

---

**From:** (City Mayor's Office)  
**Sent:** 03 December 2018 10:18  
**To:**  
**Cc:**  
**Subject:** RE: New York UN Conference

Hi

Nice to hear from you.

A couple of initial points to note and questions.

1. Peter has asked about the travel arrangements. He does intend to pay for himself. Do you know any plans for the flight and accommodation.
2. A full itinerary of the trip, including who else will be attending and what events/meetings Peter will be accompanied on.
3. The expectation for Peter on the 7<sup>th</sup>?

I look forward to hearing from you in due course and would be grateful if you could copy my colleagues above into all correspondence.

Kind regards

---

**From:** <dmu.ac.uk>  
**Sent:** 23 November 2018 14:35  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Subject:** RE: New York UN Conference

Hi

Great to e-meet you!

For background I have attached an email that went to Andy Keeling.

In terms of dates of travel, we have potential engagements for Mayor Soulsby on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> so 5<sup>th</sup> – 9<sup>th</sup> would be ideal. Please let me know if those dates are ok?

As a brief overview:

6<sup>th</sup> – We have a partner and VIP guests session to prepare for the UN event

7<sup>th</sup> – We are hosting our #JoinTogether Conference in the United Nations Headquarters Conference Room 4. In which, we would be delighted if the Mayor could speak

8<sup>th</sup> – Our alumni team have over 100 fashion students work with alumni in NYC and there will be a competition. It would be fantastic if the Mayor could be on the judging panel. That evening there will also be a dinner engagement for our VIP guests.

Note: The most important day is the 7<sup>th</sup>, so if the Mayor has other business to attend in NYC that is perfectly fine.

If you require any more information please let me know.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [t@dmu.ac.uk](mailto:t@dmu.ac.uk)

W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:**

**Sent:** 23 November 2018 09:08

**To:** (City Mayor's Office) <[t@dmu.ac.uk](mailto:t@dmu.ac.uk)>

**Cc:** <[t@dmu.ac.uk](mailto:t@dmu.ac.uk)>

**Subject:** RE: New York UN Conference

Hi

Can I introduce you to (cc'd in), who is overseeing the UN Conference and New York visit in January. He will be able to help guide you in terms of Peter's potential schedule, as well as sort flights and hotel bookings.

If I can help with anything, then do let me know.

Thank you.

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

W: [dmu.ac.uk](http://dmu.ac.uk)

---

**From:** (City Mayor's Office) <[t@dmu.ac.uk](mailto:t@dmu.ac.uk)>

**Sent:** 20 November 2018 08:29

**To:** [t@dmu.ac.uk](mailto:t@dmu.ac.uk)

**Subject:** RE: New York UN Conference

Hi

Thanks for your email.

Peter is hoping to go. Do you know the travel options yet?

Thanks

**From:** [dmu.ac.uk](mailto:dmu.ac.uk)>  
**Sent:** 19 November 2018 09:32  
**To:** (City Mayor's Office) <[@leicester.gov.uk](mailto:@leicester.gov.uk)>  
**Subject:** New York UN Conference  
**Importance:** High

Dear

I just wanted to follow up on New York, and see if Mayor Soulsby is hoping to attend the UN conference in January?

If I can help with any details, then do let me know.

Thank you.

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

[@dmu.ac.uk](mailto:dmu.ac.uk)  
W: [dmu.ac.uk](http://dmu.ac.uk)

---

**From:** <[redacted]@dmu.ac.uk>  
**Sent:** 05 December 2018 10:39  
**To:** (City Mayor's Office)  
**Cc:**  
**Subject:** RE: New York UN Conference

Dear

Thank you for your response.

On your first point, other senior DMU staff will be staying at the ACE hotel so Peter may wish to book there. Peter is also free to stay where ever he prefers.

On your second point perhaps we can arrange a phone call? but if you let me know when you are free I will try my best to suit.

On the 7<sup>th</sup>, Peter has been invited to join the panel for our third session which is on the topic of cities and SDG development. It would be ideal if Peter could give the closing speech for the session and highlight opportunity students have the opportunity to create model cities for the SDGs. Visa pending, Peter will hopefully be joined by the Rector of Bauman University who will be talking about their work with the Government of Moscow on the SDGs in the city and our Vice-Chancellor Professor Dominic Shellard.

If there is something else Peter would wish to talk about please let me know and I can see where we can fit it in the schedule.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [\[redacted\]@dmu.ac.uk](mailto:[redacted]@dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office) [mailto:[\[redacted\]@leicester.gov.uk](mailto:[redacted]@leicester.gov.uk)]  
**Sent:** 03 December 2018 10:18  
**To:** <[redacted]@dmu.ac.uk>  
**Cc:** <[redacted]@leicester.gov.uk>; <[redacted]@leicester.gov.uk>  
**Subject:** RE: New York UN Conference

Hi

Nice to hear from you.

A couple of initial points to note and questions.

1. Peter has asked about the travel arrangements. He does intend to pay for himself. Do you know any plans for the flight and accommodation.

2. A full itinerary of the trip, including who else will be attending and what events/meetings Peter will be accompanied on.
3. The expectation for Peter on the 7<sup>th</sup>?

I look forward to hearing from you in due course and would be grateful if you could copy my colleagues above into all correspondence.

Kind regards

---

**From:** @dmu.ac.uk>  
**Sent:** 23 November 2018 14:35  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Subject:** RE: New York UN Conference

Hi

Great to e-meet you!

For background I have attached an email that went to Andy Keeling.

In terms of dates of travel, we have potential engagements for Mayor Soulsby on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> so 5<sup>th</sup> – 9<sup>th</sup> would be ideal. Please let me know if those dates are ok?

As a brief overview:

6<sup>th</sup> – We have a partner and VIP guests session to prepare for the UN event

7<sup>th</sup> – We are hosting our #JoinTogether Conference in the United Nations Headquarters Conference Room 4. In which, we would be delighted if the Mayor could speak

8<sup>th</sup> – Our alumni team have over 100 fashion students work with alumni in NYC and there will be a competition. It would be fantastic if the Mayor could be on the judging panel. That evening there will also be a dinner engagement for our VIP guests.

Note: The most important day is the 7<sup>th</sup>, so if the Mayor has other business to attend in NYC that is perfectly fine.

If you require any more information please let me know.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: @dmu.ac.uk  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:**  
**Sent:** 23 November 2018 09:08

**To:** (City Mayor's Office) <[leicester@gov.uk](mailto:leicester@gov.uk)>  
**Cc:** <[dmu@ac.uk](mailto:dmu@ac.uk)>  
**Subject:** RE: New York UN Conference

Hi

Can I introduce you to (cc'd in), who is overseeing the UN Conference and New York visit in January. He will be able to help guide you in terms of Peter's potential schedule, as well as sort flights and hotel bookings.

If I can help with anything, then do let me know.

Thank you.

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

[dmu@ac.uk](mailto:dmu@ac.uk)  
W: [dmu.ac.uk](http://dmu.ac.uk)

---

**From:** (City Mayor's Office) <[leicester@gov.uk](mailto:leicester@gov.uk)>  
**Sent:** 20 November 2018 08:29  
**To:** [dmu@ac.uk](mailto:dmu@ac.uk)>  
**Subject:** RE: New York UN Conference

Hi

Thanks for your email.

Peter is hoping to go. Do you know the travel options yet?

Thanks

---

**From:** [dmu@ac.uk](mailto:dmu@ac.uk)>  
**Sent:** 19 November 2018 09:32  
**To:** (City Mayor's Office) <[leicester@gov.uk](mailto:leicester@gov.uk)>  
**Subject:** New York UN Conference  
**Importance:** High

Dear

I just wanted to follow up on New York, and see if Mayor Soulsby is hoping to attend the UN conference in January?

If I can help with any details, then do let me know.

Thank you.

Executive Assistant to the Vice-Chancellor

Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

@dmu.ac.uk

W: dmu.ac.uk

---

**From:** <@dmu.ac.uk>  
**Sent:** 05 December 2018 11:14  
**To:** (City Mayor's Office)  
**Cc:**  
**Subject:** RE: New York UN Conference

Dear

Apologies in the delay, I just spoke to my colleague and it seems email did not send until I reconnected this morning.

and my

I will be back in the office on Tuesday.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** [mailto: @leicester.gov.uk]  
**Sent:** 05 December 2018 11:01  
**To:** < @dmu.ac.uk>; (City Mayor's Office) < @leicester.gov.uk>  
**Cc:** < @leicester.gov.uk>  
**Subject:** RE: New York UN Conference

Hi

Thanks for the detail. I will be preparing Peter for any sessions that he is to participate in as part of the trip. It will be really helpful to have a chat over the phone ideally by early next week

---

**From:** < @dmu.ac.uk>  
**Sent:** 05 December 2018 10:39  
**To:** (City Mayor's Office) < @leicester.gov.uk>  
**Cc:** < @leicester.gov.uk>; < @leicester.gov.uk>  
**Subject:** RE: New York UN Conference

Dear

Thank you for your response.

