



Department for  
Business & Trade

**Return to an Address of the Honourable the  
House of Commons dated 24 February 2026  
relating to the appointment of Andrew  
Mountbatten-Windsor as Special  
Representative for Trade and Investment in  
2001**

May 2026





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Business & Trade

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2001**

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## **HUMBLE ADDRESS: APPOINTMENT OF ANDREW MOUNTBATTEN-WINDSOR AS SPECIAL REPRESENTATIVE FOR TRADE AND INVESTMENT IN 2001**

*That an humble Address be presented to His Majesty, that he will be graciously pleased to give directions to require the Government to lay before this House all papers relating to the creation of the role of Special Representative for Trade and Investment and Andrew Mountbatten-Windsor's appointment to that role, including but not confined to any documents held by UK Trade and Investment, British Trade International (BTI) and its successors, the Foreign, Commonwealth and Development Office, the Cabinet Office and the Prime Minister's Office containing or relating to advice from, or provided to, the Group Chief Executive of BTI, Peter Mandelson, the Cabinet Office and the Prime Minister regarding the suitability of Andrew Mountbatten-Windsor for the appointment, due diligence and vetting conducted in relation to the appointment, and minutes of meetings and electronic communications regarding the due diligence and vetting.*

## **APPROACH TO REDACTIONS**

It is a longstanding practice across successive administrations that, when the Government responds to a Humble Address motion, it has a responsibility to consider whether it is in the public interest to place information into the public domain. In line with successive administrations, this is done using the principles of the Freedom of Information Act 2000 (FOIA), and in line with the Ministerial Code and the resolutions on ministerial accountability, passed by both Houses in 1997 which state that *"ministers should be as open as possible with Parliament, refusing to provide information only when disclosure would not be in the public interest, which should be decided in accordance with relevant statute."*

The Government has therefore reviewed material for publication using the provisions of the Freedom of Information Act 2000 (FOIA) as a guide. This has included considering whether it is necessary to withhold information whose release would prejudice national security or international relations or would prejudice a live police investigation. This has also included considering the protection of certain public interest principles that have been maintained by successive governments including considering withholding:

- individuals' email addresses and phone numbers;
- the identities of junior civil servants;
- personal data of third parties where this is not in scope of the motion; and
- legal professional privilege;
- communications with or on behalf of the Sovereign.

The Government has applied a balancing public interest test and has sought to avoid unnecessary redactions given that the documents are already over 20 years old.

The Government acknowledges that there is a long-standing convention of confidentiality in relation to communications with or on behalf of the Sovereign - particularly advice to the Sovereign or information on the wishes

of the Sovereign. In this exceptional case the Government has decided to release some communications about the then Duke of York's overseas visits, advice to the late Queen on his role, and the views of the late Queen on developing the Special Representative role for him.

## **DOCUMENTS THAT MEET THE ABOVE REQUEST**

<b>Ref</b>	<b>Title</b>	<b>Pages</b>
1	17-01-2000 – <b>Foreign Secretary agrees more use could be made of Duke of York</b>	1-2
2	20-01-2000 – <b>Duke of York availability for overseas travel</b>	3-4
3	25-01-2000 – <b>Duke of York preferences for overseas travel</b>	5-6
4	25-02-2000 - <b>Recommendation for creation of role for Duke of York</b>	7-9
5	13-03-2000 - <b>Ministers Content with Duke of York Appointment</b>	10-11
6	22-03-2000 – <b>Queen informed that Ministers are content with Duke of York appointment</b>	12
7	29-03-2001 – <b>Royal Visits Committee recommendations for travel for new role</b>	13-14
8	25-09-2001 – <b>Telegram to all Trade Staff about role of Duke of York</b>	15-18
9	<b>Brief for Duke of York interview with the Times</b>	19-23
10	<b>Media Q&amp;A for Duke of York role announcement</b>	24-27
11	<b>BTI minute on handling of development of visit programme</b>	28-31

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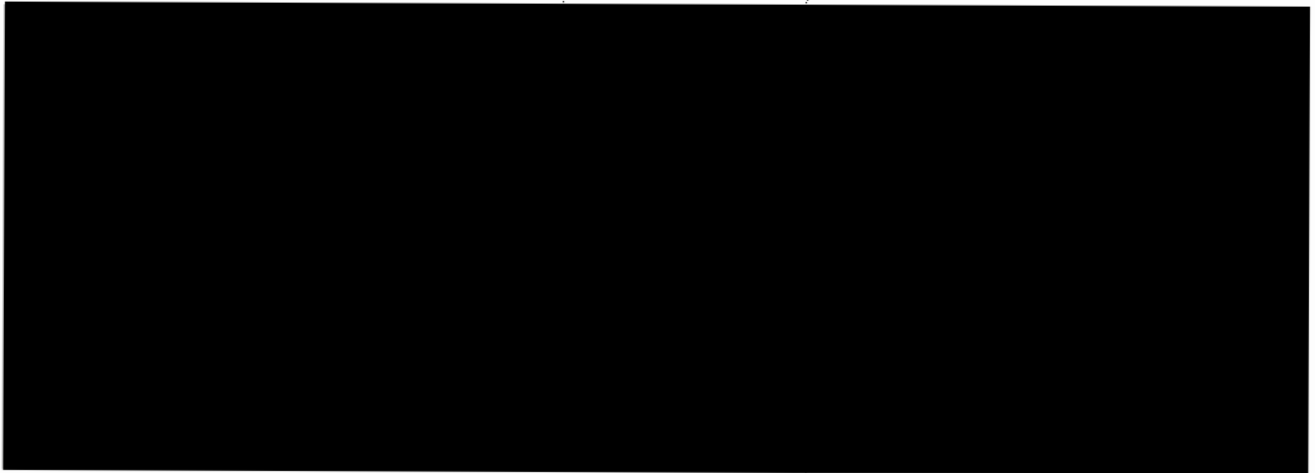
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PS/PUS

Royal Visits

The Secretary of State was grateful for the PUS's submission of 4 January, which he has considered carefully. The Secretary of State had the following comments.

