

Diamond Jubilee Unit FOI Request

1.

Date of document	20 February 2009
Name of document	Christopher Geidt from Gus O'Donnell
Type of document and additional notes	Letter from Gus O'Donnell to Christopher Geidt to confirm roles and responsibilities for the Queen's Diamond Jubilee in 2012.
<p>The Rt Hon Christopher Geidt CVO OBE Private Secretary/HM The Queen Buckingham Palace London SW1A 1AA</p> <p>20 February 2009</p> <p><i>Dear Christopher,</i></p> <p>Further to your letters to myself and Jeremy Heywood I am writing to confirm the ministerial and official leads who will support the Palace's preparations for the Queen's Diamond Jubilee celebrations in 2012. Lord Mandelson will be the ministerial lead, supported by Baroness Royall. At official level Frances MacLeod, Deputy Director (Ceremonials) at DCMS will be the contact point. I understand that Frances attended the preliminary meeting you held to discuss HM The Queen's Diamond Jubilee on 20th January. Contact details are as follows:</p> <p>Peter Mandelson's PPS is Richard Abel. 0207 215 s40 @berr.gsi.gov.uk</p> <p>Frances MacLeod: 020 7211 s40 frances.macleod@culture.gsi.gov.uk</p> <p>I am copying this letter to Jeremy Heywood (No10), Sir Brian Bender (BERR), Jonathan Stephens (DCMS), Jonathan Sweet (Office of the Leader of the House of Lords) Richard Abel and Frances MacLeod.</p> <p><i>Gus O'Donnell</i></p> <p>Gus O'Donnell</p>	

2.

Date of document	11 January 2010
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Name of document	Project Initiation Document Version 2.0
Type of document and additional notes	Project plan written by [DCMS junior official] Project Manager, DCMS
<p><u>Method of Approach</u></p> <p><u>Phase 1 (Jan 2010 – Dec 2010)</u></p> <p>DCMS is the department responsible for co-ordinating the Government response for the Jubilee and Jeremy Hunt (Secretary of State for Culture, Media and Sport) will be the lead Minister for this project. Hugh Robertson will support Jeremy Hunt. Frances MacLeod (Deputy Director, DCMS) will have responsibility for this project at official level supported by a small group in DCMS.</p> <p><u>Project Scope</u></p> <p>The Diamond Jubilee Unit (set up by DCMS) will coordinate the activities for which central and local government are responsible, to undertake necessary liaison with other bodies and to handle public relations and communications for the full programme of Jubilee activities across the UK.</p> <p><u>Resources</u></p> <p><u>DCMS Staff</u></p> <p><u>Phase 1 (Jan 2010 – Dec 2010)</u></p> <ul style="list-style-type: none"> • 0.2 SCS, 0.2 A, 0.6 B, 0.2 C and 0.1D (Jan 2010 - March 2010) <p><u>Project Organisation</u></p> <p><u>Diamond Jubilee Project Team</u></p> <ul style="list-style-type: none"> ▪ Frances MacLeod <p><u>Reporting Framework</u></p> <p>DCMS officials will meet with the Palace and the interdepartmental group every two months.</p> <p><i>The rest of this document has been redacted as not relevant to the enquiry.</i></p>	

3.

Date of document	25 May 2010
Name of document	Roles and Responsibilities of team

Type of document and additional notes	Terms of reference and job descriptions for the Diamond Jubilee Unit written by [junior official], DCMS.
<p>Extract:</p> <p><u>Frances MacLeod (0.4 Full Time Equivalent)</u></p> <ul style="list-style-type: none"> • Lead official for DJ, liaison with Palace and senior officials around Government • Chair for Interdepartmental Group and Medals sub-committee • High level advice and senior support to team where necessary • Clearance of complex casework and project documentation • Strategic direction <p><u>(0.2 FTE)</u></p> <ul style="list-style-type: none"> • Support to Grade 5 and Grade B with complex casework and policy development • Set up and chair 2012 sub group • Initiation of Gateway Review process • Options paper for Ministers on medals <p><u>Project Manager (0.6 FTE)</u></p> <ul style="list-style-type: none"> • Set up and maintain the project management framework for the Diamond Jubilee building in review points for project management documentation: <ul style="list-style-type: none"> ○ Project Initiation Document ○ Project plan and timeline ○ Risk Log ○ Issue Log ○ Stakeholder management and communication plan ○ Communications plan • Develop bank holiday impact assessment working with BIS and OGD • Develop medals options paper for Ministers • Chair – DJ Communications group • Manage and direct work of Grade C in the team 	

- Complex parliamentary business

(0.2 FTE)

- Provide Secretariat support to the Diamond Jubilee Interdepartmental Group and sub groups by organising meetings, taking the minutes, setting and circulating meeting agenda's and other key papers and liaising with the chair of the groups and other members of the Diamond Jubilee Unit as necessary.
- Take lead on development of equalities impact assessment sharing with interdepartmental group in due course
- Take responsibility for updating core brief and DJ pages on DCMS website as and when appropriate

(0.1 FTE)

- All Treat Official correspondence and Ministerial correspondence working closely with DJ Unit where appropriate
- Attendance at interdepartmental meeting and sub groups

The rest of this document has been redacted as not relevant to the enquiry.

4.

Date of document	15 June 2010
Name of document	Diamond Jubilee – Brief for Secretary of State
Type of document and additional notes	Submission written by Frances MacLeod to Jeremy Hunt.

DCMS

As lead Government Department, we are responsible for coordinating and ensuring the smooth delivery of the Government-led aspects: the additional bank holiday on Tuesday 5 June, the award of medals and the competition for city status. We have established an official level inter-departmental committee which includes all interested Government Departments as well as representatives from the Devolved Administrations and the Local Government Association. This meets bi-monthly. DCMS officials meet Palace colleagues between these meetings to discuss issues and agree approaches.

The rest of this document has been redacted as not relevant to the enquiry.