On your first point, other senior DMU staff will be staying at the ACE hotel so Peter may wish to book there. Peter is also free to stay where ever he prefers.



On your second point perhaps we can arrange a phone call?  
know when you are free I will try my best to suit.

but if you let me

On the 7<sup>th</sup>, Peter has been invited to join the panel for our third session which is on the topic of cities and SDG development. It would be ideal if Peter could give the closing speech for the session and highlight opportunity students have the opportunity to create model cities for the SDGs. Visa pending, Peter will hopefully be joined by the Rector of Bauman University who will be talking about their work with the Government of Moscow on the SDGs in the city and our Vice-Chancellor Professor Dominic Shellard.

If there is something else Peter would wish to talk about please let me know and I can see where we can fit it in the schedule.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

**From:** (City Mayor's Office) [mailto: [dmu.ac.uk](mailto:dmu.ac.uk)]  
**Sent:** 03 December 2018 10:18  
**To:** < [dmu.ac.uk](mailto:dmu.ac.uk) >  
**Cc:** < [dmu.ac.uk](mailto:dmu.ac.uk) >; < [dmu.ac.uk](mailto:dmu.ac.uk) >  
**Subject:** RE: New York UN Conference

Hi

Nice to hear from you.

A couple of initial points to note and questions.

1. Peter has asked about the travel arrangements. He does intend to pay for himself. Do you know any plans for the flight and accommodation.
2. A full itinerary of the trip, including who else will be attending and what events/meetings Peter will be accompanied on.
3. The expectation for Peter on the 7<sup>th</sup>?

I look forward to hearing from you in due course and would be grateful if you could copy my colleagues above into all correspondence.

Kind regards

**From:** @dmu.ac.uk>  
**Sent:** 23 November 2018 14:35  
**To:** (City Mayor's Office) < @leicester.gov.uk>  
**Subject:** RE: New York UN Conference

Hi

Great to e-meet you!

For background I have attached an email that went to Andy Keeling.

In terms of dates of travel, we have potential engagements for Mayor Soulsby on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> so 5<sup>th</sup> – 9<sup>th</sup> would be ideal. Please let me know if those dates are ok?

As a brief overview:

6<sup>th</sup> – We have a partner and VIP guests session to prepare for the UN event

7<sup>th</sup> – We are hosting our #JoinTogether Conference in the United Nations Headquarters Conference Room 4. In which, we would be delighted if the Mayor could speak

8<sup>th</sup> – Our alumni team have over 100 fashion students work with alumni in NYC and there will be a competition. It would be fantastic if the Mayor could be on the judging panel. That evening there will also be a dinner engagement for our VIP guests.

Note: The most important day is the 7<sup>th</sup>, so if the Mayor has other business to attend in NYC that is perfectly fine.

If you require any more information please let me know.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: @dmu.ac.uk  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:**  
**Sent:** 23 November 2018 09:08  
**To:** (City Mayor's Office) < @leicester.gov.uk>  
**Cc:** < @dmu.ac.uk>  
**Subject:** RE: New York UN Conference

Hi

Can I introduce you to (cc'd in), who is overseeing the UN Conference and New York visit in January. He will be able to help guide you in terms of Peter's potential schedule, as well as sort flights and hotel bookings.

If I can help with anything, then do let me know.

Thank you.

Executive Assistant to the Vice-Chancellor

Executive, Governance and Legal Services

DE MONTFORT UNIVERSITY

[@dmu.ac.uk](mailto:dmu.ac.uk)

W: [dmu.ac.uk](http://dmu.ac.uk)

---

**From:** (City Mayor's Office) <[@dmu.ac.uk](mailto:dmu.ac.uk)>  
**Sent:** 20 November 2018 08:29  
**To:** [@dmu.ac.uk](mailto:dmu.ac.uk)>  
**Subject:** RE: New York UN Conference

Hi

Thanks for your email.

Peter is hoping to go. Do you know the travel options yet?

Thanks

---

**From:** [@dmu.ac.uk](mailto:dmu.ac.uk)>  
**Sent:** 19 November 2018 09:32  
**To:** (City Mayor's Office) <[@dmu.ac.uk](mailto:dmu.ac.uk)>  
**Subject:** New York UN Conference  
**Importance:** High

Dear

I just wanted to follow up on New York, and see if Mayor Soulsby is hoping to attend the UN conference in January?

If I can help with any details, then do let me know.

Thank you.

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

DE MONTFORT UNIVERSITY

[@dmu.ac.uk](mailto:dmu.ac.uk)

W: [dmu.ac.uk](http://dmu.ac.uk)

---

**From:** (City Mayor's Office)  
**Sent:** 11 December 2018 11:36  
**To:**  
**Subject:** FW: Senior Party

---

**From:** <dmu.ac.uk>  
**Sent:** 11 December 2018 11:29  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Subject:** Senior Party

Dear

The senior party is as follows:  
Baroness Lawrence, Chancellor  
Professor Dominic Shellard, Vice-Chancellor  
Professor Andy Collop, Deputy Vice-Chancellor  
James Gardner, PVC International  
Simon Bradbury, PVC ADH  
Simon Oldroyd, PVC HLS  
Rusi Jaspal, PVC Research  
David Mba, PVC Tech  
Dana Brown, PVC BAL  
Simon Ambrose, Chief of Staff to VC.

They are all flying at 12:55 on 5<sup>th</sup> BA177.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office)  
**Sent:** 11 December 2018 13:13  
**To:**  
**Cc:**  
**Subject:** RE: Senior Party

Hi

Thanks for the chat earlier and the information below.

I've just spoken to Peter and he has decided to not stay as long in NYC as he first thought. With that in mind, is there an option for him to now travel with the Snr Party and stay at the accommodation.

Do you know what the cost would be?

Many thanks

**From:** < >dmu.ac.uk>  
**Sent:** 11 December 2018 11:29  
**To:** (City Mayor's Office) < @leicester.gov.uk>  
**Subject:** Senior Party

Dear

The senior party is as follows:  
Baroness Lawrence, Chancellor  
Professor Dominic Shellard, Vice-Chancellor  
Professor Andy Collop, Deputy Vice-Chancellor  
James Gardner, PVC International  
Simon Bradbury, PVC ADH  
Simon Oldroyd, PVC HLS  
Rusi Jaspal, PVC Research  
David Mba, PVC Tech  
Dana Brown, PVC BAL  
Simon Ambrose, Chief of Staff to VC.

They are all flying at 12:55 on 5<sup>th</sup> BA177.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** <@dmu.ac.uk>  
**Sent:** 11 December 2018 17:02  
**To:** (City Mayor's Office)  
**Cc:**  
**Subject:** RE: Senior Party

Dear

will be able to assist with the hotel as I believe she has secured a reduced rate.

The VC would like to invite Peter to take part in a #BeTheChange event in NYC on the evening of the 5<sup>th</sup> alongside Rory Palmer MEP. More details of this to follow but just one to note for the itinerary.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office) <@leicester.gov.uk>  
**Sent:** 11 December 2018 13:13  
**To:** <dmu.ac.uk>  
**Cc:** <@leicester.gov.uk>  
**Subject:** RE: Senior Party

Hi

Thanks for the chat earlier and the information below.

I've just spoken to Peter and he has decided to not stay as long in NYC as he first thought. With that in mind, is there an option for him to now travel with the Snr Party and stay at the accommodation.

Do you know what the cost would be?

Many thanks

---

**From:** <t@dmu.ac.uk>  
**Sent:** 11 December 2018 11:29  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Subject:** Senior Party

Dear

The senior party is as follows:

Baroness Lawrence, Chancellor

Professor Dominic Shellard, Vice-Chancellor

Professor Andy Collop, Deputy Vice-Chancellor

James Gardner, PVC International

Simon Bradbury, PVC ADH

Simon Oldroyd, PVC HLS

Rusi Jaspal, PVC Research

David Mba, PVC Tech

Dana Brown, PVC BAL

Simon Ambrose, Chief of Staff to VC.