Inward Visits



Inward Visits



Outward Visits

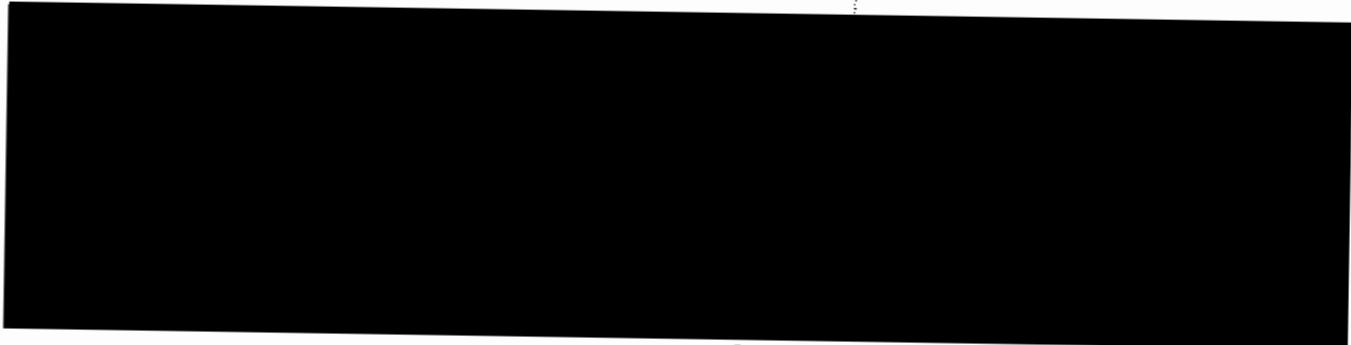


- the Secretary of State agrees we should make more use of the Duke of York.



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*Sherard Cowper-Coles*

(Sherard Cowper-Coles)

17 January 2000

cc: PS  
PS/Ministers  
Sir D Wright  
DUSS  
Geographical Directors  
Mrs Colvin, Protocol Div  
Mr Clarke, Planners  
Mr Williams, News Dept  
*Mr Clark, CVG*

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17 MAR 2000

From: Kathryn Colvin  
Date: 20 January 2000

[Redacted]

cc: Mr Shepherd  
Mr Hill, SED  
(without attachments)

JOHN KERR

To: PS/PUS

[Redacted]

SUBJECT: ROYAL VISITS COMMITTEE

[Redacted]

1. Briefing for the RVC meeting on 25 January is in hand and I attach advance copies which the PUS may like to look through before the documents issue formally from the Cabinet Office.

2. [Redacted] We agreed the amendments to be made in the light of the Secretary of State's comments and following your conversation with the Private Secretary.

3. In the meantime the answers to the points in the PUS's manuscript note of 29 December are:

[Redacted]

Point (v). a) We are receiving conflicting messages about the Duke of York's availability. We were told, I think by Sir R Janvrin, at the last RVC that we should cut down on the Duke of York's overseas activities because the MOD had been promised that he could devote time to his naval career. The minutes state that "The Committee noted the Prime Minister's support for visits by The Duke of York, but were reminded of his work commitments at the Ministry of Defence."

b) In fact the Duke already has a fairly full overseas programme this year. He goes to five Caribbean Overseas Territories in March, to Bosnia in June and to Poland in September. We have also received a late bid for him to attend the inauguration of the new President of Croatia in February, but do not yet know if he is free. It has been included on the agenda. Almost certainly there will be further bids for the Duke of York at the June RVC round. The Duke has indeed a valuable contribution to make, as we saw during his Gulf tour. Sir D Wright for one would welcome it

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if he were to be free to take on more commitments. He commented to me in the summer that he would like to make greater use of the Duke of York for trade visits. He had in mind that the Duke of York would play a similar role to that of the Duke of Kent whom we were about to lose, though he did not say whether this would involve membership of the Board of British Trade International. Perhaps we could seek clarification at the RVC of the Duke's availability and steer any trade, or presumably military, related visits towards him, especially in the areas where he has a special impact.



*Kathryn Colvin*

Kathryn Colvin  
Head of Protocol Division

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Nick: [redacted]

Ms [redacted]  
pa 02/1/00  
Mrs [redacted]

[redacted]

to see  
15/2

From: Kathryn Colvin  
Date: 25 January 2000

cc: Mr Shepherd  
Mr England, Protocol Division

To: PS/EUS

SUBJECT: DUKE OF YORK'S TRAVEL

1. I visited The Duke of York's Private Secretaries yesterday as part of a familiarisation programme.

2. I raised particularly with Captain Blair (Principal Private Secretary) The Duke of York's availability for official travel. Captain Blair said that the agreement with the Navy was that The Duke would spend 80% of his time on navy business and 20% on royal business, which included both UK and overseas functions. Admittedly business in the UK tended to be at lunch and in the evenings which did not eat into Royal Navy time. The Duke himself liked travelling, especially when on royal business, as opposed to MOD business. The Household tried to keep to the agreed balance of his commitments. The overseas programme for this year was about right: we would see that the extra bid for a visit to Croatia had just been turned down.

3. I asked what were The Duke's preferences for activity during his visits. Captain Blair said that The Duke of York was particularly good on high-tech matters, trade, youth (including primary schools and outward bound projects), cultural events, with a preference for ballet rather than theatre, the Commonwealth and military and foreign affairs. He tended to prefer the more sophisticated countries, particularly those in the lead on technology, [redacted]

[redacted] The Household would prefer it if The Duke's travels in his different capacities (royal or military) were kept separate. They were content for him to meet the military or go to military functions during a visit in his capacity as a member of the Royal Family, but if he was visiting as a member of the Navy, they would prefer it if he did not also undertake royal duties. Captain Blair particularly asked that

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17 MAR 2000	
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INDEX	PA

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The Duke of York should not be offered golfing functions abroad. This was a private activity and if he took his clubs with him he would not play in any public sense.

*Kathryn Colvin.*

Kathryn Colvin  
Head of Protocol Division

**CONFIDENTIAL**

25-02-2000 - Recommendation for creation of role for Duke of York

SP2724

CONFIDENTIAL AND PERSONAL

I. SKW to ntc - David Wright mentioned this

New heading of the DM

To:

ci: Mr Battle  
Mr Caborn

FOREIGN AND COMMONWEALTH  
SECRETARY  
SECRETARY OF STATE FOR  
TRADE INDUSTRY

CABINET OFFICE  
A/4302  
29 FEB 2000  
FILING INSTRUCTIONS  
FILE No. ....

Sir John Kerr  
Sir Michael Scholar  
Mrs K Colvin

for. them. Pl put in PM folder for next Monday.

