

PM Trade Envoy Terms of Appointment & Responsibilities

1. Introduction

This document sets out the Terms of Appointment and Responsibilities for the Prime Minister's Trade Envoy programme and provides guidance for each Trade Envoy and their respective market/s, on their roles and responsibilities and the relationship to DBT and HMG.

Further guidance is available from the Head of the PM's Trade Envoy Programme at DBT
[REDACTED]

2. Background

Trade Envoys are parliamentarians appointed by the Prime Minister to support His Majesty's Government (HMG) in promoting trade to, and investment from, one or more specific markets, as well as a wider HMG remit that could lead to a commercial outcome. The appointment runs for the duration of Parliament or if there is a change of Prime Minister.

Although each role is personally appointed by the Prime Minister, the Trade Envoy programme is managed by the Department for Business and Trade (DBT) and Trade Envoys report directly to The Rt Hon Kemi Badenoch, Secretary of State for Business and Trade.

The Trade Envoy role is market-specific, rather than sector focussed. The markets identified for the programme are typically growth markets, where there are varied and significant opportunities in a range of sectors, but where, historically, ministerial, or other high-level visits and engagement have been light. As the network has evolved more established markets have been added to the programme. They are markets where the Trade Envoy's role will be recognised and Heads of Mission can enable good access to government; where there are no, or manageable political/security restrictions on travel; and there are sufficient DBT staff on the ground to provide strong support. Crucially, these countries are places where the commitment and engagement of an Envoy can go a long way in helping British business.

DBT officials support the Trade Envoy to engage in those markets by:

- providing necessary briefing, advice, and intelligence.
- making introductions to key interlocutors.
- developing a programme of engagement for the Trade Envoy, to maximise his or her impact and working with Heads of Mission in supporting the Department's priorities; secure world-class free trade agreements and reduce market access barriers; Deliver economic growth to all the nations and regions of the UK through attracting and retaining inward investment; Support UK business to take full advantage of trade opportunities, Champion the rules-based international trading system and operate the UK's new trading system, including protecting UK businesses from unfair trade practices.
- The Trade Envoy role does not carry any policy responsibility and policy decisions remain a matter for Ministers. Trade Envoys are not bound by collective responsibility given the cross-party nature of the programme. Trade Envoys are expected to support

the Government's position when they are fulfilling their representational role in market and in the UK and not be a vocal critic of the Government's international trade policy more broadly.

The role also does not have responsibility for any trade negotiations in their markets.

Trade Envoys are not employees of the Department and are free to relinquish the role at any time, with no pre-agreed period of notice.

This role is unpaid. Each Trade Envoy agrees to undertake their role until the end of this parliament, with formal reviews taking place at 2 yearly intervals, to ensure that the scope and focus of the programme continues to be relevant and strategic.

The PM's Trade Envoy Programme aims to complement HMG Ministerial activity and support HMG Heads of Mission in Post and HM Trade Commissioners deliver objectives for the market/s.

3. Responsibilities of PM's Trade Envoys

Trade Envoys agree to undertake a planned programme of engagement with their market(s). Programme Plans will be drawn up by DBT Post in conjunction with the Trade Envoy and will include both UK and overseas activity. They will reflect all DBT priorities and wider HMG agenda where appropriate.

Trade Envoys commit to a minimum of at least two overseas trips per financial year and to ad-hoc engagement in the UK, which may include hosting dignitaries, delegations from their market(s). Where the Trade Envoy covers multi-markets the TE team will discuss with TE and Post the logistics of 2 visits per market.

Trade Envoys will receive relevant induction/briefing on DBT, their respective markets and wider Whitehall priorities. They are expected to reflect the Departmental and wider Governmental position when performing their Trade Envoy role.

Trade Envoys are expected to adhere to the expense's guidance shared by the Department and only incur costs which have been agreed beforehand.

