

Personnel.



BUCKINGHAM PALACE

12th June, 2009

Dere Phil,

The Duke of York is delighted that you have agreed to provide support to him as his Senior Business Adviser and Extra Equerry from 15th June, 2009.

I enclose three documents which will need to be completed and returned:

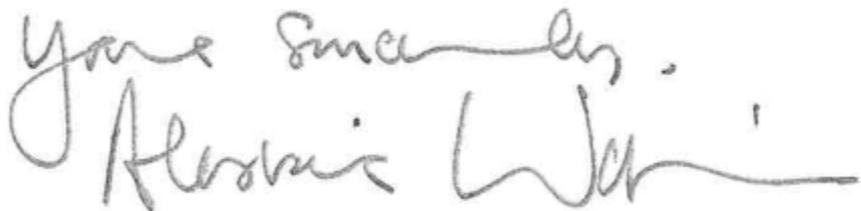
1. Declaration of Interests. This is an annual return which is completed by those who work closely with Members of the Royal Family and all senior managers. While elements of the declaration are not currently relevant, it would be helpful if you could provide full disclosure of your current business interests.
2. Confidentiality Agreement. Two copies. One to be signed and returned to me. This is a standard document for any individual working in Buckingham Palace.
3. Service Agreement. I enclose two copies of your Agreement. One to be retained by you and the other to be signed and returned to me.

On the days that you are working with His Royal Highness at Buckingham Palace, you will of course be able to park your car on the forecourt and are invited to attend Household lunch, if you would like to do so. For lunch, you will need to be booked in by 10.00am on the day, through the Office. In addition, we will ensure that you are invited to any receptions held at Buckingham Palace with a business focus, as a member of The Duke of York's Household,

For sake of clarity, you will not be an employee of the Household and are described as a consultant in the Undertaking of Confidentiality. However, for information, I have enclosed a copy of the Reference Manual for the Household that applies to employees. This provides information on Health and Safety as well as security and confidentiality.

If you need to discuss any of this further, please give me a call.

We very much forward to working with you and your being an important part of The Duke of York's office.

A handwritten signature in cursive script, appearing to read 'Alastair Watson'. The signature is written in dark ink on a white background.

Alastair Watson  
Private Secretary to The Duke of York

Philip Yea, Esq.

**AGREEMENT  
APPLYING TO PHILIP YEA  
Part I**

**Terms of Reference**

As discussed you will act as Senior Business Advisor and Extra Equerry to The Duke of York on trade and inward investment matters and support him in his role as the UK Special Representative for International Trade and Investment. Terms of reference have previously been outlined in the letter of 12th June, 2009.

**Period of the Agreement**

This agreement will apply for an initial period of 12 months with effect from 15th June, 2009 when it will expire unless previously renewed.

**Termination of the Agreement**

One month on either side to be given at any time during the term of the agreement.

**Location**

Your normal place of work will be Buckingham Palace, but you may also at times be requested to work at other residences or Royal Palaces.

**Expenses**

If any expenses are incurred, these will be paid in line with the Royal Household's expenses policy, details of which will be provided to you. With the exception of expenses, the role of Senior Business Advisor and Extra Equerry is an honorary position and you will not be in receipt of remuneration.

**Health and Safety at Work Act**

The Health and Safety at Work Act, 1974, places on employers the statutory duty to safeguard the health and safety of workers at their place of work. You are required to co-operate with the Household to meet its duties under the Act and to take reasonable care for the health and safety of yourself and any person who may be affected by what you do or fail to do. You will only be covered by the Royal Household's personal liability insurance for any claims arising from the Household's negligence.



While on business at the Royal Palaces and Residences, you are required to work responsibly and to adopt safe working practices in accordance with the Royal Household Health and Safety Policy. Additional information relating to health and safety at work can be found in the Royal Household Health and Safety Policy which is available from the Private Secretary.

### **Rules and Regulations**

As a condition of access to the Royal Palaces and Residences, you are required to comply with any relevant rules and regulations from time to time applying to the Household, details of which will be made known to you by the Private Secretary.

