

FS Diary Request FOI2022/12258

Monday 2 March 2020

Confirmed: FS travel

Travel to Middle East
10 mins with SpAds
[REDACTED]

Tuesday 3 March 2020

Travel to Middle East
10 mins with SpAds

Wednesday 4 March 2020

Travel to Middle East
10 mins with SpAds
[REDACTED]

Thursday 05 March 2020

Travel to Middle East
[REDACTED]
10 mins with SpAds

Friday 6 March 2020

[REDACTED]
[REDACTED]
[REDACTED]

Saturday 7 March 2020

[REDACTED]

Monday 9 March 2020

Box in car
[REDACTED] call
[REDACTED]
10 mins with SpAds
Prep for [REDACTED]
[REDACTED]
[REDACTED] Meeting
10 mins with Susannah
IWD Reception ([REDACTED])
[REDACTED]
Travel to Abbey
BE SEATED IN ABBEY
Commonwealth Service
Travel
Al Arabiya interview
FS/PUS 1-1; FS Office,
[REDACTED]

FS Meeting: James Davies MP; FS Office,

Tuesday 10 March 2020

Box in car
10 mins with SpAds
Prep for DefSec and DFID SoS meetings
Meeting with DefSec ([REDACTED])
[REDACTED] ([REDACTED])
Prep time: Read [REDACTED] brief
1-1 [REDACTED]
Travel to HoC
Reading time
FS meeting: [REDACTED]; Room [REDACTED]
Prep for Priority Engagement meeting
FS Meeting: Priority Engagement Countries; [REDACTED]
[REDACTED]
Prep for PM meeting
PM Meeting on [REDACTED]
Read Supervisory Board Papers
FS/DFID SoS bilateral (Weekly); FS Office or Teams
FS Meeting: Coronavirus; Room 21C, House of Commons

Wednesday 11 March 2020

Box in car
Post-Cabinet FS meeting
[REDACTED]
10 mins with SpAds
Parliamentary time
[REDACTED] discussion
PMQs
Budget
Prep for Supervisory board tomorrow
Prep for HS Bilat
Bilateral with Home Sec (every 6 weeks)
DIT SoS on CPTPP + LGBT Conf
Meeting with PUS on [REDACTED] Sub

Thursday 12 March 2020

Box in car
Parliamentary time
10 mins with SpAds
[REDACTED]
FCO Supervisory Board
Prep for Political event tomorrow
Prep time for PM meeting
PM Meeting on [REDACTED]

[REDACTED]

[REDACTED] meeting ([REDACTED])
Prep for [REDACTED]
[REDACTED] on Coronavirus
[REDACTED]
[REDACTED]
[REDACTED]([REDACTED] /Susannah)
[REDACTED]
[REDACTED]

Friday 13 March 2020

Box in Car
HOLD: Call with [REDACTED]
Political day, London for Shaun Bailey ([REDACTED])
[REDACTED]
[REDACTED]

Monday 16 March 2020

Flight
[REDACTED]
[REDACTED]
10 mins with SpAds
Flight to london heliport
Drive to FCO
Read TA sub
FS Meeting: Bank of International Settlements; FS Office,
Parliamentary time
Prep
[REDACTED]
Coronavirus
Prep for [REDACTED]
Call with [REDACTED]
FS Meeting: Pre-FCO Orals Ministerial meeting; FS Office

Tuesday 17 March 2020

Box in car
Statement prep
10 mins with SpAds
PM meeting
Cabinet
Travel to House
FCO Orals
Statement/UQ on Coronavirus
FS Meeting: FS/PUS on Coronavirus prioritisation AND NED recruitment; FS Office.
Travel
[REDACTED]
FS Meeting: [REDACTED]; FS Office.
[REDACTED]
10 mins with SpAds (afternoon slot)

10 mins with Susannah
[REDACTED] meeting

Wednesday 18 March 2020

Box in car
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Meeting with [REDACTED]
[REDACTED]
FS Meeting: [REDACTED]
FS Meeting: [REDACTED]; FS Office
[REDACTED]
15 mins with [REDACTED]
[REDACTED] Meeting ([REDACTED])
[REDACTED] follow up meeting
Daily Coronavirus huddle

Thursday 19 March 2020

Box in car
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Giving evidence to the FAC
Call with [REDACTED]
Call with [REDACTED]
Private Office meeting
[REDACTED]
C-19 Sub-Committee (International)
Daily Coronavirus huddle
Visit crisis centre
FS Meeting: PUS/FS 1-1 (PS: Nick); FS Office

Friday 20 March 2020

DIAL IN: PM daily C-19 meeting
[REDACTED]
12:00 to 12:30 Call with [REDACTED]
HOLD: [REDACTED]
Call with [REDACTED]
Call with [REDACTED]
Call with [REDACTED]
Daily Coronavirus huddle

Saturday 21 March 2020

DIAL IN: PM daily C-19 meeting
Morning Meeting - Update on COVID-19, Cabinet Room, DS (Zoom Meeting). PM