They are all flying at 12:55 on 5<sup>th</sup> BA177.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)

W: [www.dmu.ac.uk](http://www.dmu.ac.uk)



---

**From:** (City Mayor's Office)  
**Sent:** 13 December 2018 09:11  
**To:**  
**Cc:**  
**Subject:** RE: ACE Hotel

Hi

Hope you are ok?

Things have changed again I'm afraid.

Peter has now booked himself a flight and hotel so if you could cancel the hotel booking you've made I'd be really grateful.

Many thanks

**From:** <dmu.ac.uk>  
**Sent:** 12 December 2018 15:03  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Cc:** <dmu.ac.uk>  
**Subject:** ACE Hotel

Hi

Lovely to speak to you earlier.

I have popped Peter into one of the rooms we have at the ACE Hotel, and the price per night including tax is \$231.85. We have booked the others until 9 January, to allow them use of the room until they have to leave for the airport (assuming Peter travels at 21.45 with the rest), it just means they can freshen up, leave cases there etc.

4 nights x \$231.85 = \$927.40  
Approx. £734

If Peter does travel on the flights in and out of New York, then we already have a transfer booked for the party that we will happily include him in.

If I can help with anything further, please do let me know.

Thanks!

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

DE MONTFORT UNIVERSITY

@dmu.ac.uk

W: dmu.ac.uk

---

**From:** <dmu.ac.uk>  
**Sent:** 14 December 2018 11:40  
**To:** (City Mayor's Office)  
**Cc:**  
**Subject:** RE: ACE Hotel  
**Attachments:** #DMUglobal New York 2019 Itinerary overview.xlsx

Dear

In regards to Peter's itinerary I thought it would be good to update you on a few points:

5<sup>th</sup> – Travel and rest

6<sup>th</sup> – UN Rev-up session at The Benjamin Hotel (12:00 -14:00). The proposed #BeTheChange event on the 5<sup>th</sup> has now be changed to a #LoveInternational event on the 6<sup>th</sup>. We are working on the concept of it at the moment so will be able to share next week. Peter will be on a panel with VC and Rory MEP in front of Circa 50 students. It will be an evening event and location is tbc.

7<sup>th</sup> – UN event at UN Headquarters. Arrival at 09:15. Peter will need to bring his passport to this. We then have staff and alumni drinks for Peter to attend at 230 fifth rooftop bar, 230 Fifth Ave, New York, NY 10001, USA. Drinks are from 1900 -2100.

8<sup>th</sup> – Travel home in the evening

Vice-Chancellor Professor Dominic Shellard has request that Peter joins an academic trip of his choosing to engage with some students. We can have a comms colleague there to do some social media around this. Looking at Peter's schedule the best time would be Tuesday morning. I have attached the overall schedule of the trips for you to look through. Can you let me know where Peter would like to attend?

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office) <@leicester.gov.uk>  
**Sent:** 13 December 2018 09:11  
**To:** <dmu.ac.uk>  
**Cc:** <dmu.ac.uk>; <@leicester.gov.uk>  
**Subject:** RE: ACE Hotel

Hi

Hope you are ok?

Things have changed again I'm afraid.

Peter has now booked himself a flight and hotel so if you could cancel the hotel booking you've made I'd be really grateful.

Many thanks

---

**From:** @dmu.ac.uk>  
**Sent:** 12 December 2018 15:03  
**To:** (City Mayor's Office) < |@leicester.gov.uk>  
**Cc:** < @dmu.ac.uk>  
**Subject:** ACE Hotel

Hi

Lovely to speak to you earlier.

I have popped Peter into one of the rooms we have at the ACE Hotel, and the price per night including tax is \$231.85. We have booked the others until 9 January, to allow them use of the room until they have to leave for the airport (assuming Peter travels at 21.45 with the rest), it just means they can freshen up, leave cases there etc.

4 nights x \$231.85 = \$927.40  
Approx. £734

If Peter does travel on the flights in and out of New York, then we already have a transfer booked for the party that we will happily include him in.

If I can help with anything further, please do let me know.

Thanks!

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

@dmu.ac.uk  
W: [dmu.ac.uk](http://dmu.ac.uk)

**From:** <[redacted]@dmu.ac.uk>  
**Sent:** 19 December 2018 10:32  
**To:** (City Mayor's Office)  
**Subject:** RE: ACE Hotel  
**Attachments:** Love International debate v2.docx

Dear

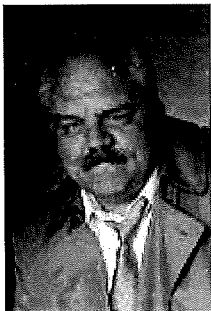
Thank you for this.

I have attached the #LoveInternational document that highlights the overall schedule for the event. I previously mentioned it was in the evening but it is now at 1430 on the 6<sup>th</sup> after the rev up session.

Below are the details of the walking tour on the 8<sup>th</sup>. Students and academics are meeting at Petrosino Square, Little Italy at 09:45. Will Peter make his own way there?

The cost of the tour is \$15 and can be paid via paypal (see below picture for details).

#### MORNING OF TUES 8<sup>th</sup> JANUARY 2019 NYPD DETECTIVE WALKING TOUR



**IKE**

Tour cost: \$15 per person  
Through PayPal at  
[nlm1234567890@gmail.com](mailto:nlm1234567890@gmail.com)

- Ike is a retired NYPD detective with over 22 years distinguished service
- His tours are hugely popular all year round so we are incredibly lucky that Ike has very generously allocated the day for us (and the Forensic trip)
- The tour will last a minimum of 2.5 hours (time to be confirmed)
- We will visit the sites of some of NYC's most gruesome crime scenes and gain first-hand insight and knowledge into the investigations including those Ike was involved with
- This will include major crime cases in NYC (including mafia and organised crime)
- We will stand on the film-set locations of popular American cop dramas like 'Blue Bloods', 'Law and Order' and 'CSI: New York' and see the iconic Supreme Court building
- This is a unique and wonderful opportunity to talk to a genuine NYPD Detective about his long and interesting career and the challenges associated with MAW & criminal investigation in the US legal system
- Tour includes popular NYPD coffee stops!
- Free souvenir gift for every student!



See your future take shape

## TOURIST REVIEWS OF THE NYPD WALKING TOUR

'Being an ex police detective and sharing his past experiences and knowledge of the neighborhoods he took us through, Ike made this tour fascinating' – Robin London

'Along the fringe of Lieutenant Joseph Petrosino Park ... on a wind-swept summer afternoon, retired NYPD detective, Ike Iliw shared a few highlights of his critically-acclaimed 'Manhattan Murder and Mystery Tour' and reflects on his career' – Herb Malsman

'This was one of the best – if not THE best- excursions I've experienced. Ike's knowledgeable, personable and informative. You'll have a great time and see and learn a lot with Ike' – Joanne D

'Funny, poignant and outrageous' – Lt. Ed Kulesa, NYPD

'Endlessly fascinating' – Dr Phil Schoenberg, CUNY Queens College

This tour will take place on the morning of Tuesday 8<sup>th</sup> January 2019.

Rendezvous Point: Petrosino Square, Little Italy. Time: 09:45 hours PROMPT



See your future take shape

Let me know if you have any further questions.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)

W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

**From:** <[dmu.ac.uk](mailto:dmu.ac.uk)>

**Sent:** 18 December 2018 09:39

**To:** <[dmu.ac.uk](mailto:dmu.ac.uk)>; (City Mayor's Office) <[dmu.ac.uk](mailto:dmu.ac.uk)>

**Subject:** RE: ACE Hotel

Hi

I ran through these arrangements with Peter yesterday and he is fine with what is proposed.

In terms of the academic trip on 8 January, Peter is keen to attend the NY detective walking tour.

Thanks,

**From:** <[dmu.ac.uk](mailto:dmu.ac.uk)>

**Sent:** 14 December 2018 11:40

**To:** (City Mayor's Office) <[dmu.ac.uk](mailto:dmu.ac.uk)>

**Cc:** <[dmu.ac.uk](mailto:dmu.ac.uk)>

**Subject:** RE: ACE Hotel

Dear

In regards to Peter's itinerary I thought it would be good to update you on a few points:

5<sup>th</sup> – Travel and rest

6<sup>th</sup> – UN Rev-up session at The Benjamin Hotel (12:00 -14:00). The proposed #BeTheChange event on the 5<sup>th</sup> has now be changed to a #LoveInternational event on the 6<sup>th</sup>. We are working on the concept of it at the moment so will be able to share next week. Peter will be on a panel with VC and Rory MEP in front of Circa 50 students. It will be an evening event and location is tbc.

