

Message

**From:** Thomas, Kate [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CC707BBAA8BE4A8BB01D4FCDE0FF0B7-KTHOMAS]  
**Sent:** 13/02/2020 18:54:30  
**To:** [NR] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8bbcc00e450c4ae083ed76adcd2449b3]; [NR]; Whitty, Chris [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0b3ee62e0ca04e978730b14f9b416a1e-Whitty, Chr]; Swinson, Clara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2c57f68b7aca4c7696d33cdcb66b1d40-CSwinson]; Lamberti, David [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8462cb6e65b34a9ab206a47f250a17ea-DLamberti]; Dodds, Kevin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=de217b42bf93443b9ace02930082ad6c-KDodds]; Van Tam, Jonathan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d29c846fc8fa4678b419c6f0dc3836f3-JVanTam]; Williams, David [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=84cdb0891dd344d8acdba5689e6d81ba-dwilliamsx]; [NR] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=99083c93ff754ba5bb9fbfcd4f9c471a]; [NR]; [NR] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1126dc6c377142e28da85af10c0a905]; [NR]; Blain, Max [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bf40dbb5aa594228bdb5a14ed1696541-MBlaine]; [NR] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0512ff460b384dfeab4d92c07732159]; [NR]; Harries, Jenny [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb41e14f2b234dbeb666d05ef2623bc1-JHarries]; [NR] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d37c75e64e414a918e3ae8723a5d3a7a]; [NR]  
**CC:** Harriss, Sarah [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=71298cf99a1b42539695c9e4b205d56e-SHarriss]; Permanent Secretary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c95fac41d7c24f8ba5faa2072856bcd-Permanent S]  
**Subject:** RE: Coronavirus Publication Plan

FYI - We are building a campaign site which will be the public window for the plan. We'd like to get the site launched next week as it will be the place for myth busters, all public info etc. So will add the detail of the plan the following week.

[NR] is leading on the development of the site so please include him in terms of getting the tone of the content right.

Kate

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**From:** [NR]  
**Sent:** 13 February 2020 18:07  
**To:** Whitty, Chris <Chris.Whitty@dhsc.gov.uk>; Swinson, Clara <clara.swinson@dhsc.gov.uk>; Lamberti, David <David.Lamberti@dhsc.gov.uk>; Dodds, Kevin <Kevin.Dodds@dhsc.gov.uk>; Van Tam, Jonathan <Jonathan.VanTam@dhsc.gov.uk>; Williams, David <David.Williams@dhsc.gov.uk>; [NR] [NR]@dhsc.gov.uk; [NR]@dhsc.gov.uk; Blain, Max <Max.Blain@dhsc.gov.uk>; [NR] [NR]@dhsc.gov.uk; Thomas, Kate <kate.thomas@dhsc.gov.uk>; Harries, Jenny <Jenny.Harries@dhsc.gov.uk>  
**Cc:** Harriss, Sarah <Sarah.Harriss@dhsc.gov.uk>; Permanent Secretary <permanent.secretary@dhsc.gov.uk>  
**Subject:** RE: Coronavirus Publication Plan

All,

Quick readout from the meeting this morning on the plan:

- Clara fed back that SofS was happy with the proposed approach set out below. SofS wants an acronym which can be used for the plan, which policy and comms are thinking about.
- There was discussion of the phases – it was agreed that alternative names for the “mitigate” phase should be considered (e.g. respond or similar).
- Important to ensure that language and content line up with other comms products and that there is a balance tonally between the indicating how serious the situation was, without sounding apocalyptic. Contextualising the event in other outbreaks or seasonal flu may help with this, as might the use of case studies.
- The document needs to include diagrams, charts and graphs however there should not be pictures. It needs to have a serious, formal layout.
- On timings, SofS indicated that he’d be happy to publish on the 24<sup>th</sup> February, however later that week or up to the 2<sup>nd</sup> March would also be fine. After discussion, it was agreed that the w/c 24<sup>th</sup> made sense from a clinical, policy, comms and parliamentary perspective. Timing needs to be aligned with the Bill. It was noted that content will need to adapt depending on events between now and publication (e.g. if there is sustained onward transmission in the UK).
- Immediate next step, was for Neil to work with John Watson (former DCMO) on the draft today (Thursday) with the aim to send something up to SofS tomorrow (Friday).
- Perm Sec’s office to help with working with the devolved administrations. Chris to speak to his counterparts ahead of Ministerial meeting.

