



Foreign & Commonwealth Office

Sir Peter Westmacott
HMA Washington

Sir Simon McDonald KCMG KCVO
Permanent Under Secretary of State
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6 January 2016

Dear Peter

OUTSIDE APPOINTMENTS

I am glad to tell you that the Foreign Secretary has approved your application for permission to take up one part-time, paid outside appointment as a Resident teaching Fellow at Institute of Politics, John F. Kennedy School of Government, Harvard University, 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.

You have confirmed to ACOBA that you understand and are content with both of the conditions put to you above.

I wish you all the best in your future role.

Yours ever,

Simon

Simon McDonald