Sunday 22 March 2020

DIAL IN: PM daily C-19 meeting
DIAL IN: PM daily C-19 meeting
[REDACTED] call

Monday 23 March 2020

Box in car
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Prep for Sub-committee
Call with [REDACTED]
Call with [REDACTED]
Strategy Meeting 2,
Meeting with[REDACTED].
C-19 Sub-Committee (International)
10 mins with SpAds
Private Office meeting
Travel Advice Meeting
[REDACTED]
FS Meeting: [REDACTED]; FS Office.
ROSA training ([REDACTED])
[REDACTED] Meeting
Daily Coronavirus huddle
HOLD FOR CALLS
TBC Look at language for TA change and media clip

Tuesday 24 March 2020

Box in car
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
FS Meeting: Call centres; FS Office.
Ministerial team meeting
Prep
UQ on Coronavirus
Prep for Sub-committee
C-19 Sub-Committee (International)
Daily Coronavirus huddle
FS/DFID SoS bilateral (Weekly); FS Office or Teams.

Wednesday 25 March 2020

Box in car
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds

Call with [REDACTED]
Call with [REDACTED]
[REDACTED]
[REDACTED] Meeting
Call with [REDACTED]
Daily Coronavirus huddle
Customer care meeting
Prep

Thursday 26 March 2020

Box in car
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Meeting with [REDACTED]
Prep for Sub-committee
C-19 Sub-Committee (International)
Meeting with [REDACTED]
Prep for Emily Thornberry meeting
Meeting with Emily Thornberry ([REDACTED])
Prep for call
Call with [REDACTED]
1-1 with PUS
Daily Coronavirus huddle
[REDACTED] meeting ([REDACTED])
FS Meeting: [REDACTED]; FS Office.
FS meeting: Customer care (second meeting); FS Office.
FS Meeting: Airline packages; FS Office.

Friday 27 March 2020

Prep for [REDACTED] call.
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
Prep for [REDACTED].
Call with [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
Call with [REDACTED]
Call with [REDACTED]
[REDACTED]
[REDACTED]
Daily Coronavirus huddle
[REDACTED]

Saturday 28 March 2020

[REDACTED] call
DIAL IN: PM daily C-19 meeting
Call with [REDACTED]
[REDACTED]
[REDACTED]

Sunday 29 March 2020

DIAL IN: PM daily C-19 meeting
[REDACTED] call

Monday 30 March 2020

Box in car
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Meeting [REDACTED]
Prep for Sub-committee
C-19 Sub-Committee (International)
[REDACTED]
airlines sub meeting
[REDACTED] call
Prep for Press conference, do No10 press conference

Tuesday 31 March 2020

Box in car
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Private Office meeting/SpAds
FS meeting: IMIG papers; FS Office
Meeting with [REDACTED]
[REDACTED]
[REDACTED] discussion ([REDACTED])
Prep for Sub-committee
FS meeting: Pre-brief for IMIG, FS Office.
C-19 Sub-Committee (International)
Daily Coronavirus huddle
FS/DFID SoS bilateral (Weekly); FS Office or Teams.
[REDACTED]

Wednesday 1 April 2020

Box in car

Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Post-Cabinet FS meeting
Location: FCO
Prep for all staff
Virtual all staff meeting
Harry Dunn meeting
[REDACTED]
[REDACTED]
Daily Coronavirus huddle
FS Meeting: [REDACTED]

Thursday 2 April 2020

Box in car
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Private Office meeting and SpAds
Call with [REDACTED]
Call with [REDACTED]
Prep for IMIG
C-19 Sub-Committee (International)
[REDACTED] Strategy (Katherine)
[REDACTED]
[REDACTED]
DIAL IN
Meeting with [REDACTED]
FS Meeting: PUS/FS 1-1 (PS: Nick); FS Office

Friday 3 April 2020

DIAL IN: PM daily C-19 meeting
[REDACTED]
[REDACTED]
[REDACTED]
Box
Daily Coronavirus huddle

Saturday 4 April 2020

Morning meeting - Update on COVID-19, Cabinet Room, DS, via zoom. Prime Minister.

Sunday 5 April 2020

Daily Meeting - Update on COVID-19, Cabinet Room, DS (Zoom details TBC) Prime Minister

Monday 6 April 2020

Box in car
Call with [REDACTED]
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Meeting with [REDACTED] & Susannah
Meeting with OT's Team
Meeting with [REDACTED]
Read draft paper on supply chains (for procurement ministerial group)
Box work
[REDACTED]
Prep for [REDACTED] meeting
[REDACTED]
[REDACTED]
[REDACTED] ([REDACTED])
Prep for Press Conference - read speech and Q&A
Travel to No10
Prep and pre-brief for press conference

Tuesday 7 April 2020

Box in car
DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
At No10
Private Office
FS Meeting: Junior Ministerial team meeting; FS Office and Zoom
SpAds
Box work/read papers
Prep for press conference
Prep time for Cabinet
Meeting with Helen MacNamara and Mark Sweeney
Cabinet conference call (FS to chair)
Walk to No10
Prep time for Press Conference
Walk to FCO
Prep time for FS / CX bilateral; Prime Minister.
Bilateral between FS and Chancellor, via zoom, Prime minister
Strategy Meeting (FS to chair), via zoom, Prime Minister.