You will at all times conduct yourself in a manner appropriate to that of a senior Member of the Household of His Royal Highness The Duke of York.

In the interest of security, the Household reserves the right to undertake searches of workers, visitors and vehicles whenever it is considered necessary. This will only be undertaken by the appropriate personnel and subject to security procedures.

All those who are given secure access to the Royal Palaces and Residence must adhere to the Royal Household Security Policies, the key elements of which are included in the Security Guidelines and Undertaking of Confidentiality enclosed.

Your security pass should be worn while on Royal Household premises and kept safely at other times.

No photographs are permitted to be taken on Royal Household premises.

Breaches of the regulations relating to security and confidentiality may lead to withdrawal of your security pass and immediate termination of this Agreement.

Should you have any question relating to the procedures on security, confidentiality or the code of conduct please refer these to the Director of Security Liaison.

## **PART II - Declarations**

### **Confirmation of Terms**

I confirm that I have carefully read and accept all the terms set out in Parts I and II, and I appreciate that I can ask for any explanation or further information. I understand these terms and have received a copy of the whole document (Parts I and II).

### **Processing Your Personal Data**

I hereby consent to the Royal Household (and its associated organisations) processing the data collected during the period of this agreement, for the purpose of administering and supervising my work.. I agree that such data may be made available to those who reasonably need to know the same within the Royal Household, and if my service entails my travelling abroad temporarily, may be transferred as necessary for the purposes of the administration of that term abroad. I also understand that data may coincidentally be captured as part of the Household's general administration, for example security cameras may capture movements. I understand that under the terms of the Royal Household's records management policy my personal data may be transferred to the Royal Archives once they are no longer required for current administrative purposes.

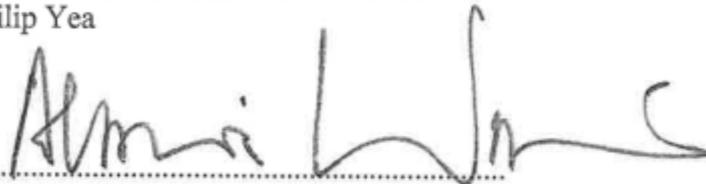
### **Political Activity**

I appreciate that it is traditional that those in the Royal Service refrain from political activity other than voting and I will conform to this tradition.

Signed by the parties this            day of            2009

Signed: .....

Philip Yea

Signed:  .....

The Private Secretary or his representative

## ROLE SPECIFICATION

STRICTLY PRIVATE AND CONFIDENTIAL

for the position of

SENIOR BUSINESS ADVISOR

with

HRH THE DUKE OF YORK

AMSTERDAM  
ATHENS  
ATLANTA  
BARCELONA  
BERLIN  
BOSGOLA  
BOSTON  
BRUSSELS  
BUDAPEST  
BUENOS AIRES  
CHICAGO  
COPENHAGEN  
DALLAS  
DUBAI  
DUSSELDORF  
FRANKFURT  
GENEVA  
HAMBURG  
HONGKONG  
HONG KONG  
ISTANBUL  
JAKARTA  
JEDDAH  
KUALA LUMPUR  
LISBON  
LONDON  
LOS ANGELES  
LUXEMBOURG  
LYON  
MADRID  
MELBOURNE  
MEXICO CITY  
MIAMI  
MILAN  
MONTREAL  
MOSCOW  
MUMBAI  
MUNICH  
NEW DELHI  
NEW YORK  
PALO ALTO  
PARIS  
PRAGUE  
RIO DE JANEIRO  
ROME  
SAN FRANCISCO  
SANTO DOMINGO  
SAO PAULO  
SEOUL  
SHANGHAI  
SINGAPORE  
STUTTGART  
SYDNEY  
TEL AVIV  
TOKYO  
TORONTO  
VIENNA  
WARSAW  
ZURICH

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RMB/

LO1305LO0001

12 February 2009

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## Background

His Royal Highness ('HRH') is the UK's Special Representative for International Trade & Investment and has been performing this role since 2001. He works on behalf of the United Kingdom and its associated British Territories. In this role he works with businesses in many sectors building and maintaining relationships on their behalf globally. He works with Government, in particular through the Government's international business development organisation UK Trade & Investment (UKTI), which is a joint department of the Foreign & Commonwealth Office (FCO) and the Department for Business, Enterprise & Regulatory Reform (BERR).

