



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
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FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 1127-16

Thank you for your email of 7 December asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

Please share any policy or other informational documents you possess that describe the process by which staff on interchange to the Foreign Office from other government departments might permanently transfer to the Office.

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

The Foreign and Commonwealth Office Inward Transfer Scheme provides a route for Civil Servants, who are currently working for the FCO on loan from their home departments, to transfer to the FCO on a permanent basis. The scheme enables the FCO to retain talented staff from other government departments who have priority skills required by the FCO. There is no automatic right to permanent transfer into the FCO, as it depends on workforce planning requirements.

The process for 2016 was as follows:

1. Directors were asked to consider interchange staff within their Directorates with an End of Tour date before the end of FY 16/17 against the priority skills list agreed by the HR Committee in 2015, and to consider their wider deployability and potential for a long-term career in the FCO. Interchange staff recommended by their Directors were invited to apply for inward transfer.
2. Eligible candidates submitted an application form, and were invited to sit an Assessment and Development Centre (ADC). This assessment provides assurance that candidates are widely deployable within the FCO, including overseas.

3. Candidates who were successful at the ADC were placed into their first permanent role in the FCO in order to make best use of their specific skills.

For successful inward transfer applicants, permanent transfer to the FCO is always subject to receiving the necessary level of security clearance.

The inward transfer process is currently being reviewed, and this review will determine the process for future inward transfer schemes.

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Yours sincerely,

Human Resources Directorate



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