From:

SIR DAVID WRIGHT  
Chief Executive  
British Trade International  
Room 1002  
Kingsgate House  
215 4643

I mentioned he "Monarchy President" part to Sir David's office

25 February 2000

To: Ashley Ibbett	niceday fax notes
Company: Sir R. Wilson's office	Fax No. 270 0208
From: Anne Sharriff	
Company: BTI	Tel No. 215 4300
No. of pages: 5	Date: 29/2
	No.122498

BRITISH TRADE INTERNATIONAL AND THE ROYAL FAMILY

I had a wide ranging conversation with The Queen's Private Secretary on Wednesday 23 February. This covered a number of issues relating to the involvement of The Royal Family in trade promotion. There is one issue on which I need to seek your agreement. It relates to the intention of the Duke of Kent to withdraw from his prominent role in support trade promotion overseas and in conjunction with British Trade International (though he will retain a new and more limited role with British Invisibles).

2 The Queen's wish is that the Duke of Kent should be succeeded in this role by the Duke of York. The Duke of Kent is to relinquish his responsibilities around April next year. That would fit well with the end of the Duke of York's active naval career. The Queen is very keen that the Duke of York should take on a prominent role in the promotion of national interests. No other member of The Royal Family would be available to succeed the Duke of Kent. The Duke of York's adoption of his role would seem a natural fit.

3 I told Sir Robin Janvrin that I could see the advantages of this. We had certainly benefit from the Duke of Kent's activities on the BOTB and now with British Trade International. We thought that we should

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25Feb7

25-02-2000 - Recommendation for creation of role for Duke of York**CONFIDENTIAL AND PERSONAL**

identify and define a suitable role for The Duke of York, perhaps slightly different from the one the Duke of Kent had fulfilled.

4 With the advent of British Trade International, a role for the Duke of York could encompass the following:

- a) as with the Duke of Kent, two or three specifically targeted trade promotion visits in overseas markets each year. We would expect these to fit in with both our own marketing and visiting strategy. The visits will also need to be coordinated with the Ministerial visiting programme. We might even envisage the Duke of York leading a trade mission from time to time;
- b) since British Trade International now will have a trade promotion network stretching from overseas posts to the regions of the UK, we would also envisage the Duke of York doing some regional visiting specifically linked with trade promotion;
- c) finally, we would want the Duke of York to be available to receive prominent trade visitors from overseas here in London and perhaps to act as host at meals or receptions as appropriate.

5 All this would be managed and coordinated from within British Trade International, as had been the case with the Duke of Kent. We would not of course make any payment. But travel costs etc would continue to be carried on the British Trade International budget. If the arrangement went ahead on this basis, we would want to do some induction work with The Duke of York from Spring 2001 onwards. He might even do some "shadowing" of work in our offices and our activities both in the regions and overseas. It would be important for him to be aware of our general strategy and approach. I did not envisage that the Duke of York would want to be burdened with the regularity of meetings of the Board of British Trade International or the burden of paper which goes along with the Board membership. We would nonetheless ensure that he was kept in touch with Board developments and issues.

6 Sir Robin Janvrin thought this outline matched up with his own and The Queen's expectation of what might be involved. We would need to have a well structured set of plans to make this role effective. He agreed that it

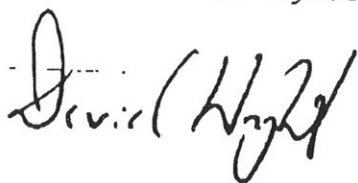
**CONFIDENTIAL AND PERSONAL**

25Feb7

25-02-2000 - Recommendation for creation of role for Duke of York**CONFIDENTIAL AND PERSONAL**

would probably be preferable not to replicate the Board position which the Duke of Kent had occupied. But he was particularly attracted with the opportunities for regional activity in the UK in support foreign trade promotion. He could see much advantage in The Duke of York involving himself with regionally based companies with an export interest.

7 I should be grateful if you could let me know whether you are content with this approach. I would then inform Sir Robin Janvrin. In due course, I would want to go and discuss handling with the Duke of York. Then we will have to agree on the details of an announcement.



DAVID WRIGHT

**CONFIDENTIAL AND PERSONAL**

25Feb7

*C. Mr Chatterjee*  
*18/3/00*



CABINET OFFICE  
A 5546  
15 MAR 2000  
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FILE No. ....

BRITISH TRADE INTERNATIONAL

Kingsgate House, 66-74 Victoria Street, London SW1E 6SW  
www.dti.gov.uk Tel: 020 7215 5000

*W. M. ...*

*SP 2724*

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The Rt Hon Sir R Janvrin  
Private Secretary to HM The Queen  
Buckingham Palace  
London SW1

Sir David Wright KCMG, LVO  
Chief Executive

Direct Line: 020 7215 4643  
Direct Fax: 020 7215 8237

Our Ref:  
Your Ref:  
Date:

13 March 2000

*MX*

*Dear Robin,*

We had a word some weeks ago about a number of issues relating to the involvement of members of The Royal Family in trade promotion.

As promised, I put the specific proposal about the Duke of York to both Secretaries of State for Foreign Affairs and for Trade and Industry. They have both now told me that they are content that when the Duke of Kent relinquishes his involvement with British Trade International, his place should be taken by the Duke of York. I have not yet put to them the idea which you discussed with Richard Wilson that the Duke of York might take the title of Honorary President of British Trade International. But clearly a title will be needed and the one you have suggested has some merits.

Perhaps we can consider that further when we look at the timing of an announcement. The Duke of Kent intends to continue until April 2001. You said that the Duke of York would not become fully available for activities in this area until the Autumn of 2001. But between April and the Autumn of 2001, he would have some chance to familiarise himself with our work. Given this timing, I should not

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## BRITISH TRADE INTERNATIONAL

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have thought you would have wanted to have made this public much before the Autumn of this year. And then after that, we could begin a briefing programme to familiarise the Duke of York with our work. I am sure the two Secretaries of State would also want an opportunity to contribute to that. Perhaps you can let me know what you think about all this, especially timing of an announcement, after discussing things with the two Households directly involved.

I am copying this letter to **Richard Wilson**, John Kerr and Michael Scholar.

Yours ever,  
David

David Wright

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① P. G. ... 26/11  
② Mrs ...

You should have seen previous correspondence in this - (PA)

cc: Mr Shepherd

NSI CONFIDENTIAL

APS/PJS 24/3

Royal Party on Tour, Canberra

22nd March, 2000.

