country, 51 Allara Street, Canberra, GPO Box 3090 ACT 2601
Department of Climate Change, Energy, the Environment and Water
M +61 [REDACTED] | WhatsApp: +61 [REDACTED] | E [REDACTED]@dcceew.gov.au
For emails that are classified protected and above please use [REDACTED]@protected.dcceew.gov.au

DCCEEW.gov.au ABN 63 573 932 849



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email or attachments. If you have received this e-mail as part of a valid mailing list and no longer want to receive a message such as this one, advise the sender by return e-mail accordingly. This notice should not be deleted or altered -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: UNFCCC COP28 - Badge registration, e-visa, T&Cs [SEC=OFFICIAL]
Date: Friday, 20 October 2023 6:24:38 PM
Importance: High

Caution: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know that the content is safe.

Dear Ian,

You have been nominated to attend the UNFCCC United Nations Climate Change Conference 28 (COP28). By disclosing your personal information, you are accepting the following terms and conditions for your nomination to be processed.

- I acknowledge and agree that:
1. I am being nominated to attend COP28 as an Australian delegate.
 2. The Australian Government and the UNFCCC may accept or reject my nomination in their absolute discretion and without giving reasons.
 3. If accepted, my registration will subject to the UNFCCC's terms and conditions including [Information for COP 28 participants \(A-Z\)](#), [UNFCCC online registration](#) and the [UNFCCC Code of Conduct](#).
 4. I am also bound by the [APS Code of Conduct](#) at all times, including travel and at events.
 5. The Australian Government, the UNFCCC and the host government can revoke my nomination and/or registration at any time in their sole discretion and without giving reasons. I can also be ejected from events and/or excluded from future events. They can do this without liability for any expense, loss or damage this may cause me (including reputational harm).

- I consent to:
1. My personal information being handled by the Australian Government in accordance with the Privacy Notice [below] and the DCCEEW [Privacy Policy](#).
 2. This means I agree to:
 - My personal information being disclosed to the UNFCCC; and
 - If my nomination is accepted, my name and other details being published such as in a list of COP28 participants.
 - My personal information being used to contact me about future UNFCCC related events unless I have indicated that I do not wish to be contacted for this purpose.

PRIVACY NOTICE

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Your personal information and consent
The Department of Climate Change, Energy, the Environment and Water (we/us) collects your personal information as part of your nomination to attend COP28. This includes your name, date of birth, salutation (gender), job title, employer organisation, city of residence, passport number. We collect this information from you and/or your employer. By disclosing your personal information to the department, you are consenting to your personal information being handled in accordance with this Privacy Notice. You can elect not to consent, but this means we cannot accept your nomination and or ask the UNFCCC to register you for COP28.

You cannot nominate or register for COP28 anonymously or using a pseudonym due to international security requirements.

How your personal information will be used and disclosed
We will use your personal information to manage your nomination, registration and attendance at COP28.

We will disclose your personal information to the UNFCCC for these purposes.

The UNFCCC may use and disclose your personal information for its own purposes which are outside the Australian Government's control. If we disclose your information to the UNFCCC:

- The UNFCCC will handle your personal information in its sole discretion, including disclosure to the host government and other third parties;
- The UNFCCC is not accountable to protect your information under the Australian Privacy Act or equivalent overseas laws; and
- You may not be able to seek redress under Australian law or in an overseas jurisdiction if you are unhappy with how your personal information is handled.

If you are registered for COP28, your name and other details may be publicly disclosed such as in the UNFCCC's list of participants and via digital business cards (DCCEEW employees only) Privacy Policy and contact us.

Your personal information will be used to contact you about future UNFCCC related events. If you do not wish to be contacted for this purpose, please contact us at privacy@dcceew.gov.au. Our [Privacy Policy](#) has information on how you can access or correct your personal information, and how to make a complaint. You can also contact us at privacy@dcceew.gov.au.

- NEXT STEPS:**
1. **Please review and confirm your personal information below as soon as possible.**
 2. Once your personal information is confirmed, we will submit your UNFCCC badge application via the portal for UNFCCC Secretariat confirmation.
 3. A confirmation notification will be sent to your nominated email address (below) from [REDACTED] [@unfccc.int](mailto:[REDACTED]@unfccc.int) to confirm your registration. Within this email you will find a link directing you to the Dubai Government website to process your FREE COP28 UAE e-visa and a PDF copy of your acknowledgement letter. You will need the UNFCCC registration code which can be found in the acknowledgment letter to start the visa application. Note, you will also need to present a printed copy of this letter on ground in Dubai at the world expo site to receive your badge.
 4. Using your UNFCCC registration code, please follow the prompts to apply for your FREE COP28 UAE e-visa as soon as possible.