7<sup>th</sup> – UN event at UN Headquarters. Arrival at 09:15. Peter will need to bring his passport to this. We then have staff and alumni drinks for Peter to attend at 230 fifth rooftop bar, 230 Fifth Ave, New York, NY 10001, USA. Drinks are from 1900 -2100.

8<sup>th</sup> – Travel home in the evening

Vice-Chancellor Professor Dominic Shellard has request that Peter joins an academic trip of his choosing to engage with some students. We can have a comms colleague there to do some social media around this. Looking at Peter's schedule the best time would be Tuesday morning. I have attached the overall schedule of the trips for you to look through. Can you let me know where Peter would like to attend?

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office) <[leicester.gov.uk](mailto:leicester.gov.uk)>  
**Sent:** 13 December 2018 09:11  
**To:** [dmu.ac.uk](mailto:dmu.ac.uk)>  
**Cc:** <[dmu.ac.uk](mailto:dmu.ac.uk)>; <[leicester.gov.uk](mailto:leicester.gov.uk)>  
**Subject:** RE: ACE Hotel

Hi

Hope you are ok?

Things have changed again I'm afraid.

Peter has now booked himself a flight and hotel so if you could cancel the hotel booking you've made I'd be really grateful.

Many thanks

---

**From:** [dmu.ac.uk](mailto:dmu.ac.uk)>  
**Sent:** 12 December 2018 15:03  
**To:** (City Mayor's Office) <[leicester.gov.uk](mailto:leicester.gov.uk)>  
**Cc:** <[dmu.ac.uk](mailto:dmu.ac.uk)>  
**Subject:** ACE Hotel

Hi

Lovely to speak to you earlier.

I have popped Peter into one of the rooms we have at the ACE Hotel, and the price per night including tax is \$231.85. We have booked the others until 9 January, to allow them use of the room until they have to leave for the airport (assuming Peter travels at 21.45 with the rest), it just means they can freshen up, leave cases there etc.

4 nights x \$231.85 = \$927.40

Approx. £734

If Peter does travel on the flights in and out of New York, then we already have a transfer booked for the party that we will happily include him in.

If I can help with anything further, please do let me know.

Thanks!

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

@dmu.ac.uk

W: dmu.ac.uk



---

**From:** <@dmu.ac.uk>  
**Sent:** 19 December 2018 16:06  
**To:** (City Mayor's Office)  
**Subject:** RE: ACE Hotel

Hi both,

Just as an update, like the tour guide has invited Peter as a guest so will not need to pay for a ticket.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: @dmu.ac.uk  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:**  
**Sent:** 19 December 2018 10:31  
**To:** ' <@leicester.gov.uk>; (City Mayor's Office)  
<@leicester.gov.uk>  
**Subject:** RE: ACE Hotel

Dear

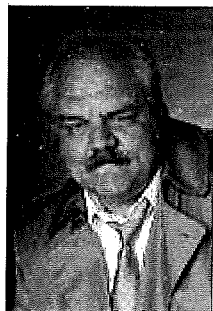
Thank you for this.

I have attached the #LoveInternational document that highlights the overall schedule for the event. I previously mentioned it was in the evening but it is now at 1430 on the 6<sup>th</sup> after the rev up session.

Below are the details of the walking tour on the 8<sup>th</sup>. Students and academics are meeting at Petrosino Square, Little Italy at 09:45. Will Peter make his own way there?

The cost of the tour is \$15 and can be paid via paypal (see below picture for details).

## MORNING OF TUES 8<sup>th</sup> JANUARY 2019 NYPD DETECTIVE WALKING TOUR



**IKE**

Tour cost: \$15 per person  
Through PayPal at  
[info@dmu.ac.uk](mailto:info@dmu.ac.uk)

- Ike is a retired NYPD detective with over 22 years distinguished service
- His tours are hugely popular all year round so we are incredibly lucky that Ike has very generously allocated the day for us (and the Forensic trip)
- The tour will last a minimum of 2.5 hours (time to be confirmed)
- We will visit the sites of some of NYC's most gruesome crime scenes and gain first-hand insight and knowledge into the investigations including those Ike was involved with
- This will include major crime cases in NYC (including mafia and organised crime)
- We will stand on the film-set locations of popular American cop dramas like 'Blue Bloods', 'Law and Order' and 'CSI: New York' and see the iconic Supreme Court building
- This is a unique and wonderful opportunity to talk to a genuine NYPD Detective about his long and interesting career and the challenges associated with MAW & criminal investigation in the US legal system
- Tour includes popular NYPD coffee stops!
- Free souvenir gift for every student!



See your future take shape

### TOURIST REVIEWS OF THE NYPD WALKING TOUR

'Being an ex police detective and sharing his past experiences and knowledge of the neighborhoods he took us through, Ike made this tour fascinating' – Robin London

'Along the fringe of Lieutenant Joseph Petrosino Park ... on a wind-swept summer afternoon, retired NYPD detective, Ike Ikw shared a few highlights of his critically-acclaimed 'Manhattan Murder and Mystery Tour' and reflects on his career' – Herb Malsman

'This was one of the best – if not THE best – excursions I've experienced. Ike's knowledgeable, personable and informative. You'll have a great time and see and learn a lot with Ike' – Joanne D

'Funny, poignant and outrageous' – Lt. Ed Kulesa, NYPD

'Endlessly fascinating' – Dr Phil Schoenberg, CUNY Queens College

This tour will take place on the morning of Tuesday 8<sup>th</sup> January 2019.

Rendezvous Point: Petrosino Square, Little Italy. Time: 09:45 hours PROMPT



See your future take shape

Let me know if you have any further questions.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: [info@dmu.ac.uk](mailto:info@dmu.ac.uk)

W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

**From:** <@leicester.gov.uk>  
**Sent:** 18 December 2018 09:39  
**To:** <@dmu.ac.uk>; (City Mayor's Office) <@leicester.gov.uk>  
**Subject:** RE: ACE Hotel

Hi

I ran through these arrangements with Peter yesterday and he is fine with what is proposed.

In terms of the academic trip on 8 January, Peter is keen to attend the NY detective walking tour.

Thanks,

**From:** <t@dmu.ac.uk>  
**Sent:** 14 December 2018 11:40  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Cc:** <@leicester.gov.uk>  
**Subject:** RE: ACE Hotel

Dear

In regards to Peter's itinerary I thought it would be good to update you on a few points:

5<sup>th</sup> – Travel and rest

6<sup>th</sup> – UN Rev-up session at The Benjamin Hotel (12:00 -14:00). The proposed #BeTheChange event on the 5<sup>th</sup> has now be changed to a #LoveInternational event on the 6<sup>th</sup>. We are working on the concept of it at the moment so will be able to share next week. Peter will be on a panel with VC and Rory MEP in front of Circa 50 students. It will be an evening event and location is tbc.

7<sup>th</sup> – UN event at UN Headquarters. Arrival at 09:15. Peter will need to bring his passport to this. We then have staff and alumni drinks for Peter to attend at 230 fifth rooftop bar, 230 Fifth Ave, New York, NY 10001, USA. Drinks are from 1900 -2100.

8<sup>th</sup> – Travel home in the evening

Vice-Chancellor Professor Dominic Shellard has request that Peter joins an academic trip of his choosing to engage with some students. We can have a comms colleague there to do some social media around this. Looking at Peter's schedule the best time would be Tuesday morning. I have attached the overall schedule of the trips for you to look through. Can you let me know where Peter would like to attend?

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: @dmu.ac.uk  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office) <@leicester.gov.uk>  
**Sent:** 13 December 2018 09:11  
**To:** @dmu.ac.uk>  
**Cc:** <@dmu.ac.uk>; <@leicester.gov.uk>  
**Subject:** RE: ACE Hotel

Hi Rachel

Hope you are ok?

Things have changed again I'm afraid.

Peter has now booked himself a flight and hotel so if you could cancel the hotel booking you've made I'd be really grateful.

Many thanks

**From:** @dmu.ac.uk>  
**Sent:** 12 December 2018 15:03  
**To:** (City Mayor's Office) <@leicester.gov.uk>  
**Cc:** <@dmu.ac.uk>  
**Subject:** ACE Hotel

Hi

Lovely to speak to you earlier.

I have popped Peter into one of the rooms we have at the ACE Hotel, and the price per night including tax is \$231.85. We have booked the others until 9 January, to allow them use of the room until they have to leave for the airport (assuming Peter travels at 21.45 with the rest), it just means they can freshen up, leave cases there etc.