Trade Envoys are under the same obligation as HMG Ministers to adhere to the relevant departmental restrictions, guidelines and confidentiality clauses as outlined in the Ministerial Code and are bound by the seven principles of public life as set by the Committee on Standards in Public Life

When undertaking official Trade Envoy duties Trade Envoys should not express any personal political opinions.

Trade Envoys will be asked to attend meetings and provide updates on their activity with SoS/Minsters for DBT, which their Relationship Manager will facilitate.

Any activity undertaken as a Trade Envoy should be agreed with their Relationship Manager and Posts. Trade Envoys should inform their Relationship Manager of all trade and investment

related meetings with companies, trade organisations and external stakeholders, so they can attend, provide briefing where necessary and register it as an activity for evaluation purposes and possible Freedom of Information requests.

The Civil Service aims to be the UK's most inclusive employer and representative of the public we serve and has a zero-tolerance approach to bullying, harassment, and discrimination. It is important that all staff in the UK and overseas feel respected and treated fairly within the workplace.

4. Responsibilities of HMA/Post

The success of the programme relies on the Trade Envoy and the Head of Mission establishing a good relationship. Trade Envoys' activities should be directed by the Head of Mission and linked to the Post's priorities. Heads of DBT and the Trade Envoy Team will be responsible for the day-to-day relationship. By accepting a Trade Envoy, Posts are committing to ensuring that the Trade Envoy is fully engaged in helping UK plc access commercial opportunities in those chosen markets.

Overseas Post will:

- Provide a letter from HOM outlining key priorities for the role and set up regular light touch calls between HOM and Trade Envoy (frequency to be agreed with Post).
- Provide a programme plan which reflects priorities for the market that the Trade Envoy will work on over the course of the year and that sufficient budget has been set aside to facilitate that activity (the Trade Envoy team meet the in-country T&S costs of the TE).
- Consider when visits to the market should take place. Post should be mindful that some Trade Envoys' travel may be restricted by parliamentary business.
- Provide media plan as part of the preparations for a market visit, which includes use of social media.
- Give Trade Envoys the same status as that of a junior Minister, including appropriate security provision if required.
- Where possible, the Trade Envoy should be offered accommodation at the Residence to minimise costs.
- Provide appropriate support for the Trade Envoy whilst in market as per a junior Minister. This includes providing a visit briefing pack to the Trade Envoy.
- Provide feedback to the Trade Envoy, and relevant teams in DBT (eg. Sector teams and the Trade Envoy team) on successes or outcomes as a result of Trade Envoy involvement. This allows us to feedback to No.10 and SoS on the value of the programme.

5. Responsibilities of the DBT Trade Envoy Relationship Manager (London)

Relationship Managers provide some of the same functions as a Private Office but are much more limited in capacity. Each Trade Envoy will have an assigned Relationship Manager who will be responsible for managing the day-to-day relationship with the Trade Envoy and will act as the link with Post, DBT, FCDO and Other Government Departments. Posts will always provide in-market support with the relevant Head of Mission taking personal responsibility for the Trade Envoy's programme and well-being in-country. On occasion the Relationship Manager may accompany the Trade Envoy on a visit, but this is not guaranteed.

The Relationship Manager will:

- Coordinate Trade Envoy activity (in the UK and with overseas posts).
- Provide advice and guidance to Trade Envoys on DBT processes including expenses policy.
- Join up HMG in support of the Trade Envoys and ensure appropriate links are made with Departments across Whitehall.
- Work closely alongside colleagues in posts in relevant market(s) to provide strategic and logistical support for Trade Envoys (eg. booking flights etc).
- Ensure appropriate and effective deployment of Trade Envoys with a view to delivering value for money a strong return on investment from the programme.
- The Relationship Manager is the first point of call for any issues that may arise regarding the Trade Envoy role. They will liaise on a regular basis with the Trade Envoy and their personal support team/PA.
- Provide updates and briefings to Trade Envoys on DBT and wider HMG priorities.
- Arrange roundtables and one-to-one meetings with Ministers where appropriate.
- Provide support and guidance on social media.
- Provide information on relevant future events, and
- Will profile all expenditure for Trade Envoys which is authorised by the Head of the PM's Trade Envoy programme.

