



Department for International Trade

The Rt Hon Elizabeth Truss MP
Secretary of State for International Trade
Department for International Trade
King Charles Street
Whitehall
London
SW1A 2AH

T +44 (0) 20 7215 5000
E truss.correspondence@trade.gov.uk
W www.gov.uk/dit

Baroness Anelay of St Johns
Chair, International Relations & Defence Committee
House of Lords
London SW1A 0PW

By email: hlintrelations@parliament.uk

30 October 2020

Dear Lady Anelay,

Thank you for your letter of 7 October and your continuing interest in the Prime Minister's Trade Envoy programme. I am also aware Lord Grimstone has recently written updating you following the announcement of our new Trade Envoys.

Trade Envoys are appointed by the Prime Minister. My Department makes recommendations based on a potential Trade Envoy's relevant skills and experience both for the role and the market they are being considered for. These skills and experience can be based on UK or overseas sector knowledge or their Government to Government experience and a potential Trade Envoy will need to be willing to travel. It is a cross party programme so we consider candidates from across the political parties and both Houses. We also consult with the relevant HM Trade Commissioners, Ambassador or High Commissioner and colleagues in the Foreign, Commonwealth & Development Office in London to identify suitable candidates.

Trade Envoys are asked to raise any potential or perceived conflicts of interest with DIT at the earliest opportunity. My Department will then investigate and make its recommendation on the course of any action needed. My Department also liaises with the Proprietary and Ethics Team in Cabinet Office who consider potential appointments before they are confirmed.

Trade Envoys are ultimately accountable to the Prime Minister but day-to-day management of the Trade Envoy Programme and the activities of individual Trade Envoys when carrying out their Trade Envoy role is my responsibility. My Department is responsible for utilising Trade Envoys effectively to meet our objectives using their skill, knowledge, and expertise. Each Trade Envoy is allocated a Relationship Manager whom they meet on a regular basis to discuss engagements, objectives, goals they wish to achieve, and ensure they are aligned to the Department's objectives. The Relationship Manager also manages logistical arrangements, arranges briefings for the Trade Envoy and responds to requests for information. My ministerial team is also introducing regular meetings with the Trade Envoys, which will provide an opportunity from them to update on progress in their respective markets and provide feedback on their role. My officials are in the process of establishing a robust mechanism which will help capture the value Trade Envoys bring to our trade and investment efforts more effectively.

The relationship between the Trade Envoy, the relevant Ambassador or High Commissioner and the HM Trade Commissioner is key. HM Ambassadors and HM Trade Commissioners have a pivotal role in directing the focus of Trade Envoys in their market, which is an additional and influential resource. Trade Envoys support HMG's trade objectives in a market and in that role, they support the Head of Mission and HM Trade Commissioner. Trade Envoys are expected to demonstrate the same commitment to the Government's trade and investment objectives and policies as other representatives of HMG when working overseas or when hosting visitors and delegations in the UK. As part of their terms of reference, they acknowledge that when undertaking the Trade Envoy role, they support the government's position.

As part of their terms of reference, Trade Envoys commit to visit their markets at least twice a year (where possible) and undertake UK activity in support of HMG objectives for their markets. At the end of each year financial year, a summary of their activity, along with any notable successes is produced and shared with DIT Ministers and No10. I have pleasure attaching our internal end of year review for 2019-20.

We are consistently reviewing the Programme to ensure it remains aligned with government priorities and through liaison with our HMTCs will consider further market coverage. Any recommendations on the direction and coverage of the programme are then made to the Prime Minister.

The appointments made earlier this month will further support the UK's ambitious trade and investment agenda in global markets.

Best wishes,



THE RT HON ELIZABETH TRUSS MP
Secretary of State for International Trade
& President of the Board of Trade