4 nights x \$231.85 = \$927.40  
Approx. £734

If Peter does travel on the flights in and out of New York, then we already have a transfer booked for the party that we will happily include him in.

If I can help with anything further, please do let me know.

Thanks!

Executive Assistant to the Vice-Chancellor  
Executive, Governance and Legal Services

**DE MONTFORT UNIVERSITY**

@dmu.ac.uk  
W: [dmu.ac.uk](http://dmu.ac.uk)

---

**From:** @dmu.ac.uk>  
**Sent:** 21 December 2018 11:54  
**To:** TheMayor  
**Cc:** (City Mayor's Office)  
**Subject:** New York Update  
**Attachments:** Love International Debate.docx; Universities Conference Jan Q2Qv10[1].docx

Dear Peter,

I hope you are looking forward to New York. I am sending you the most up to date documents for the #LoveInternational debate on January 6 and the UN conference on Jan 7. This may still be subject to minor changes as panellists are added. Anything I can help you with, please let me know.

Best wishes,

Associate Director of Public Engagement  
Office of Pro Vice-Chancellor Strategic and International Partnerships  
DE MONTFORT UNIVERSITY

[@dmu.ac.uk](mailto:@dmu.ac.uk)

W: [dmu.ac.uk](http://dmu.ac.uk)



---

**From:**  
**Date:** Tuesday, 18 December 2018 at 20:33  
**To:** @dmu.ac.uk>  
**Cc:** "  
**Subject:** Re: New York Engagements

H  
Thank you,  
I've had info re the programme from and the PVC's office, in my diary I have:  
Sunday: a pre-UN event plus an event with Dominic at Central Park?  
Monday: UN event

Tuesday: I am hoping to have meetings arranged in Washington before coming back to NYC late that day and spending Wednesday in NYC.

Thanks for the spreadsheet of student programmes, hope to be able to join one of the sessions but not sure when - they all look really great!

I have asked PVC office if they can secure me a room in the relevant hotel with the group.

If you can send me all relevant info before Friday this week that would be appreciated.

Thanks,

Rory

Rory Palmer MEP

On 17 Dec 2018, at 14:15, [@dmu.ac.uk](mailto:rdm@dmu.ac.uk) wrote:

Hi Rory,

Hope you have recovered from the shock of the recent Strasbourg incidents. I am just putting together final preparations for New York. I will send you some fuller documents later this week but wanted to flag up the two key engagements you have with DMU.

The first is likely to be on Sunday at a venue TBC, which will be a BeTheChange style event involving you, Peter (Soulsby), Dominic and a group of international students. The discussion is likely to be around implementing SDGs in challenging political environments (like Brexit etc). I will send a concept note through once it has approval and a venue is booked.

The second event is at UN HQ on the Monday. Here is the Q2Q plan. The theme of the session is SDG16 – Peace, Justice and Strong Institutions, so I was hoping you could talk about the need to champion this SDG in a fast-changing world where nationalism and tensions are growing.

I will send over all the documents I have, hopefully on Thursday, when I have approval and clarification on times and venues etc.

If you want to call me to clarify anything

Session One plan:

<b>Session 1:</b> <b>10.45</b>	<b>Universities #JoinTogether: Creating Impact for SDG16</b> <i>Chair: Vice-Chancellor Dominic Shellard</i> Tara Cummings-John Rory Palmer MEP
<b>10.45</b>	<b>Introduction</b> of session by chair
<b>10.50</b>	<b>Keynote:</b> Rory Palmer MEP sets out the need to focus on SDG16 in a fractious world
<b>10.55</b>	<b>Speech:</b> Tara Cummings-John, legal counsel for UN Women speak to the role of the UN in building stronger institutions for a more just society.
<b>11.05</b>	Three universities showcase SDG16 projects for network-wide collaboration/replication – with voting for best option. Three x five-minute presentations, can include videos or PowerPoint plus Q+A
<b>11.06</b>	<b>Case study 1:</b> University of Virginia, US
<b>11.11</b>	<b>Q+A from floor</b>
<b>11.14</b>	<b>Case study 2:</b> International Telematic University, Rome, ITALY
<b>11.19</b>	<b>Q+A from floor</b>
<b>11.22</b>	<b>Case Study 3:</b> Northwestern University, Illinois, US
<b>11.27</b>	<b>Q+A from floor</b>
<b>11.29</b>	<b>Closing remarks from chair</b>

Best wishes,

Associate Director of Public Engagement  
Office of Pro Vice-Chancellor Strategic and International Partnerships  
**DE MONTFORT UNIVERSITY**

[@dmu.ac.uk](mailto:dmu.ac.uk)

W: [dmu.ac.uk](http://dmu.ac.uk)

<image001.jpg>



**Universities #JoinTogether Conference  
Monday 7<sup>th</sup> January 2018  
Schedule**

09.00	<b>Staggered delegate arrivals into the UN to accommodate security</b>
10.00	<b>Housekeeping:</b> Welcome and social media Professor Dana Brown (DB)
10.05	DB to invite Guest 1 Alison Smale to speak
10.07	Alison Smale speaks
10.20	DB to introduce Guest 1 Professor Dominic Shellard (DMS) to speak
10.22	DMS speaks
10.35	DB closing remarks
10.40	<b>Group photograph</b> (to be taken within conference room)
<b>Session 1:</b>	<b>Universities #JoinTogether: Creating Impact for SDG16</b>
10.45	<i>Chair: Vice-Chancellor Dominic Shellard</i> UN rep tbc Rory Palmer MEP
10.45	<b>Introduction</b> of session by chair
10.50	<b>Keynote:</b> Rory Palmer MEP sets out the need to focus on SDG16 in a fractious world
11.00	<b>Speech:</b> UN rep tbc
11.10	<b>Chair: Introduces Pecha Kucha Competition:</b> Three shortlisted universities from the Network get the chance to bid for £500 start-up fund for new projects that impact one of the SDGs. Entrants must use Pecha Kucha – 20 photographic slides, 20 seconds of explanation per slide. 2 min Q+A each. A vote is then taken for the best idea.
11.11	<b>Case study 1:</b> USTB, Beijing, China
11.17	<b>Q+A from floor</b>
11.19	<b>Case study 2:</b> DMU, UK
11.26	<b>Q+A from floor</b>
11.28	<b>Chair's closing remarks</b>
11.30	<b>Session 1 closes – Panel photograph</b>
<b>Session 2:</b>	<b>Session 2: New Ideas for a Better World</b>
11.35	<i>Chair: Rusi Jaspal PVC Research DMU</i> Hawa Diallo, Chief of DPI-NGO Liaison Unit Ambassador Allen – to join
11.35	<b>Introduction</b> by chair
11.45	<b>Hawa Diallo</b> , Chief of DPI-NGO Liaison Unit, on grassroots activity in building stronger institutions
11.55	<b>Chair to introduce three universities showcase</b> SDG16 projects for network-wide collaboration/replication – with voting for best option. Three x five-minute presentations plus Q+A plus voting – chance to win £500
11.57	<b>Case study 1:</b> University of Virginia, US
12.02	<b>Q+A from floor</b>
12.04	<b>Case study 2:</b> International Telematic University, Rome, ITALY
12.09	<b>Q+A from floor</b>
12.11	<b>Case Study 3:</b> Northwestern University, Illinois, US
12.16	<b>Q+A from floor</b>
12.18	<b>Chair explains voting and votes cast</b>
12.23	<b>Winner announced</b>
12.25	<b>Closing remarks</b>
12.30	<b>Session 2 closes - Panel photograph</b>
<b>Session 3:</b>	<b>Session 3: Creating the SDG City:</b>
12.35	<i>Chair: Vice-Chancellor Dominic Shellard</i> Mayor of Leicester Sir Peter Soulsby TBC Rector of Bauman University, AA Aleksandrov NY SDG City rep – UN organising or TBC
12.35	<b>Chair's introduction</b>
12.40	<b>Keynote:</b> Rector of Bauman University, AA Aleksandrov, to discuss – The university's role in meeting the challenges of the SDGs in a city – Interpreter required
12.50	<b>Panel discussion and Q+ A from the floor: Creative solutions for cities</b>
12.55	<b>Chair introduces</b> two shortlisted universities present creative solutions to the biggest issues in their home cities
12.55	<b>Case study 1:</b> Western Ontario University, Canada
13.00	<b>Q+A from floor</b>
13.03	<b>Case study 2</b> University of Boston, US