6. Conflicts of interest:

Each Trade Envoy will adhere to the seven principles of public life as set out by the Committee on Standards in Public Life and declare any personal or business conflicts of interest (perceived or actual) in advance of being appointed a Trade Envoy. **It is the responsibility of individuals to keep their declarations up to date and to be alive to the possibility of conflicts of interests and to advise the department accordingly.**

You must declare to the Department, any personal or business interest which may, or may be perceived (by a reasonable member of the public) to influence your judgement in performing your functions and obligations. These interests include any external sources of remuneration, any direct and indirect pecuniary interests with a link to DBT or other Government departments, non-financial interests that could be perceived to influence your judgement, and any such interests of related parties. In order to avoid any suggestion of impartiality, you should refuse personal gifts or hospitality offered in connection with your role, or that might concern DBT. A party is “related to you” if he or she is for example (but without limitation) your spouse/partner, close family member (*eg. siblings or your children*) or living at the same household as yourself or close family members.

You should keep your Relationship Manager advised of any new personal or business interests as they arise. You will be requested to provide a full set of information every six months by submitting a declaration of interest form and requested to provide any updates as and when they arise.

You must inform your Relationship Manager, in advance of any new appointments that may impinge on your role as a Trade Envoy. This is important so it can be added to our register of interests and if necessary, mitigations will be put in place.

Categories of interests to declare

Below for guidance purposes are examples of matters which could give rise, or be perceived to give rise, to conflicts of interest.

Category 1: Sources of remuneration

Please list all directorships, membership of boards of public or private bodies, or committees for which you receive remuneration, whether payment or in kind.

Please list: (1) Organisation; (2) Role; (3) Link to DBT; (4) Date of appointment; (5) Date of resignation (if applicable)

Further information: These should include positions held within the last two years, with a brief description of the organisation and any possible links to the DBT or any other Government Departments (directly or indirectly). Please include any partnerships.

Category 2: Contracts

Please list any contracts of which you are aware between DBT, and organisations listed in Category 1 or any entities related to them (such as subsidiaries or holding companies), including a description of the contract.

Please list: (1) Organisation; (2) Relevant details; (3) Link to DBT

Further information: These should include any commercial agreements between DBT and/or other government departments.

Category 3: Shares and securities

Please list any significant shareholdings in companies, which may have a relationship with DBT through Directorships, trading arrangements or links directly or indirectly to any other Government departments.

Please list: (1) Type; (2) Relevant details; (3) Possible links to DBT; (4) Any relevant dates for purchase / sale

Further information: As a guide, “significant” would be any shareholding in a private company and 1% or more in a public company or any significant shareholding that could give rise to a conflict of interest where the company is engaging in business transactions with DBT.

Category 4: Houses, lands and buildings

Please list any interest held in houses, lands and buildings, other than any home used for your personal residential purposes.

Please list: (1) Type; (2) Relevant details; (3) Possible links to DBT; (4) Any relevant dates for purchase / sale

Further information: These should include property from which an income is derived.

Category 5: Gifts and Hospitality

In order to avoid any suggestion of impartiality, you should refuse personal gifts or hospitality offered that might concern DBT which might reasonably be seen to compromise personal judgement or integrity. Offers of significant gifts (worth £50 or more) or hospitality should be reported, even if they are refused, so that they can be formally registered.

Please list: (1) Organisation; (2) Description of item; (3) Approximate value (if known); (4) Any relevant details; (5) Date received/offered.

Further information: These principles are not intended to stop you accepting occasional trivial gifts (such as calendars or diaries) or occasional minor hospitality such as working lunches. However, no offer of a more substantial gift or hospitality should be lightly accepted.

Category 6: Non-financial interests

Please list any non-financial interest that might be relevant to your role at DBT.