The Duke's role is focused on country-country business relationship building, supporting and promoting UK plc:

- creating positive business conditions for British businesses investing overseas
- supporting UK companies trading products and services in emerging and established markets
- promoting the UK as an attractive inward investment destination for foreign investors

Aiming to maximize opportunities for UK companies, the Duke's activities and responsibilities include:

- Maintaining strong Government and business relationships in the UK and abroad
- Reinforcing UK business credentials for bids and projects
- Marketing UK plc, for example at international trade events and conferences and delivering key note speeches on business issues
- Hosting high-level events in the UK, showcasing business opportunities for UK companies overseas or for foreign investors in the UK
- Providing feedback to business and Government on business issues both in the UK and overseas

In 2008 the Duke will have conducted over 600 official engagements, 90% of these in his role as UK Special Representative. He will have carried out around 150 engagements in the UK in his capacity as UK Special Representative and approaching 400 overseas on visits including China, Mongolia, Korea, Singapore, Vietnam, Indonesia, the Middle East (UAE, Qatar, Jordan, Kuwait and Bahrain), North Africa (Libya, Egypt), Eurasia and Central Asia (Azerbaijan, Tajikistan, Kyrgistan, Turkmenistan), India, Ukraine, The United States and the World Economic Forum at Davos.

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## **The Duke's Strategy**

The Duke has developed the role of UK Special Representative for International Trade & Investment significantly over the past 7 years; and commissioned an independent strategic review of the role in early 2008. The review indicated that HRH was highly valued by UK businesses and that he should continue to develop the role as a unique and highly valuable UK asset. The Government agreed and provided strong endorsement with increased funding to support the Duke's activities.

As a result of the review, the Duke has developed a strategy to take the role forward making the most effective use of time, ongoing relationships, geography, focusing on where he has greatest potential to have greatest impact. A primary dimension of focus is geographic, emerging markets and territories with a longer-term ruling/ governing counterpart. He will focus on supporting key international trade sectors, larger UK international businesses and operating in smaller forums. A key outcome is seen as remaining versatile and be able to respond to high priority demands and opportunities.

Following the strategic review, the Duke also needs to develop his private office, which the role has outgrown. As part of this development, a Senior Business Adviser is required to support the effective delivery of HRH's strategy.

## **The Senior Business Adviser Role**

The Senior Business Adviser is a new advisory role supporting HRH. In parallel with the Duke's Private Secretaries, responsibilities will include:

- Advising on strategic sector and country priorities for the Duke to support
- Advising and supporting high-level strategic relationship development with Government and the business community
- Ongoing feedback and challenge for the Duke's role

The Duke will have a Special Advisory Panel, which will consist of senior business executives each specialising in key geographic, sector and functional areas of the Duke's activities. In the short term, the Senior Business Adviser will be involved in the development of this group, as existing members rotate off and new members are invited to join. The Panel meets quarterly and the Senior Business Adviser chairs these meetings.

The expected time commitment for this role is 1-2 days per month and the initial tenure of the role is likely to be 2-3 years. No remuneration is offered for the position.

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## Candidate Profile

The candidate for Senior Business Advisor is a top calibre business leader, with significant international and cross-sector experience. The candidate will be in the latter stages of their career, having moved relatively recently from their most senior executive role. The candidate is likely to have held their most senior position in a large UK plc, or possibly as a senior partner in a professional services firm.

- International relationship building and business development experience are essential
- Experience of interacting with the UK Government is preferred
- Experience in emerging markets is preferred
- A strong reputation internationally and excellent career track record are required

The candidate must be highly committed to supporting HRH in developing the UK Special Representative role for its next phase, providing considered advice, fresh challenge and feedback. The highest levels of integrity, discretion and diplomacy are required.

## CONTACTS

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