13.08	Q+A from floor
13.11	<b>Keynote 2: Sir Peter Soulsby – closing speech – the opportunity university students have to help create model cities for the SDGs</b>
12.21	<b>Keynote 2 NYC rep – experiences of NYC</b>
12.31	<b>Questions for panel from floor</b>
13.38	<b>Digital Detox: VC speech and closing remarks</b>
13.50	Group photo of panel, followed by group photo university partners who signed new charter under image of charter. Session 3 closes
+ 15	*FCO 15 minutes to slot in
13.55	<b>Closing Message: Baroness Lawrence</b>
14.00	<b>Move outside for group photo</b>
14.15	<b>Departure</b>
14.15	<b>Press and Media (to include creating a #JoinTogether podcast with partners)</b>
14.30	<b>Ends</b>
14.45: + 15	*FCO 15 minutes to slot in

### **Attendee Universities**

- International Telematic University, ITALY
- Bauman University, RUSSIA
- Temple University, US
- Srinakharinwirot University, THAILAND
- Colombia University, US
- University of Toronto, CANADA
- University of Pennsylvania, US
- University of Science and Technology Beijing, CHINA
- Guildford College, US
- Western Ontario University, CANADA
- University of Virginia, US
- University of Boston, US
- Northwestern University, US
- University of Alcalá, Spain
- United World College Dilijan, Armenia
- BRAC University, Bangladesh

**Universities #JoinTogether Conference**  
**Monday 7<sup>th</sup> January 2019**  
**Schedule**

09.00	<b>Staggered delegate arrivals into the UN to accommodate security</b>
10.00	<b>Housekeeping:</b> Welcome and social media Professor Dana Brown (DB)
10.05	DB to invite Guest 1 Alison Smale to speak
10.07	Alison Smale speaks
10.20	DB to introduce Guest 1 Professor Dominic Shellard (DMS) to speak
10.22	DMS speaks
10.35	DB closing remarks
10.40	<b>Group photograph</b> (to be taken within conference room)
<b>Session 1:</b>	<b>Universities #JoinTogether: Creating Impact for SDG16</b>
10.45	<i>Chair: Vice-Chancellor Dominic Shellard</i> Maymuchka Lauritson, Human Rights lawyer, OHCHR Rory Palmer MEP
10.45	<b>Introduction</b> of session by chair
10.50	<b>Keynote:</b> Rory Palmer MEP sets out the need to focus on SDG16 in a fractious world
11.00	<b>Speech:</b> UN rep tbc
11.10	<b>Chair:</b> Introduces Pecha Kucha 20 photographic slides, 20 seconds of explanation per slide. 2 min Q+A each.
11.11	<b>Case study 1:</b> USTB, Beijing, China
11.17	<b>Q+A from floor</b>
11.19	<b>Case study 2:</b> DMU, UK
11.26	<b>Q+A from floor</b>
11.28	<b>Chair's closing remarks</b>
11.30	<b>Session 1 closes</b> – Panel photograph
<b>Session 2:</b>	<b>Session 2: New Ideas for a Better World</b>
11.35	<i>Chair: Rusi Jaspal PVC Research DMU</i> Hawa Diallo, Chief of DPI-NGO Liaison Unit Ambassador Jonathan Allen – Deputy Permanent Representative to the <b>United Nations</b> in New York
11.35	<b>Panel Introduction</b> by chair
11.37	<i>Ambassador Jonathan Allen to speak</i>
11.47	<b>Q+A for Jonathan Allen</b>
11.52	<i>Rusi to introduce Hawa Diallo</i>
11.53	<b>Hawa Diallo</b> , Chief of DPI-NGO Liaison Unit, on grassroots activity in building stronger institutions
12.03	<i>Rusi to speak about new research network</i>
12.10	<b>Chair to introduce three universities showcase</b> SDG16 projects for network-wide collaboration/replication – with voting for best option. Three x five-minute presentations plus Q+A plus voting – chance to win £500
12.12	<b>Case study 1:</b> University of Virginia, US
12.17	<b>Q+A from floor</b>
12.19	<b>Case study 2:</b> International Telematic University, Rome, ITALY
12.24	<b>Q+A from floor</b>
12.26	<b>Case Study 3:</b> Northwestern University, Illinois, US
12.31	<b>Q+A from floor</b>
12.33	<b>Chair explains voting and votes cast</b>
12.38	<b>Winner announced and closing remarks</b>
12.40	<b>Session 2 closes</b> - Panel photograph
<b>Session 3:</b>	<b>Session 3: Creating the SDG City:</b>
12.45	<i>Chair: Vice-Chancellor Dominic Shellard</i> Mayor of Leicester Sir Peter Soulsby TBC Rector of Bauman University, AA Aleksandrov Maroush Dekermenjian UWC Dilijan, Armenia
12.45	<b>Chair's introduction</b>
12.50	<b>Keynote:</b> Rector of Bauman University, AA Aleksandrov, to discuss – The university's role in meeting the challenges of the SDGs in a city – Interpreter required
13.00	<b>Panel discussion and Q+ A from the floor: Creative solutions for cities</b>

13.05	Chair introduces two <u>shortlisted</u> universities present creative solutions to the biggest issues in their home cities
13.05	<b>Case study 1:</b> Western Ontario University, Canada
13.10	Q+A from floor
13.13	<b>Case study 2</b> University of Boston, US
13.18	Q+A from floor
13.21	<b>Keynote 2:</b> Sir Peter Soulsby – closing speech – the opportunity university students have to help create model cities for the SDGs
13.31	<b>Panel Questions and remarks</b>
13.38	<b>Digital Detox:</b> VC speech and closing remarks
13.50	Group photo of panel, followed by group photo university partners who signed new charter
13.55	<b>Closing Message:</b> Baroness Lawrence
14.00	Move outside for group photo
14.15	Departure
14.15	Press and Media (to include creating a #JoinTogether podcast with partners)
14.30	Ends

### **Attendee Universities**

- De Montfort University, UNITED KINGDOM
- International Telematic University, ITALY
- Baumann University, Russia
- Temple University, US
- Srinakharinwirot University, THAILAND
- Columbia University, US
- University of Toronto, CANADA
- University of Pennsylvania, US
- University of Science and Technology Beijing, CHINA
- Guildford College, US
- Western Ontario University, CANADA
- University of Virginia, US
- University of Boston, US
- Northwestern University, US
- University of Alcalá, SPAIN
- United World College Dilijan, ARMENIA
- BRAC University, BANGLADESH

---

**From:** <@dmu.ac.uk>  
**Sent:** 03 January 2019 13:58  
**To:** (City Mayor's Office)  
**Cc:**  
**Subject:** RE: Senior Party  
**Attachments:** Universities JT Conference Q2Q FINAL.docx

Dear both,

I hope you had a good break!

I just wanted to check that you are happy with everything for the upcoming trip? Let me know if you have any queries.

I have attached the most up to date document for the UN conference.

Do you have a number for Peter that you are happy to share in case I need to contact him in the US?

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [dmu.ac.uk](mailto:dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** (City Mayor's Office) <@leicester.gov.uk>  
**Sent:** 11 December 2018 13:13  
**To:** <@dmu.ac.uk>  
**Cc:** <@leicester.gov.uk>  
**Subject:** RE: Senior Party

Hi

Thanks for the chat earlier and the information below.

I've just spoken to Peter and he has decided to not stay as long in NYC as he first thought. With that in mind, is there an option for him to now travel with the Snr Party and stay at the accommodation.

Do you know what the cost would be?

Many thanks

**From:** @dmu.ac.uk>  
**Sent:** 11 December 2018 11:29  
**To:** (City Mayor's Office) < @leicester.gov.uk>  
**Subject:** Senior Party

Dear

The senior party is as follows:

Baroness Lawrence, Chancellor  
Professor Dominic Shellard, Vice-Chancellor  
Professor Andy Collop, Deputy Vice-Chancellor  
James Gardner, PVC International  
Simon Bradbury, PVC ADH  
Simon Oldroyd, PVC HLS  
Rusi Jaspal, PVC Research  
David Mba, PVC Tech  
Dana Brown, PVC BAL  
Simon Ambrose, Chief of Staff to VC.

They are all flying at 12:55 on 5<sup>th</sup> BA177.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships  
DE MONTFORT UNIVERSITY**

E: @dmu.ac.uk  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** <[redacted]@dmu.ac.uk>  
**Sent:** 04 January 2019 16:57  
**To:**  
**Cc:** (City Mayor's Office)  
**Subject:** RE: Senior Party  
**Attachments:** 6 Jan - LoveInternational Event - revised (SA).docx

Dear

Apologies for this but we have had to make some last minute changes to the Q2Q for the #LoveInternational event on Sunday.