Please list: (1) Organisation; (2) Description of interests; (3) Possible link to DBT; (4) Any relevant dates

Further information: Membership of an organisation such as an NGO, but only where membership of that NGO gives rise to a potential conflict of interest.

Category 7: Related party interests

Please list any interests in categories 1-6 above of yourself or any party related to you* which may, or may be perceived to influence, your judgement in performing your role as a Trade Envoy. A party is “related to you” if he or she is for example (but without limitation) your spouse/partner, close family

member (eg. siblings or your children) or living at the same household as yourself or close family members.

Please list details as per guidance for categories 1-6.

Category 8: Other

The categories above are not intended to be exhaustive.

If you consider that any other outside interests of yourself or any party related to you* could give rise or be perceived to give rise to a conflict of interest, you should declare it on the form.

7. Confidentiality:

Trade Envoys are not civil servants. However, the role of a Trade Envoy carries with it a duty of confidentiality in relation to information received. This may include sensitive, commercial, or political information shared about relevant markets/visits. This duty of confidentiality will continue to apply after the expiry of their term of office. In addition, the Official Secrets Acts 1911 and 1989 will apply. Trade Envoys are responsible for the protection of any documents they have been provided which might contain sensitive data and ensuring that they are carried, stored, and disposed of in an appropriate manner. Please refer to the following; (<http://www.legislation.gov.uk/ukpga/1989/6/contents>)

8. Data:

Any personal data provided to DBT will be used only for the purpose of administering the role of Trade Envoy. The fact, nature and details of your role will be made public, and visits and business undertaken on behalf of DBT, and HMG will be subject to the Freedom of Information Act (FOIA) and parliamentary scrutiny.

Trade Envoys are not under obligation to create and store information on behalf of the Department in relation to their Trade Envoy role. However, if they do retain data of this kind (eg. email exchanges with relevant stakeholders) then these might arguably be considered 'records held on behalf of the department' for the purposes of FOIA and could be subject to release unless relevant exemptions apply. Trade Envoys are advised to share any relevant exchanges/ documents with the department (ie. forwarded or copied to officials) so that the department can maintain its records.

Any data or statistics intended to be used publicly or with external partners should come from publicly available sources. When seeking data or proposing to use it, Trade Envoys should consult with their Relationship Manager who will discuss it with the DBT Analysis Group to ensure appropriate usage follows the single version of the truth for trade statistics.

9. Media:

The Trade Envoy Team should be made aware of and agree beforehand any intended media engagement or public communication activity (including print, digital/ social media) relating directly to the Trade Envoy role so that enquiries can be managed accordingly.

Trade Envoys should make it clear when they are speaking publicly in the context of their role and whether opinions expressed are their own or representing those of HM Government. Any material for publication must be agreed with the Trade Envoy Team in advance of publication. Appropriate media support will be provided in London and at Post for any media activity as part of the Trade Envoy role.

10. Trade Envoy Activity:

Trade Envoys should inform the Trade Envoy Team of all activity undertaken in their capacity as Trade Envoy. This includes any events/ meetings which HMG have not organised or where Government officials were not in attendance. The Trade Envoy Team is responsible for keeping an audit trail of all Trade Envoy activity and this information may be released under the Freedom of Information Act.

11. Travel and Expenses

Pre-arranged, reasonable travel expenses directly associated with activities undertaken in the role as a Trade Envoy will be arranged and met by the Department or reimbursed. There should be a clear business need for any expenses incurred, which need to be approved by the Trade Envoy Team before bookings are made or funds/ engagements committed to.

All travel should be both proportionate and appropriate to the need and should demonstrate best value for money to the department for use of public money. Public transport should be used on all occasions and the use of taxis should be a last resort and cleared in advance with your Relationship Manager.

Trade Envoys must adhere to the relevant departmental restrictions/guidelines which apply to the programme's use of funds. Relevant evidence/receipts will need to be provided for approval, reimbursement, and the maintenance of accurate records. These are the same principles which apply to DBT Ministerial activities.