Separately, there was discussion of the need to form a dedicated Bill team quickly. Perm Sec offered to call unblock if needed to release a Bill Manager from an OGD.

Thanks,

NR

NR

Irrelevant & Sensitive

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From: NR

Sent: 12 February 2020 19:24

To: Permanent Secretary <[permanent.secretary@dhsc.gov.uk](mailto:permanent.secretary@dhsc.gov.uk)>; Whitty, Chris <[Chris.Whitty@dhsc.gov.uk](mailto:Chris.Whitty@dhsc.gov.uk)>; Swinson, Clara <[clara.swinson@dhsc.gov.uk](mailto:clara.swinson@dhsc.gov.uk)>; Lamberti, David <[David.Lamberti@dhsc.gov.uk](mailto:David.Lamberti@dhsc.gov.uk)>; Dodds, Kevin <[Kevin.Dodds@dhsc.gov.uk](mailto:Kevin.Dodds@dhsc.gov.uk)>; Van Tam, Jonathan <[Jonathan.VanTam@dhsc.gov.uk](mailto:Jonathan.VanTam@dhsc.gov.uk)>; Williams, David <[David.Williams@dhsc.gov.uk](mailto:David.Williams@dhsc.gov.uk)>; Harriss, Sarah <[Sarah.Harriss@dhsc.gov.uk](mailto:Sarah.Harriss@dhsc.gov.uk)>; NR <[NR@dhsc.gov.uk](mailto:NR@dhsc.gov.uk)>; NR <[NR@dhsc.gov.uk](mailto:NR@dhsc.gov.uk)>; Blain, Max <[Max.Blain@dhsc.gov.uk](mailto:Max.Blain@dhsc.gov.uk)>; NR <[NR@dhsc.gov.uk](mailto:NR@dhsc.gov.uk)>; NR <[NR@dhsc.gov.uk](mailto:NR@dhsc.gov.uk)>; Thomas, Kate <[kate.thomas@dhsc.gov.uk](mailto:kate.thomas@dhsc.gov.uk)>

Subject: RE: Kick-off - Coronavirus Publication Plan

All,

With apologies for the delay, please find below a brief summary of the discussion from the kick off meeting on Monday ahead of the follow up meeting tomorrow:

- It is a public facing document, primarily for public reassurance.
- It was agreed that the CoV-specific plan would clearly build on the existing national pandemic flu plan by following the same structure. It would also include a clear story on how this plan has been tested, lessons learnt from exercise Cygnus and any other relevant updates (e.g. changes to NHS infrastructure).
- Following discussion on how much detail to include, particularly on planning assumptions and escalation plans, it was suggested that this could be the first of multiple updates which would predominantly focus on treatment phase with some details on surge. This would not include our current planning assumptions.

- Ideally, this would be a UK wide document. The roles and responsibilities section would need to be country specific.
- If this is one of multiple updates, it may not need to be cross-Government. It will need to cover care and port health, with sections written by NHSE and PHE.
- Current timing (to publish this week) will be difficult. Clara to discuss further with SofS on proposed approach and timing.

Since the meeting, I understand Clara has agreed the approach above with SofS.

Thanks,

NR



NR  
Locum Private Secretary to the Permanent Secretary  
Department of Health and Social Care  
Email: NR @dhsc.gov.uk  
T: Irrelevant & Sensitive

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