I have attached new Q2Q.

Kind Regards

Chief of Staff to Pro Vice-Chancellor

**Strategic and International Partnerships**  
**DE MONTFORT UNIVERSITY**

E: [\[redacted\]@dmu.ac.uk](mailto:[redacted]@dmu.ac.uk)  
W: [www.dmu.ac.uk](http://www.dmu.ac.uk)

---

**From:** <[redacted]@leicester.gov.uk>  
**Sent:** 04 January 2019 16:37  
**To:** <[redacted]@dmu.ac.uk>  
**Cc:** (City Mayor's Office) <[redacted]@leicester.gov.uk>  
**Subject:** RE: Senior Party

Hi

Thanks for the revised documentation -much appreciated.

Peter is very happy for you to have his mobile phone number

Peter is also very happy to say a few words at the reception.

Cheers,

---

**From:** <[redacted]@dmu.ac.uk>  
**Sent:** 03 January 2019 16:38  
**To:** <[redacted]@leicester.gov.uk>  
**Cc:** (City Mayor's Office) <[redacted]@leicester.gov.uk>  
**Subject:** Re: Senior Party

Dear

I have attached the document for the Rev up. I'm on my phone so will send over the doc for the love international event in the next email.

Yes the drinks reception is going ahead at that time and location. The VCO has asked if Peter would say a few words at the reception to the DMU staff in attendance?

Just to check: do you have a number I can have for Peter?

**The UK in 2019: How should we #loveinternational?**  
**2.30pm – 3.30pm**

The Benjamin  
125 East 50th Street, at Lexington Avenue,  
New York City, NY 10022-9501

**Panel:**

Vice-Chancellor Professor Dominic Shellard, Chair  
Mayor of Leicester, Sir Peter Soulsby  
East Midlands Labour MEP, Rory Palmer

**Title:**

**The UK in 2019: How should we #loveinternational?**

**Concept:**

Presented in the form of a classic #BeTheChange event, chaired by the VC, with panel input from Sir Peter Soulsby and Rory Palmer.

What issues, pressures and challenges – political, social and economic – is the UK currently facing and how can retaining and developing an international perspective, and working with global partners, help us to address these?

**Key questions for discussion:**

- Is Brexit having a negative impact on how the world views the UK?
- Does that perception mirror your personal opinion?
- What can the United Kingdom do better?
- How can countries better work together to champion SDGs?
- How can the United Kingdom (continue to) show leadership on global issues?
- What should be the role of the United Nations?
- Why aren't SDGs more prevalent in Government policy?
- How can cities and countries work better together?

**Audience:**

Students are being selected via application from the #DMUglobal New York trip register. A comms plan is being developed for the event in line with the wider #DMUglobal New York trip coverage.



**Schedule:**

<b>14:20</b>	<b>Students arrive</b>
<b>14:30</b>	<b>Introduction:</b> Professor Dominic Shellard, Vice-Chancellor
<b>14.35</b>	<b>Panel discussion</b>
<b>14.50</b>	<b>Audience Q&amp;A/Debate</b> , with input from international DMU students from France, Hungary, Denmark, Italy and Poland (bios attached at Appendix 1)
<b>15.30</b>	<b>Session closes</b>

## **Appendix 1**

### **#LoveInternational Debate** **Sunday 6<sup>th</sup> January 2019** **International student profiles**



---

**From:** @dmu.ac.uk>  
**Sent:** 03 January 2019 16:51  
**To:**  
**Cc:** (City Mayor's Office)  
**Subject:** RE: New York Update  
**Attachments:** image001.jpg

Hi

There are no changes to the panel. There is a female student rapporteur for gender balance. The event takes place at the Benjamin Hotel, Manhattan: <https://www.thebenjamin.com/> from 2:30pm on 6th.

I think that's everything!

---

**From:** [ @leicester.gov.uk]https://www.thebenjamin.com/  
**Sent:** 03 January 2019 16:29  
**To:**  
**Cc:** (City Mayor's Office)  
**Subject:** RE: New York Update

Hi

Many thanks for the updated briefing notes and itineraries for the #LoveInternational debate and for the conference on the 7th. Please send through any amended versions should these change. A couple of other queries:

- \* Can you confirm the venue for the debate on the 6th?
- \* Are there any changes to the panel that Peter is sitting on? It was suggested that a student rapporteur would also sit on the panel.
- \* Please can I also take your phone number should Peter need to contact you whilst in NY?
- \*

Wishing you all the very best for the trip.

Many Thanks,

**From:** @dmu.ac.uk>  
**Sent:** 21 December 2018 11:54  
**To:** TheMayor <TheMayor@leicester.gov.uk>  
**Cc:** < @leicester.gov.uk>; (City Mayor's Office)  
< @leicester.gov.uk>  
**Subject:** New York Update

Dear Peter,

I hope you are looking forward to New York. I am sending you the most up to date documents for the #LoveInternational debate on January 6 and the UN conference on Jan 7. This may still be subject to minor changes as panellists are added. Anything I can help you with, please let me know.

Best wishes,

Associate Director of Public Engagement  
Office of Pro Vice-Chancellor Strategic and International Partnerships  
DE MONTFORT UNIVERSITY

@dmu.ac.uk<mailto:mcharlton@dmu.ac.uk>  
W: [dmu.ac.uk<http://dmu.ac.uk/>](http://dmu.ac.uk/)

[International Strategy of the Year (email signature)]

From:  
Date: Tuesday, 18 December 2018 at 20:33  
To: @dmu.ac.uk @dmu.ac.uk>>  
Cc: "  
Subject: Re: New York Engagements

Hi Mark

Thank you,

I've had info re the programme from and the PVC's office, in my diary I have:

Sunday: a pre-UN event plus an event with Dominic at Central Park?

Monday: UN event

Tuesday: I am hoping to have meetings arranged in Washington before coming back to NYC late that day and spending Wednesday in NYC.

Thanks for the spreadsheet of student programmes, hope to be able to join one of the sessions but not sure when - they all look really great!

I have asked PVC office if they can secure me a room in the relevant hotel with the group.

If you can send me all relevant info before Friday this week that would be appreciated.

Thanks,

Rory

Rory Palmer MEP

On 17 Dec 2018, at 14:15, @dmu.ac.uk<mailto: @dmu.ac.uk>> wrote:  
Hi Rory,

Hope you have recovered from the shock of the recent Strasbourg incidents. I am just putting together final preparations for New York. I will send you some fuller documents later this week but wanted to flag up the two key engagements you have with DMU.

The first is likely to be on Sunday at a venue TBC, which will be a BeTheChange style event involving you, Peter (Soulsby), Dominic and a group of international students. The discussion is likely to be around implementing SDGs in

challenging political environments (like Brexit etc). I will send a concept note through once it has approval and a venue is booked.

The second event is at UN HQ on the Monday. Here is the Q2Q plan. The theme of the session is SDG16 – Peace, Justice and Strong Institutions, so I was hoping you could talk about the need to champion this SDG in a fast-changing world where nationalism and tensions are growing.

I will send over all the documents I have, hopefully on Thursday, when I have approval and clarification on times and venues etc.

If you want to call me to clarify anything I'm on

Session One plan:

Session 1:

10.45

Universities #JoinTogether: Creating Impact for SDG16

Chair: Vice-Chancellor Dominic Shellard

Tara Cummings-John

Rory Palmer MEP

10.45

Introduction of session by chair

10.50

Keynote: Rory Palmer MEP sets out the need to focus on SDG16 in a fractious world

10.55

Speech: Tara Cummings-John, legal counsel for UN Women speak to the role of the UN in building stronger institutions for a more just society.

11.05

Three universities showcase SDG16 projects for network-wide collaboration/replication – with voting for best option. Three x five-minute presentations, can include videos or PowerPoint plus Q+A

11.06

Case study 1: University of Virginia, US

11.11

Q+A from floor

11.14

Case study 2: International Telematic University, Rome, ITALY

11.19

Q+A from floor

11.22

Case Study 3: Northwestern University, Illinois, US

11.27

Q+A from floor

11.29

Closing remarks from chair

11.30

Session 1 closes – Panel photograph

Best wishes,

Associate Director of Public Engagement  
Office of Pro Vice-Chancellor Strategic and International Partnerships  
DE MONTFORT UNIVERSITY

@dmu.ac.uk

i@dmu.ac.uk>

W: [dmu.ac.uk](http://dmu.ac.uk)<<http://dmu.ac.uk>/>

<image001.jpg>

---

**From:** @dmu.ac.uk>  
**Sent:** 21 December 2018 11:54  
**To:** TheMayor  
**Cc:** (City Mayor's Office)  
**Subject:** New York Update  
**Attachments:** Love International Debate.docx; Universities Conference Jan Q2Qv10[1].docx

Dear Peter,

I hope you are looking forward to New York. I am sending you the most up to date documents for the #LoveInternational debate on January 6 and the UN conference on Jan 7. This may still be subject to minor changes as panellists are added. Anything I can help you with, please let me know.

