



Foreign &
Commonwealth
Office

Human Resources Directorate
Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

Website: <https://www.gov.uk>

17 December 2014

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0906-14

Thank you for your email of 22 September 2014 asking for information under the Freedom of Information Act (FOIA) 2000. I am sorry for the delay in responding substantively. You asked:

For information about the Foreign & Commonwealth Office's use of interns, work experience placements and related temporary entry-level positions over the calendar year in British embassies, diplomatic missions, permanent representations and other overseas British institutions. Specifically, I would like to know:

Whether the Foreign Office has made use of interns/work experience placements in USA, Belgium, Canada, Japan and Spain and how many in total they have had.

I'd then like a breakdown of data for each country, showing for each intern: how long they worked for, in hours per week and dates of employment; their job title, if applicable; and what their rate of pay was (be it per hour, per week, some other metric, expenses only, or nothing at all).

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

The data you requested is not held centrally by the Foreign and Commonwealth Office (FCO). We therefore asked the five Embassies, High Commissions and the permanent representations in Brussels and New York to search their records for the information. The data our Missions provided is set out in the attached spreadsheet.

As explained in our letter of 6 March (FOI 0055:14), where our Missions run work experience and internship schemes these placements are run in accordance with local, rather than UK, law. As you may be aware, local labour law dictates the level of remuneration our Missions can offer. In some countries, local labour law may prevent any remuneration being paid to an intern. In such cases; post will pay reasonable expenses if this is allowed under local labour law.

Our aim is that UK Missions within the same country should offer opportunities on equivalent terms. Following a review of their internship policy in May 2014, all FCO Missions in Brussels will now pay all their interns unless prevented due to local labour law / education bursary policy.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

The copies of information being supplied to you continue to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder. Most documents supplied by the FCO will have been produced by government officials and will be protected by Crown Copyright. To re-use Crown Copyright documents please consult the [Open Government Licence v3](#) on the National Archives website.

Information you receive which is not subject to Crown Copyright continues to be protected by the copyright of the person, or organisation, from which the information originated. You must ensure that you gain their permission before reproducing any third party (non-Crown Copyright) information.

I hope you are satisfied with this reply. However, if you wish to make a complaint or if you would like a review of our decision, please write to the FOI and DPA Team, Foreign and Commonwealth Office, Room K4.14, King Charles Street, London, SW1A 2AH. E-mail: foi-dpa.imd@fco.gov.uk. You have 40 working days to do so from the date of this letter.

If you are not content with the outcome of your complaint, you may then apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the FCO. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Human Resources Directorate



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.