



Foreign and Commonwealth Office

Sir John Sawers GCMG

Sir Simon McDonald KCMG KCVO
Permanent Under-Secretary of State
King Charles Street
London
SW1A 2AH

www.fco.gov.uk

15 June 2016

Dear John

OUTSIDE APPOINTMENTS

I am glad to tell you that your business appointment application to take up part-time paid employment as a Member of the Advisory Board at Edelman UK has been approved subject to the following conditions:

- You should not draw on (disclose or use for the benefit of yourself or the organisation to which this advice refers) any privileged information available to you from your time in Crown service; and
- For two years from your last day in service, you should not become personally involved in lobbying the UK Government on behalf of Edelman.

You have confirmed that you are content with these conditions. It might also be helpful if I add that the Business Appointment Rules explain that the restriction on lobbying means that the former Crown servant/Minister "should not engage in communication with Government - including Ministers, special advisers and officials - with a view to influencing a Government decision or policy [including applications for awards or grants] in relation to their own interests, or the interests of the organisation by which they are employed, or to whom they are contracted". You have confirmed to ACOBA that you understand and are content with the conditions put to you above. Please ensure that ACOBA are informed as soon as it is announced that you have joined Edelman (form enclosed for this purpose). We shall otherwise not be able to deal with any enquiries, since we do not release information about appointments that have not been taken up or announced. Once the

appointment has been taken up or announced ACOBA will publish brief details on their website including, with your agreement, a copy of your letter.

Yours etc
Simon

Simon McDonald