I haven't seen any correspondence yet. John 24/3

corr/DOY  
(PA)

Janvrin

Thank you for your letter of 13th March confirming that Ministers are content for The Duke of York to be involved directly with British Trade International with a title to be decided. I have informed The Queen of this and am informing The Duke of York. I agree that we should delay an announcement at least until the Autumn of this year. This will depend to some extent on any announcement about the end of His Royal Highness's time in the Royal Navy.

I am copying this letter to Sir Richard Wilson, Sir John Kerr and Sir Michael Scholar.

TXR396/016/00  
-5 101 2000

Yours truly  
Robin

Sir Robin Janvrin  
Private Secretary to The Queen

John

PLS SEE ATTACHED  
(for info).

Sir David Wright, KCMG, LVO.

↳ back to me for file - Yarn 11

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Duke of York

2001

21. The Committee noted that The Duke of York will take over responsibilities at British Trade International when The Duke of Kent steps down at the end of March 2001. The Duke of York will undertake an induction period from April, before he assumes his full responsibilities in the autumn.

22. The Committee supported the proposal that The Duke of York should visit Korea (in place of The Princess Royal) for the Korean War Commemorations. The Committee welcomed the idea that some trade promotion elements could be included in the programme.

23. The Committee endorsed visits by the Duke of York to Indonesia, Malaysia, Philippines and Singapore in May, the latter on behalf of British Trade International. The Committee also supported visits to the United States and Germany in June, also on behalf of British Trade International.

24. The Committee recommended separate visits to Luxembourg, Ireland, and Bulgaria, as well as visits to Kuwait, the UAE and Oman in autumn 2001 if his schedule allows.

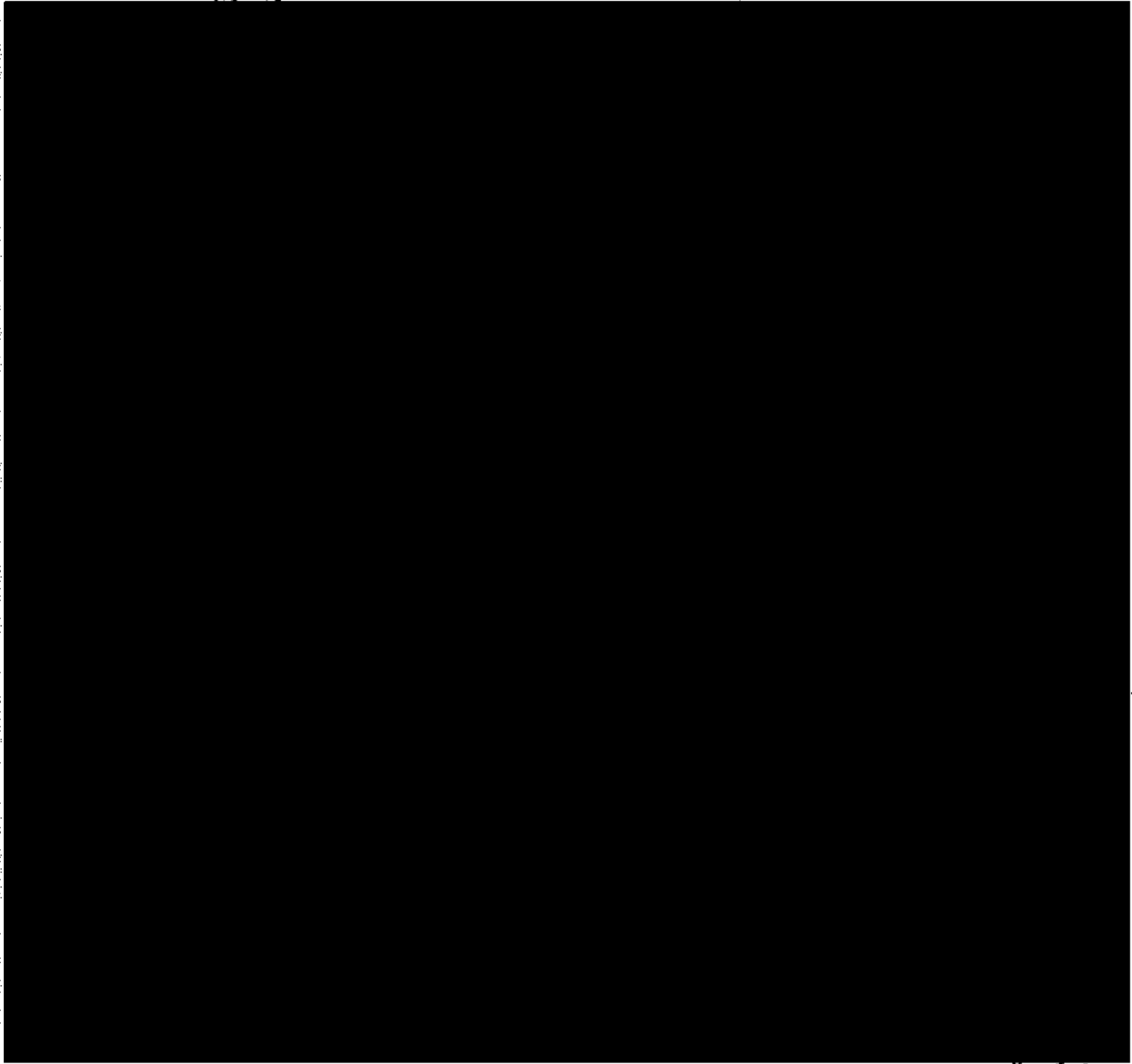
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2002

25. The Committee agreed that decisions on proposals for 2002 should be further refined once the Duke's role with British Trade International has been fully established.



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DOCUMENT ATTRIBUTES SECTION: DO NOT MODIFY TEXT BELOW

DOCUMENT ATTRIBUTES SECTION: DO NOT MODIFY TEXT ABOVE

## 25-09-2001 – Telegram to all Trade Staff about role of Duke of York

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LNGBAN 5683 MAMIAN 5172  
UNCLASSIFIED  
RR GENEV  
FM BTINT TO ABIDJ  
211530Z SEP  
GRS 797

UNCLASSIFIED  
FM BTI  
TO ROUTINE ABIDJAN  
TELNO BTINT 14  
OF 211530Z SEPTEMBER 01  
AND TO ROUTINE OTHER COMMERCIAL POSTS

TO:ALL STAFF INVOLVED IN BRITISH TRADE INTERNATIONAL  
WORK AT HOME AND OVERSEAS

SUBJECT: BRITISH TRADE INTERNATIONAL: HRH THE DUKE OF  
YORK'S NEW ROLE AS SPECIAL REPRESENTATIVE FOR  
INTERNATIONAL TRADE AND INVESTMENT

### SUMMARY

1. Guidance on HRH The Duke of York's role as BTI's  
"Special Representative for International Trade and  
Investment" from 1 October. Handling and contact  
points. Media.

