



Foreign &  
Commonwealth  
Office

Human Resources Directorate  
Room

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[www.gov.uk/fco](http://www.gov.uk/fco)

19 February 2013

Sir Tom Phillips KCMG

*Dear Tom,*

I am pleased to advise you that the Foreign Secretary has approved your applications to take up a part-time role as a senior advisor and member of GPW's advisory team

Both requests have been approved subject to the following condition:

- i) For two years from your last day of service (23 July 2012) you should not become personally involved in lobbying UK Government on behalf of your new employers; Lobbying in this context means that you 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 your own interests, or the interests of the organisation by which you are employed, or to whom you are contracted.

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

Once the appointments have been publicly announced or taken up, ACOPA 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](mailto:acoba@acoba.gsi.gov.uk)