



Foreign & Commonwealth Office

Human Resources Directorate

10/10/13
10/10/13

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Via email: alan.charlton@fcdo.gov.uk

31 October 2013

Alan Charlton, CMG CVO

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Dear Alan,

I am pleased to advise you that the Foreign Secretary has approved your application to become an independent consultant to help the UK public, private and third sectors in pro-bono and remunerated roles, especially in international affairs subject to the following conditions:

- i) For two years from your last day of service (31 July 2013) you should not become personally involved in lobbying UK Government on behalf of your new employers; lobbying in this context means that the former civil servant should not engage in communication with Government (including Ministers, Special Advisers and officials) with a view to influencing a Government decision or policy in relation to their own interests, or the interests of the organisation by which they are employed, or to whom they are contracted;
- ii) You should not draw on privileged information available to you as a Crown servant;
- iii) For 12 months from your last day of service you should not undertake any work as a consultant which involves providing advice to any company or organisation on the terms of any bid or contract relating directly to the work of the FCO;
- iv) For 6 months from your last day in Post (2 July 2013), you should not return to Brazil for business purposes, give advice on matters relating to Brazil or have dealings with companies there; and
- v) Once approval to set up as an independent consultant has been received, for two years from your last day of service, you must seek confirmation from the Office of the Advisory Committee on Business Appointments Committee (OACOBA) directly that each individual commission is permissible under the terms of the consultancy before taking it up.

On the last point the Committee will advise you whether the new commission is permissible under the terms of your consultancy before you take it up and if they take the view that a commission is, or may be, outside the terms of the consultancy then you will be expected to submit a fresh application.

I would be grateful if you would inform the secretariat team at the Advisory Committee on Business Appointments (acoba@acoba.gso.gov.uk) direct side copying me in as soon as you take up this appointment or, if earlier, when the appointment is announced (a form is enclosed for this purpose). This will enable ACOBA to deal with any enquires as it does not release information about appointments which have not been taken up or announced.

Once the appointment has been publicly announced or taken up, ACOBA will include the main details, together with the Advisory Committee's advice on it and the date on which it was taken up, in both the regularly updated consolidated list they put on their website at <http://acoba.independent.gov.uk> and in their next annual report.

Yours ever,

Menna Rawlings

Menna Rawlings
Director, Human Resources

Foreign and Commonwealth Office

cc: acoba@acoba.gsi.gov.uk