### DETAIL

2. On 1 October, HRH The Duke of York will officially  
begin to undertake engagements in support of BTI as  
"Special Representative for British Trade and  
Investment" with a regional visit to Yorkshire. This  
marks the end of his period of familiarisation. In  
his new role, HRH will undertake engagements at home  
and overseas in a representational and promotional  
capacity in support of BTI. (This will include  
supporting events which promote the interests of the  
Devolved Administrations). The following may be used  
for publication when describing HRH's objectives:

"In his role as Special Representative for  
International Trade and Investment, HRH The Duke of  
York will support the interests of UK-based  
exporters and outward investors, and contribute to  
meeting the needs of potential and established  
inward investors, enhancing the profile of the UK as  
a competitive and preferred place to do business".

A short article looking forward to HRH's new role  
appeared in the May issue of Ournews.

3. While HRH will continue the tradition (following the  
resignation from the Board this year of HRH The Duke

of Kent) of Royal involvement in the promotion of international trade and investment, he will undertake a more active role on behalf of BTI in terms of his programme of engagements. This will concentrate at the outset on the interests of the English regions and Devolved Administrations. Among other events currently scheduled this year are regional visits to the North West and East Midlands, receptions to develop overseas trade networks and for inward investors, and a visit to the Gulf.

4. HRH's future programme of events, both at home and overseas, is aimed at enhancing the profile of the UK's business competitiveness and of the UK as the preferred place to do business. This will involve highlighting the successes of British business in international trade, and the attractiveness of the UK as a place for foreign-based businesses to establish their operations. An important feature of HRH's role will be to identify ways to improve support for exporters and inward investors as a step towards improving the overall conditions in which they operate and their prospects. HRH will also play an important role in aftercare for inward investors.

5. HRH's title deliberately leaves out any mention of British Trade International so as not to confuse front-line promotion of the Trade Partners UK and Invest.UK brands. HRH will of course be associated with the promotion of the brands. We should use this association to the full in public engagements at home and overseas.

6. Proposals for overseas visits by HRH will be requested bi-annually in the usual way through BTI Directors, and co-ordinated by Phil Edwards in International Group. We envisage a programme overseas based around two major regional visits per year. Other visits overseas will be considered, depending on budget and other constraints. Proposals for events at home will be requested from International Trade Directors in the regions and specified contacts in the Devolved Administrations before HRH's quarterly programme planning meetings, and co-ordinated by Tim Standbrook in Strategy & Communication Group. Advice on formulating and handling proposals involving HRH, especially on the question of costs and finance, should in the first instance be addressed through Strategy & Communications Group (contact Tim Standbrook on 020 7215 4935, fax 020 7215 245, tim.standbrook@trdepartners.gov.uk) or [REDACTED] on [REDACTED], fax [REDACTED], [REDACTED]).

25-09-2001 – Telegram to all Trade Staff about role of Duke of York

7. Media coverage of events involving HRH has significant potential benefits for the organisation and UK business interests as a whole. But HRH's high public profile (not, of course, exclusive to his BTI function) will also require careful and sometimes strict media management. It will be an important factor in considering engagements for inclusion in the programme. Initial proposals should contain the outline of a media strategy, which will need to be developed in co-ordination with BTI and the Palace.

8. A press statement about HRH's new role will issue on 1 October. The statement, with accompanying Q&A will be available on Ourplace or from Strategy & Communications' Media Relations Section (contact: [REDACTED]). Please direct all media enquiries to [REDACTED].

STRAW

MAMIAN 5172

NNNN

## **DUKE OF YORK 19 MARCH INTERVIEW WITH ELIZABETH JUDGE, THE TIMES**

### **Written answers**

#### **1) How do you propose to set about being Special Representative for International Trade and Investment and raising the profile of Britain - does it include targeting certain industries, markets, states etc?**

My role as Special Representative for International Trade and Investment is essentially to promote the broad aims and objectives of British Trade International (BTI), the Government body tasked with taking forward the Government's trade development and inward investment agenda. Through a full programme of events undertaken in support of BTI both at home and overseas, I aim to promote the interests of UK-based business engaged in exporting, emphasise to businesses in general the benefit of exporting, and to contribute towards meeting the needs of potential and established inward investors into the UK. I aim thereby to enhance the profile of the UK as a competitive and preferred place to do business. Whilst my programme will seek to take account of BTI's sectoral and market priorities, my activities will be undertaken on in the interests of UK industry as a whole.

My programme started officially on 1 October last year with a regional visit to Yorkshire. In these early days, my aim has been to concentrate on visiting the UK regions, hearing about and seeing first hand the experiences and successes of both the UK export industries and foreign investors, as well as the difficulties which face them. I have also so far undertaken visits to New York and South Africa.

#### **2) What do you think you can achieve which will be of tangible benefit to British industry and commerce?**

BTI was set up less than three years ago in response to the express need of British business for a joined-up, coherent approach to government support for trade promotion and development. Despite the enormous progress that has been made in that short time, including the move of the inward investment arm under the BTI umbrella, many more businesses need to be made aware of the benefits of exporting, and a greater awareness amongst potential inward investors of the UK as the preferred place to do business. I hope that, through putting across key BTI messages during my travels at home and abroad, actively promoting the

specific interests of trade missions, engaging with key personnel in foreign markets, and nurturing relationships with potential and existing inward investors, I can help to enhance the profile of BTI and its mission and thereby serve the interests of British industry as a whole.

**3) Why do you think people outside Britain will listen to you, particularly when you have no background in international trade - surely not simply because of your Royal status?**

The Royal Family's role in promoting the full range of British interests abroad is long established. My duties in this respect in support of HM The Queen will continue. My role as Special Representative forms part of these duties and takes over from the trade and investment activities undertaken for many years by HRH The Duke of Kent.

But the role has been developed specifically to take into account the developing priorities, both at home and abroad, of BTI. I aim to work closely with representatives of businesses, big and small, exporter and inward investor, to understand their needs and concerns, and collectively to promote their interests during my travels abroad.

