



Foreign and  
Commonwealth  
Office

Mr Tim Hitchens

Sir Simon McDonald KCMG KCVO  
Permanent Under-Secretary of State  
King Charles Street  
London  
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[www.fco.gov.uk](http://www.fco.gov.uk)

23 March 2017

*Dear Tim*

**OUTSIDE APPOINTMENT**

I am pleased to tell you that the Foreign Secretary has approved your application for permission to take up a full-time, paid position as president-elect at Wolfson College, Oxford subject to the following conditions:

For two years from your last day of service you should not become personally involved in lobbying UK Government on behalf of your new employer. 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 to be employed, or to whom you are to be contracted. Please note that this does not preclude routine contact; and

Not to draw on privileged information available to you as a Civil Servant.

This appointment, made under the Business Appointment Rules, was publicly announced prior to the FCO seeking approval from the Advisory Committee on Business Appointments (ACOBA). They are therefore unwilling to give any advice on this application. The attached letter from ACOBA sets out the brief details they will publish on gov.uk.

I wish you all the best in your future role.

*Yours ever*

*Simon McDonald*

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