

**Attachment A- QoN EMSQ17 - 004241
Departmental Functions 1 March 2017 - 31 May 2017**

No	Date	Name of function	Description	List of attendees	Venue	Details of any food served/Entertainment	Details of any wines or champagnes served	Category of costs	Costs (GST inclusive)
1	6/03/2017	Function for delegates to the APEC workshop on Improving Quality Employment Opportunities for Women	Function provided an opportunity for delegates from APEC economies to discuss meeting themes and policy ideas with expert speakers.	Approximately 55 official delegates from APEC member economies and 5 departmental staff.	Shangri-La Hotel Bangkok, Thailand (workshop venue)	Hors d'oeuvres	House wine and beer	Food and drink	\$4,607.47
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2	27/03/2017	Work for the Dole Coordinator Forum	Bringing together Work for the Dole Coordinators to discuss operational matters, to identify best practice, share knowledge and identify any barriers to the successful delivery of the program.	55 attendees: Work for the Dole Coordinator organisations, departmental staff and peak bodies.	QT Canberra 1 London Circuit Canberra City 2600	Arrival Tea & Coffee Morning Tea Lunch Afternoon Tea	None	All Catering Costs: AV costs:	\$4800.00 \$544.50
									\$5,344.50