**4) What do you believe are the major hurdles that prevent more small and medium sized British enterprises (SME's) from exporting and how do you intend to address them?**

Whether companies decide to export will depend on a number of factors particular to their individual situations. Many may see their best prospects in domestic markets for the time being. Others, particularly SMEs, may simply be too busy or stretched to be in a position to research opportunities in foreign markets. Either way, I do not think it would be for BTI even, let alone myself, to prescribe a course of action for individual companies.

What I hope I can do is to help get across the message of the potential benefits of exporting, and to highlight the services provided by BTI's trade development arm, Trade Partners UK. Those services include assessing a company's readiness to export, guiding them through the various stages of preparation, and helping to position them to be able to win contracts overseas. If I can also play a part in their introduction to business partners in foreign markets, for example through leading trade missions, I am happy to do so.

**5) What does the job involve and what do you do actually do when you go abroad on a trade mission or to a trade fair?**

On behalf of BTI, I undertake representational and promotional activities in support of UK trade and investment. These activities include visits overseas in support of UK market, sector and inward investment priorities, leading overseas trade missions, and in the UK promoting BTI's service delivery priorities by visiting companies and attending key events and launches. I am also keen to engage at home and overseas with key personnel in trade and inward investment.

At CeBIT, through interviews such as this, television and personal contacts, I aim to put across key messages to exporters and inward investors on the advantages of doing business in and with the UK.

Recently, I led a mission to South Africa which allowed me to emphasise to the leaders of that country the excellence of British companies, in this case specifically in the aerospace sector.

I will next week be playing my part at a function for Japanese inward investors in encouraging continued engagement with the UK as their preferred partner in Europe.

**Face-to-face**

**6) How were you approached for this role and did you hesitate about taking it? Does it hold any personal interest for you, are you an avid reader of business news/journals for example?**

- BTI aware for some time that HRH The Duke of Kent intended to retire from his duties with BTI.
- Mutual agreement with Palace that I would be well placed to take on a role continuing the Royal Family's long-standing involvement with trade promotion, following my retirement from the Royal Navy.
- No hesitation in taking up the role. But, given my lack of direct business experience, was keen to ensure a full period of induction.
- Official induction in September 2001. In fact, I was working with BTI from as long ago as April 2001.
- Has been a steep learning curve for me. But I relish the challenge. Hope to make a difference.

[BP for answer to second part of question]

**7) Your first overseas trip as Special Representative for Britain was to New York and the scene of the September 11 tragedy- what impression did your visit leave on you and what do you intend to do to address the effect it had on British/ American trade? Should it be "business as usual" between our two countries?**

- Deep impression of courage and fortitude of New Yorkers and Americans more generally in the face of such adversity.
- It was clear to me that 11 September, far from cowering their spirit, provoked renewed determination to defy the perpetrators by carrying on life as normal, including pursuing business interests.
- Ministers across Government have continued to emphasise the importance of carrying on "business as usual". I personally think this is enormously important and have echoed the sentiment at every appropriate opportunity during my work on behalf of BTI. To do otherwise would only serve to give encouragement to terrorists.
- Through my own contacts in the UK and the USA, and reports from others, it seems that UK businesses have continued an exceptionally high level of business activity despite concerns following the terrorist attacks.

**8) How have you found adapting from your role in the navy to your role as Special Representative and what research did you do to prepare for it? Did you take any advice from the Duke of Kent, who held the job previously?**

- Naturally a big wrench leaving the Navy after so many years.
- Believe Special Representative role is one where I will never stop learning.
- But to some extent I find that I can bring to the job skills which have been an integral part of my other duties over the years in support of The Queen. This will be useful with the wide range of people from across the business spectrum that I expect to meet.
- Through those contacts, I hope to impress upon interlocutors the importance of maintaining the UK as one of the world's top trading nations, and as an excellent place to do business.
- My official period of induction was September 2001. But in fact I began a programme of induction and engagements with BTI as far back as April 2001, before officially retiring from the Navy.

- The Duke of Kent undertook trade promotion visits abroad over many years. His devotion to the task sets an excellent example for me.

**9) How many days each year will you be committed to this role - Do you find it difficult to combine this new role with the rest of your Royal engagements?**

- There is no set amount of time I will devote to this role.
- To date it has taken up something like a third of my time. If possible, I hope to do more in future.
- There are occasions when different duties coincide and priorities need to be worked through. But my staff work very closely with BTI officials to co-ordinate my activities.

**10) Which countries do you think your Royal connection will have particular influence with eg Commonwealth countries etc?**

- Invariably, I will go overseas with more than one hat. It is quite possible for example that on the same trip I might at one stage be representing the Queen, at another promoting the interests of UK companies or the wider BTI agenda.
- But in all the countries I visit, my aim as Special Representative will be to promote UK business interests.
- If my position brings greater profile to BTI and its mission, then that is a welcome bonus.

Elizabeth Judge, Small Business Correspondent, has been with The Times for more than three years, starting as a home news reporter, before spending 10 months as Social Affairs Correspondent before moving to her present role.

*press*

**DUKE OF YORK'S NEW ROLE WITH  
BRITISH TRADE INTERNATIONAL**

**GENERAL Q&A ON THE DUKE'S ROLE, FROM 1 OCTOBER 2001**  
**24 August 2001**

**Q1. *What will HRH do for BTI?***

His duties will include promoting British trade and investment at home and overseas, leading major trade missions and receiving important trade/investment visitors.

**Q2. *When does HRH officially take on his BTI duties?***

The Duke will officially take on his role with BTI on 1 October.

**Q3. *Why is the Duke of York not on the BTI Board?***

As a high profile member of the Royal Family the Duke of York has many calls on his time. In addition to his work with BTI he will continue to undertake many visits and engagements on behalf of the Queen. Taking an administrative role with the BTI Board would have restricted the amount of time the Duke could devote to promoting British trade and investment overseas.

The Duke of York's role with BTI will be significantly different from that of the Duke of Kent: he will be making an increased number of overseas trade and investment visits and will in addition make a significant number of visits to promote the BTI agenda around the UK regions.

**Q4. *What will the Duke's title be?***

~~No title has yet been formally agreed; however his new role could be described as 'Special Representative for British Trade and Investment.'~~  
*title*

**Q5. *Why no HM or HMG in the Duke's title ?***

The title was by mutual agreement between BTI and the Palace. We have made clear that the Duke is taking up this role because of the importance attached to the Royal Family's continued involvement in trade and investment promotion.