Best wishes,

Associate Director of Public Engagement  
Office of Pro Vice-Chancellor Strategic and International Partnerships  
DE MONTFORT UNIVERSITY

[dmu.ac.uk](http://dmu.ac.uk)

W: [dmu.ac.uk](http://dmu.ac.uk)



---

**From:**  
**Date:** Tuesday, 18 December 2018 at 20:33  
**To:** @dmu.ac.uk>  
**Cc:** "  
**Subject:** Re: New York Engagements

Hi Mark

Thank you,

I've had info re the programme from and the PVC's office, in my diary I have:

Sunday: a pre-UN event plus an event with Dominic at Central Park?

Monday: UN event



Tuesday: I am hoping to have meetings arranged in Washington before coming back to NYC late that day and spending Wednesday in NYC.

Thanks for the spreadsheet of student programmes, hope to be able to join one of the sessions but not sure when - they all look really great!

I have asked PVC office if they can secure me a room in the relevant hotel with the group.

If you can send me all relevant info before Friday this week that would be appreciated.

Thanks,

Rory

Rory Palmer MEP

On 17 Dec 2018, at 14:15,

[<@dmu.ac.uk>](mailto:@dmu.ac.uk) wrote:

Hi Rory,

Hope you have recovered from the shock of the recent Strasbourg incidents. I am just putting together final preparations for New York. I will send you some fuller documents later this week but wanted to flag up the two key engagements you have with DMU.

The first is likely to be on Sunday at a venue TBC, which will be a BeTheChange style event involving you, Peter (Soulsby), Dominic and a group of international students. The discussion is likely to be around implementing SDGs in challenging political environments (like Brexit etc). I will send a concept note through once it has approval and a venue is booked.

The second event is at UN HQ on the Monday. Here is the Q2Q plan. The theme of the session is SDG16 – Peace, Justice and Strong Institutions, so I was hoping you could talk about the need to champion this SDG in a fast-changing world where nationalism and tensions are growing.

I will send over all the documents I have, hopefully on Thursday, when I have approval and clarification on times and venues etc.

If you want to call me to clarify anything I'm on

Session One plan:

<b>Session 1:</b> <b>10.45</b>	<b>Universities #JoinTogether: Creating Impact for SDG16</b> <i>Chair: Vice-Chancellor Dominic Shellard</i> Tara Cummings-John Rory Palmer MEP
<b>10.45</b>	<b>Introduction</b> of session by chair
<b>10.50</b>	<b>Keynote:</b> Rory Palmer MEP sets out the need to focus on SDG16 in a fractious world
<b>10.55</b>	<b>Speech:</b> Tara Cummings-John, legal counsel for UN Women speak to the role of the UN in building stronger institutions for a more just society.
<b>11.05</b>	Three universities showcase SDG16 projects for network-wide collaboration/replication – with voting for best option. Three x five-minute presentations, can include videos or PowerPoint plus Q+A
<b>11.06</b>	<b>Case study 1:</b> University of Virginia, US
<b>11.11</b>	<b>Q+A from floor</b>
<b>11.14</b>	<b>Case study 2:</b> International Telematic University, Rome, ITALY
<b>11.19</b>	<b>Q+A from floor</b>
<b>11.22</b>	<b>Case Study 3:</b> Northwestern University, Illinois, US
<b>11.27</b>	<b>Q+A from floor</b>
<b>11.29</b>	<b>Closing remarks from chair</b>

Best wishes,

Associate Director of Public Engagement  
Office of Pro Vice-Chancellor Strategic and International Partnerships  
**DE MONTFORT UNIVERSITY**

[dmu.ac.uk](mailto:dmu.ac.uk)

W: [dmu.ac.uk](mailto:dmu.ac.uk)

<image001.jpg>

---

**From:** Andy Keeling  
**Sent:** 14 November 2018 13:02  
**To:**  
**Cc:**  
**Subject:** RE: DMU UN Conference in New York (LCC engagement)

Thanks Simon, I've asked Peter's office to liaise with you direct. I won't be coming along myself – who will look after the City if we are both away 😊? But thanks for the invitation.

Kind Regards

**Andy Keeling**  
Chief Operating Officer  
Leicester City Council

**Leicester City Council will operate with creativity and drive  
for the benefit of Leicester and its people  
Be confident / Be clear / Be respectful / Be fair / Be accountable**

---

**From:** >dmu.ac.uk<  
**Sent:** 13 November 2018 18:16  
**To:** Andy Keeling <Andy.Keeling@leicester.gov.uk>  
**Cc:** <>dmu.ac.uk>; >dmu.ac.uk<  
**Subject:** DMU UN Conference in New York (LCC engagement)

Dear Andy

I hope that you are well. I wanted to write, further to previous discussions, to provide you with some additional information regarding the plans for our conference at the United Nations in New York City on Monday 7 January 2019.

As you know, we would be delighted if Peter could travel to New York to be with us at the conference and give a short speech as part of the proceedings. As a speaker and a DMU alumnus, we would be happy to cover the costs of Peter's travel (Premium Economy flight) and accommodation in New York.

In addition, although we would not be able to cover the funding in the way, you would also be very welcome to attend the conference and broader visit – if so, we can work out the necessary logistics.

The conference is due to take place in Conference Room 4 at UN Headquarters (First Avenue). We will arrange security clearance and access for the day – this is very straight-forward and will simply require the presentation of passports.

This conference will be the third that we have hosted at the United Nations, having previously done so in January 2017, January 2018 and June 2018. DMU is leading on arrangements for the event in its role as one of 17 international hubs for the UN's Sustainable Development Goals (SDGs) – as you know, we are the unique hub for SDG 16, which focuses on peace, justice and strong institutions.

For your early reference, please find attached the current draft programme for the conference. This is likely to evolve and change over the next two months, but hopefully gives you a general context for our plans for the day. As you will see the conference is due to take the form of three sessions. We would like Peter to speak during the third session, which focusses upon initiatives that global cities have undertaken/are undertaking which relate to the positive agenda set by all 17 SDGs. His speech can be specific or general, and the exact theme can be quite flexible, but we wondered whether a short presentation on Leicester's approach to SDG-related themes might be appropriate – along with anything that Peter would like to add, of course!

Engagement at the conference will likely be required between 0900 and 1500 on Monday 7 January 2019. This will form part of a longer visit to New York for approximately 1,000 DMU staff and students as part of our #DMUglobal programme. There may be other events on the days that follow the conference that Peter/you might wish to participate in, too, and we would hope that during your stay you would also join us for a formal dinner/reception. We will confirm details for this in due course.

In terms of timings, I would suggest that you may wish to arrive in New York on Saturday 5 January to allow for you to spend Sunday 6<sup>th</sup> recuperating (and for us to meet for a short planning session), before the conference on Monday 7<sup>th</sup>. You may then wish to use Tuesday 8<sup>th</sup> for your own business (I know that you and Peter were keen to explore engagement with NY city/governance agencies), before returning to the UK on, perhaps, Wednesday 9<sup>th</sup>. Your timings can be broadly as you desire, as long as you are there for the Monday conference! :)

Please could you let me know what would work best and what Peter (and you) would prefer?

For your reference, Dominic, I, and some of the DMU delegation will likely be staying at the ACE Hotel (20 W 29th St) and we can explore this as an option for Peter and you, if you would like. This location is good for access to main venues and locations – and, as I'm sure you know, a lot of the city is accessible either on foot, or via taxi.

I trust that this background is useful. Do let me know if you have any queries.

If this all sounds ok, I will ask colleagues in our strategic and international partnerships team to work with your and Peter's offices to finalise arrangements.

With best wishes

Vice-Chancellor's Chief of Staff

**DE MONTFORT UNIVERSITY**

E: [@dmu.ac.uk](mailto:dmu.ac.uk)

W: [dmu.ac.uk](http://dmu.ac.uk)