Further details can be found in the expense guidance for Trade Envoys. Trade Envoys are advised to ensure they have read and understood this guidance, to be aware of limitations before submitting a claim.

12. Language Training

Language training is not a necessity for Trade Envoys but there may be some budget available for short courses in French, Portuguese and Spanish and where we know that the Head of Mission would consider a confidence level of language skills being of real benefit to the role. Requests are on a case-by-case basis and please contact [REDACTED] should you wish to undertake any language training.

13. Correspondence

Where Trade Envoys receive correspondence directly relating to enquiries regarding the Trade Envoy role and related activities this should be shared with the Trade Envoy Team to assist with responses and ensure that relevant factual lines on the Government's approach to that topic can be incorporated into the response.

14. Lunches & Dinners

There is no need to be routinely offering meals to stakeholders at public expense. If you are invited to lunch or dinner that is acceptable and should be reported and registered as per the guidance below. Routine stakeholder engagement such as meetings with business groups or Ambassadors should generally be done through meetings, rather than over lunches or dinners.

For the occasional times when hospitality is justified, for example the visit of a very senior government delegation or very significant potential inward investor up to 6-8 invites can be claimed with a ceiling of £50 per head for lunch/dinner, including all drinks and tip. Lunches should be restricted to two courses without alcohol and ideally Members Dining facilities in the Commons and Lords should be used. Alternatives such as tea should be explored.

15 Gifts and Hospitality

Before accepting any gifts or hospitality you must ensure that:

- your conduct would not create the suspicion of a conflict between your official duty and your private interest.
- you do not give the impression that you have been influenced by a gift or hospitality.

Trade Envoys are expected to ensure that acceptance of gifts and hospitality received as a result of their role stand up to public scrutiny. Gifts should be declined wherever possible, and any offers should be reported to the department.

Hospitality & Gift Limits

Hospitality or gifts worth £10 or above must be declared. You must not accept hospitality that might be seen to compromise your personal judgement or integrity.

The £50 limit is for gifts received within the UK, and when overseas, from non-governmental organisations. You can keep any gift up to the value of £50 received within the UK, and when overseas, from non-governmental organisations. If you wish to keep an item over this amount, you must pay for it (excluding the first £50). There is no limit to receiving hospitality but there must be a clear and justifiable reason, for instance if it is in the department's interest. If in doubt, talk to your Relationship Manager and before undertaking any hospitality authorisation is required.

Gifts – From Overseas Governments

You can keep a gift from an overseas government for representational purposes. The limit for gifts received in the UK from overseas governments organisations is £75. The limit for gifts received from other governments whilst overseas is £140. Gifts up to the value of £140 may be retained by the recipient. Trade Envoys must take personal responsibility to make the department aware of this information so that a record can be placed in the hospitality register of DBT. Any gifts of a higher value should be handed over to the department for disposal, unless the recipient wishes to purchase the gift abated by £140. Similarly, care should be taken when

undertaking the Trade Envoy role, that no extravagance is involved with working lunches and other social occasions.

Gifts - To Overseas Governments

You are not routinely expected to bring gifts on overseas visits as part of your official duties. However, should Post advise that an official gift is necessary, public funds are available for their purchase. This provision is normally reserved for Ministers and Senior Officials. We realise when travelling overseas you are representing the Prime Minister and before buying any gift for an overseas visit, please discuss with your Relationship Manager the following and ensure you have:

- a) received approval from Head of the Trade Envoy team to purchase a gift (we will be guided by advice from post on whether a gift is required).
- b) Received guidance on the cost ceiling for any gift.

Gifts – To Refuse

In your capacity as a Trade Envoy, you should not accept tickets to sporting events, tickets to movie premieres, tours of attractions with your partner and/or children, any electronic gifts, and any gifts of cash.

Every gift or hospitality needs to be recorded in the Department's **Gifts & Hospitality Register**. Please liaise with your Relationship Manager to ensure the register is up to date and current.

PM Trade Envoy Team
April 2023