**Q6. *What training will HRH receive?***

In preparation for the Duke's new role, BTI prepared a familiarisation and orientation programme which started in April this year. This programme was designed to introduce to the Duke BTI's objectives and priorities, its range of trade development and inward investment services, and most importantly a representative range of its customers. Main elements of this programme are:

- to meet businessmen and women, industry leaders, sectoral interests, the BTI Board, and businesses and government offices in the English regions and Devolved Administrations.
- to look at how Trade Partners UK services are delivered in the regions, and how BTI works to maintain the UK as the biggest centre for foreign direct investment in Europe.

**Q7. How have business figures reacted to the appointment of the Duke of York to this role?**

All the feedback we have had since the announcement in December has been very positive. As Sir David Wright, Group Chief Executive of BTI, has said:

“The response from the British business community to The Duke’s new role has been very positive. All who have met The Duke have been impressed by his enthusiasm for the role and believe that he will be a real asset to those promoting the UK...”

**Q8. But he is not very experienced. Why not someone better placed?**

The importance of the Duke's involvement lies in the high profile and commitment he is able to give to this work as a Member of the Royal Family. It is a continuation of the Royal Family's involvement in trade and investment promotion following HRH The Duke of Kent's decision to relinquish his duties last April. The Duke will bring valuable support and visibility to British Trade International's activities at home and overseas.

**Q9. Why did HRH leave the Royal Navy?**

HRH has served in the RN for more than 22 years. He had intended to leave after what became his penultimate appointment. However, as a result of unforeseen opportunities brought about by the Strategic Defence Review, the MOD offered HRH a further post of up to three years duration (taken up in April 1999).

**Q10. Who appointed HRH to his new role?**

This is not a formal Board appointment or paid position. The Royal Family is keen to maintain its close interest in this area. The scope for the Duke to play a prominent role in trade development and investment is recognised and has been agreed by the Palace, BTI and Ministers at both FCO and DTI.

**Q11. Did we approach anyone else?**

No – the importance of the Duke's involvement lies in the high profile and commitment he is able to give to this work as a Member of the Royal Family. It is a continuation of the Royal Family's involvement in the promotion of British trade and investment following HRH the Duke of Kent's decision to relinquish his duties in April.

**Q12. For how long will HRH be carrying out this new role?**

There is no time limit – the role is open-ended.

**Q13. Will HRH be paid for this? If so, how much?**

No. BTI will pay his travel and related expenses and those of his supporting staff (except his Personal Protection Officer, who is paid by the MET Police) for those overseas visits which are principally in support of BTI.

BTI expenditure on The Duke's overseas travel will principally depend on the amount and length of visits he undertakes in support of BTI.

For visits within the UK, travel and subsistence expenses are met in the usual way for official business by members of the Royal Family.

An Assistant Private Secretary, seconded from the FCO and with BTI experience, will support HRH in this role, as part of his/her APS duties.

**Q14. How many visits will HRH make on behalf of BTI?**

In order to maximise efficiency and cost-effectiveness we will work with Buckingham Palace to ensure that the Duke's Royal Visits reflect our priorities. In addition, BTI may initiate separate visits in markets where there is no Royal Visit planned.

BTI does not have an exclusive demand on the Duke's time. The Duke of York will continue to carry out his other official engagements and these may on occasion feature a trade element but the costs of these visits will be met by the FCO and from the Privy purse.

**Q15. What about the reputed £100k demand for office expenses?**

There has never been a demand for any payment for office expenses. It was made clear from the start that only expenses incurred on BTI business will be covered in HRH's role. This is by mutual agreement with Buckingham Palace.

**Q16. What office expenses were paid to the Duke of Kent?**

The Duke of Kent was given the use of an office and secretarial facilities at BTI and in addition was given £10,000 as a contribution to office expenses.

**Q17. How much of HRH's time will be taken up with BTI duties?**

HRH will continue to perform other Royal duties in support of The Queen. His BTI duties will form an important and integral part of that support.

**Q18. How did HRH's involvement with BTI come about?**

After more than 25 years as active Vice-Chairman, initially of the British Overseas Trade Board and then of its successor, the Board of BTI, The Duke of Kent wished to relinquish this role. BTI and Buckingham Palace were keen that Royal commitment to the important work of trade and investment promotion continue. BTI therefore approached BP with a view to The Duke of York assuming a prominent role upon the completion of his naval service. NB. HRH the Duke of York will not be a BTI Board Member.

**Q19. Why did the Duke of Kent decide to step down?**

The Duke announced on 1 November that he was standing down in the Spring of 2001. He has worked tirelessly on behalf of BTI, as Vice Chairman of the Board, and its predecessor the British Overseas Trade Board, for more than 25 years.

**Q20. Has a successor to The Duke of Kent be appointed to the board?**

Yes. Sir David Brown <sup>Chairman of Motorola, was</sup> was appointed in July as <sup>one of the UK's most successful investors</sup> the second Vice Chairman of the Board. Board members, including the Vice Chairmen, are appointed as necessary by the Secretaries of State for Foreign and Commonwealth Affairs and Trade and Industry. The Duke of Kent's decision to stand down as Vice Chairman will not disrupt BTI Board business.

**Q21. Will The Duke of York be responsible to the BTI Board?**

HRH will undertake activities in support of BTI's trade and investment objectives, which are set by Ministers with the support of the Board. The Board will therefore maintain a close interest in HRH's activities.

**Q22. Will HRH be promoting the interests of the Defence industry in his role with BTI?**

In his new BTI role as special representative for international trade and investment, HRH will be promoting the interests of British-based industry as a whole.

Media Q&A for Duke of York role announcement

*Restricted - Personal*

BTI does not lead on promoting the products and services of the British defence industry overseas. That is the responsibility of the Defence Export Services Organisation (DESO).

However, BTI's activities do on occasion include working with and in support of companies whose activities may include defence related applications.

**Q23. To whom will the Duke be responsible?**

The Duke will undertake activities in support of BTI's trade and investment objectives, which are set by Ministers with the support of the BTI Board.

**Q24. Will the Duke's activities abroad combine BTI and Royal engagements?**

Of course. Many Royal visits contain a mix of duties and the Duke will continue to perform other Royal duties in support of the Queen. His BTI duties will form an important and integral part of that support.

Any questions not related to The Duke's BTI role should be directed to the Palace press office (Sam Cohen tel 020 7930 4832).