Note - The COP28 UAE e-visa will be a single-entry permit, valid for 30 days from the date of arrival. Please consult the [COP 28 Presidency website](#) for further information.

Full Name (as shown on passport)	Badge Type	Salutation	Department	Role Type	Functional title at COP (role & responsibilities)	Date of Birth	Passport Number	Passport Expiry Date	Passport Nationality	Residence Country	Residence City	Contact Number	Email address
	Party Badge		Clean Energy Finance Corporation	Core Delegation									[REDACTED] @cefc.com.au

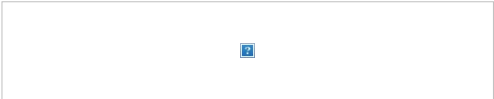
If you have any questions, please let me know.

Best Regards,

[REDACTED]
Business Manager - Climate Negotiations and Engagement Branch
Executive Assistant to [REDACTED] - Branch Head

International Climate and Energy Division | Climate Negotiations and Engagement Branch
Ngunnawal Country, 51 Allara Street, Canberra, GPO Box 3090 ACT 2601
Department of Climate Change, Energy, the Environment and Water
M +61 [REDACTED] | WhatsApp: +61 [REDACTED] | E [REDACTED] [@dcceew.gov.au](mailto:[REDACTED]@dcceew.gov.au)
For emails that are classified protected and above please use [REDACTED] [@protected.dcceew.gov.au](mailto:[REDACTED]@protected.dcceew.gov.au)

DCCEEW.gov.au ABN 63 573 932 849



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or altered -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: UNFCCC COP28 - Badge registration, e-visa, T&Cs [SEC=OFFICIAL]
Date: Friday, 20 October 2023 6:23:02 PM
Importance: High

Caution: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know that the content is safe.

Dear Monique,
You have been nominated to attend the UNFCCC United Nations Climate Change Conference 28 (COP28). By disclosing your personal information, you are accepting the following terms and conditions for your nomination to be processed.

- I acknowledge and agree that:
- I am being nominated to attend COP28 as an Australian delegate.
 - The Australian Government and the UNFCCC may accept or reject my nomination in their absolute discretion and without giving reasons.
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 - The Australian Government, the UNFCCC and the host government can revoke my nomination and/or registration at any time in their sole discretion and without giving reasons. I can also be ejected from events and/or excluded from future events. They can do this without liability for any expense, loss or damage this may cause me (including reputational harm).

- I consent to:
- My personal information being handled by the Australian Government in accordance with the Privacy Notice [below] and the DCCEEW [Privacy Policy](#).
 - This means I agree to:
 - My personal information being disclosed to the UNFCCC; and
 - If my nomination is accepted, my name and other details being published such as in a list of COP28 participants.
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You cannot nominate or register for COP28 anonymously or using a pseudonym due to international security requirements.

How your personal information will be used and disclosed
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We will disclose your personal information to the UNFCCC for these purposes.

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- The UNFCCC will handle your personal information in its sole discretion, including disclosure to the host government and other third parties;
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- NEXT STEPS:
- Please review and confirm your personal information below as soon as possible.
 - Once your personal information is confirmed, we will submit your UNFCCC badge application via the portal for UNFCCC Secretariat confirmation.
 - A confirmation notification will be sent to your nominated email address (below) from [\[REDACTED\]@unfccc.int](mailto:[REDACTED]@unfccc.int) to confirm your registration. Within this email you will find a link directing you to the Dubai Government website to process your FREE COP28 UAE e-visa and a PDF copy of your acknowledgement letter. You will need the UNFCCC registration code which can be found in the acknowledgment letter to start the visa application. Note, you will also need to present a printed copy of this letter on ground in Dubai at the world expo site to receive your badge.
 - Using your UNFCCC registration code, please follow the prompts to apply for your FREE COP28 UAE e-visa as soon as possible.

Note - The COP28 UAE e-visa will be a single-entry permit, valid for 30 days from the date of arrival. Please consult the [COP 28 Presidency website](#) for further information.

Full Name (as shown on passport)	Badge Type	Salutation	Department	Role Type	Functional title at COP (role & responsibilities)	Date of Birth	Passport Number	Passport Expiry Date	Passport Nationality	Residence Country	Residence City	Contact Number	Email address
	Party Badge		Clean Energy Finance Corporation	Core Delegation									[REDACTED]@cefc.com.au

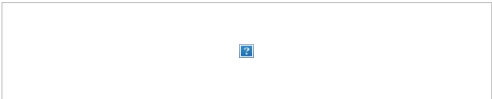
If you have any questions, please let me know.

Best Regards,

[REDACTED]
Business Manager - Climate Negotiations and Engagement Branch
Executive Assistant to [REDACTED] - Branch Head

International Climate and Energy Division | Climate Negotiations and Engagement Branch
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