Wednesday 8 April 2020

Box in car
Read papers for 0915 call
Pre-brief

DIAL IN: PM daily C-19 meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
[REDACTED]
Read cuttings
Call with Mark Sedwill
Prep for [REDACTED] meeting
[REDACTED]
Reading time for coronavirus meeting
Political pre-meet ahead of coronavirus meeting
Review of coronavirus measures
Prep for calls
[REDACTED]
Martin Griffiths call
Daily Coronavirus huddle

Thursday 9 April 2020

Box in car
Pre-brief
DIAL IN: PM daily C-19 meeting
NHS resilience meeting
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Walk to FCO
Short call with [REDACTED]
Read repatriation papers
Meeting with [REDACTED]
Read MLA papers/possible call with Home Secretary
Prep for [REDACTED] on social distancing measures
Prep for press conference
Walk to [REDACTED]
[REDACTED] on social distancing measures
Walk to press conference
FS Meeting: PUS/FS 1-1 (PS: Nick); FS Office.
Press Conference on COVID-19 (FS to lead); State Dining Room, DS; Prime Minister.
Prep for call with opposition leaders; FS Office, via Zoom.
Phone call with opposition leaders (FS, CMO and CSA); FS Office.
Flight plan discussion with JMs and officials; FS Office and Zoom.
Meeting with FS/[REDACTED]; FS office.

Friday 10 April 2020

Pre-brief
DIAL IN: PM daily C-19 meeting
PPE Update; Cabinet Room, DS via Zoom, Prime Minister.
Call with [REDACTED]
FS Covid-19 huddle over phone.

Saturday 11 April 2020

Pre-brief ahead of Morning Meeting; Cabinet Room, DS, via Zoom, Prime Minister,
Morning Meeting - Update on COVID-19 (FS to chair); Cabinet Room, DS via Zoom,
Prime Minister.
UK wide delivery risks and considerations in the C-19 policy and delivery response;
Pre-brief for Strategy Paper; Cabinet Room, DS, via Zoom, Prime Minister.
Discussion on Strategy Paper, DS, via Zoom, Prime Minister.

Sunday 12 April 2020

DIAL IN: PM daily C-19 meeting

Monday 13 April 2020

Box in car
Pre-brief ahead of Morning meeting
DIAL IN: PM daily C-19 meeting
Social Care Update; Cabinet Room, DS, via Zoom, Prime Minister.
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Political meeting
Strategy Meeting
Walk to FCO
[REDACTED]
Read IMIG papers
Prep for press conference
Walk to No10

Tuesday 14 April 2020

Box in car
Pre-brief ahead of Morning meeting
DIAL IN: PM daily C-19 meeting
Social care meeting
10 mins with SpAds
Testing update meeting
Call with [REDACTED]
Call with [REDACTED]
Political meeting
[REDACTED] Update
1-2-1 with Dom Cummings
Prep for [REDACTED] call
Call with [REDACTED]
[REDACTED]
Prep for [REDACTED] phone call
Call with [REDACTED]
Walk to FCO;
15 mins [REDACTED] case meeting
Read op-ed
Prep for IMIG

C-19 Sub-Committee (International)
Read papers
FS/DFID SoS bilateral (Weekly); FS Office or Teams.
Parli calls and meeting
Daily Strategy Meeting (chaired by CDL / FSS to attend briefly at the end)

Wednesday 15 April 2020

Box in car
Walk to No10
Pre-brief ahead of Morning meeting
DIAL IN: PM daily C-19 meeting
Economy update
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Political Meeting
Walk to FCDO
Read [REDACTED] papers
No10 PO catch up
Read papers
Prep for IMIG
C-19 Sub-Committee (International)
[REDACTED]
Harry Dunn papers
Read papers for CDL meeting
Prep for [REDACTED]
Daily Strategy Meeting (chaired by CDL / FSS will attend the whole of the meeting)

Thursday 16 April 2020

Box in car
Pre-brief ahead of Morning meeting
DIAL IN: PM daily C-19 meeting
Prep for press conf
10 mins with SpAds
Call with [REDACTED]
Call with [REDACTED]
Prep time for Cabinet meeting
Conference call with Cabinet
Walk to FCO
Prep for press conference
No10 PO catch up
Walk to No10
[REDACTED]
14:30 to 15:00 Keep clear - [REDACTED]
15:00 to 15:20 Pre-brief for [REDACTED]
Walk to Cabinet Office
[REDACTED]
Prep for press conference
FS Meeting: PUS/FS 1-1 (PS: Nick); FS Office.

Prep time for Press Conference.
(TBC) Press Conference on COVID-19, State Dining Room, DS, Prime Minister
Keep clear: Read papers for CDL meeting.
Daily Strategy Meeting (chaired by CDL / FSS will attend the whole of the Cabinet Room, DS, Via zoom, Prime Minister.
Discussion on CO COVID Unit; Cabinet Room, DS; Prime Minister.