Contact: [REDACTED] or [REDACTED], Press Office, British Trade International.

Tel: [REDACTED]

Mob: [REDACTED] [REDACTED] [REDACTED]

## PROPOSALS FOR THE BTI PROGRAMME OF HRH THE DUKE OF YORK: HANDLING

### Co-ordination

The co-ordination and reference point for all proposals for HRH's involvement in BTI engagements will be the Policy Unit in BTI's Strategy and Communications Group (contact: Tim Standbrook or [REDACTED] at [REDACTED] [REDACTED], fax [REDACTED] [REDACTED], e-mail [REDACTED] or [REDACTED])

A telegram, agreed with Buckingham Palace (BP), the FCO and DTI, will issue to all commercial posts abroad and TPUK/INUK staff in the regions, and the Devolved Administrations, setting out HRH's role, an outline of his programme up to and after launch in October, and offering BTI as an initial contact point for all enquiries regarding HRH's involvement in BTI business. The aim of this telegram will be:

- a) to raise awareness of HRH's forthcoming role with BTI;
- b) to clarify how his role will complement BTI's corporate aims;
- c) to set out basic guidelines when considering involving HRH in BTI business; and
- d) to circulate a proforma showing information required, eg on timing, content, context, etc, of proposed events. This will focus consideration on how HRH's involvement in specific events should be designed in order to help UK business interests, raise the profile of the TPUK or INUK brands or promote overall BTI objectives.

### Handling of proposals

Wherever proposals are picked up within the organisation, they should in the first instance be filtered to BTI's Policy Unit. For proposals from other than BTI colleagues or partners, the proposer might in the first instance be encouraged to provide the logistical information required by the proforma. Otherwise, Policy Unit will be responsible for seeking any further information required by the proforma.

Handling will involve three main stages (four for overseas visits) before a decision is taken on their viability: Programme Working Group (PWG) initial evaluation; BTI Management Committee; quarterly Programme Planning Meeting (PPM); and the Royal Visits Committee (RVC) - for overseas visits.

Proposals are expected from various sources, including BTI HQ, Buckingham Palace, ITDs, Devolved Administrations, commercial posts overseas, as well as approaches from other parties such as Chambers of Commerce, Trade Associations and individual companies and organisations.

Initial evaluation

Policy Unit will ensure immediate circulation of proposals to the PWG (list below). PWG members will make an initial evaluation of the proposal taking into account:

- HRH's diary;
- specific factors pertaining to HRH's position as a MRF and holder of various titles/patronages;
- potential clashes with responsibilities/special interests of other MRF;
- potential clashes with events involving other MRF;
- potential clashes with events involving Ministers;
- value in terms of BTI objectives;
- cost;
- public relations sensitivity/benefit.

This initial evaluation can be made by PWG members individually and notified to the Policy Unit, or at the regular PWG meetings.

*HRH BTI Programme Working Group*

*APS/HRH The Duke of York*

*Asst Press Secretary/HM The Queen (responsible for HRH The Duke of York)*

*Tim Standbrook, Policy Unit, SCG, BTI*

*██████████, Media Relations, SCG, BTI*

*Phil Edwards, IG, BTI*

*██████████, RG, BTI*

*Alister Jones, INUK*

If any objections to the proposal are forthcoming, other members of the PWG will be notified and asked for comments. With agreement from all PWG members, proposals may be declined at this stage.

The Working Group will meet on a regular basis to resolve outstanding issues (initially every month, and subsequently every quarter in advance

of the relevant BTI Management Committee meeting). Proposals or related issues over which there is no agreement may be referred up in Buckingham Palace and to BTI's Management Committee. Proposals with an initial positive evaluation will in any case go forward to the Management Committee.

### BTI Management Committee

A paper will go to BTI's Management Committee on a quarterly basis (the meeting which immediately precedes HRH's PPM). This will detail proposals which have received an initial positive evaluation, those which have been declined (with explanation), and issues which have been referred for advice.

The Management will be invited to take a strategic view of HRH's proposed programme, taking into account in particular:

- balance of regional/sectoral/international engagements;
- extent to which a proposal complements BTI's corporate objectives;
- suitability for HRH's involvement in terms of individual programme content (ie is it fitting for HRH's role and status, more suitable for a Minister?);
- cost;

The Management Committee may decline a proposal at this stage. They may also revert to the PWG for further information/advice.

The paper, along with the Management Committee's conclusions, will be forwarded to BP for the quarterly PPM, copied to other PWG members.

### Programme Planning Meeting (PPM)

The PPM takes place every quarter, usually in April, July, October and January. APS/HRH will bid for diary space on the basis of the paper considered and commented on by the BTI Management Committee.

Decisions at the PPM on proposals for domestic events are deemed to be final.

Policy Unit will immediately inform proposal originators of the outcome of the PPM in terms of their individual proposal. Originators will be asked at this stage for a draft outline programme, or receive notice of declines with an explanation.

Successful proposals for overseas events will be forwarded to the bi-annual RVC (see below).

Following the PPM, the Policy Unit will copy the draft, consolidated programme to the following (NB this may not yet contain final confirmation of overseas events):

APS/HRH The Duke of York

Asst Press Secretary/HM The Queen (responsible for HRH)

PS/Baroness Symons

PS/Sir David Wright

SMT

██████████, Media Relations, SCG, BTI

Carolyn Bartlett, FCO

Emma Ward, DTI

██████████, FCO

Phil Edwards, IG, BTI

██████████, RG, BTI

Alister Jones, INUK

#### Royal Visits Committee (RVC)

Proposals for overseas visits agreed by the PPM will go forward to the bi-annual RVC. This meets usually in June and December. IG will co-ordinate HRH's visit bids for the RVC, and provide briefing for Sir David Wright, who attends. This briefing may include the conclusions of the BTI's Management Committee and the PPM. Arrangements are being sought which will allow consideration of bids by the RVC which need early approval.

The Royal Households Secretariat (RHS) at the FCO will copy the outcome of the RVC to Sir David Wright, IG (Phil Edwards) and Policy Unit. IG will inform posts and market(/sector) desks of the decision on individual bids. Policy Unit will inform (Buckingham Palace and) others, as necessary.

#### The Board of British Trade International

The Board of BTI takes a close interest in HRH's activities on behalf of BTI. HRH's agreed forward programme will therefore appear in the BTI Board's papers for information on a quarterly (bi-annual?) basis.

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