



Foreign &
Commonwealth
Office

Human Resources Directorate

www.gov.uk/fco

11 March 2013

Sir Tom Phillips KCMG

Dear Tom,

I am pleased to advise you that the Foreign Secretary has approved your application to take up a part-time role as an International Advisor to the Prince's Charities International Sustainability Unit (ISU).

This has 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 (ACOBA – contact Roger Sampson at acoba@acoba.gso.gov.uk) direct side copying me in as soon as you take up this appointment or, if earlier, when the appointment is announced (a form is enclosed for this purpose). This will enable ACOBA to deal with any enquires as it does not release information about appointments which have not been taken up or announced.

Once the appointment has been publicly announced or taken up, ACOBA 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