

From: Burgess Niall HQ-SEC GEN
Sent: Tuesday 27 July 2021 22:12
To: martin.fraser [redacted s. 37 (1)]
Subject: Special Envoy Role

Martin,

You have the proposed tasking for the Special Envoy.

The expected time requirement is 50 days for the first year – I would anticipate around 30 days over the next 6 months as the role is developed. A per diem will be payable based on the PO salary scale managed through payroll and therefore taxable at source. Some travel will be necessary (including through a number of country visits to support the work of the Embassy network) and any official travel costs will be reimbursed at the same rate as would apply to officials. We are currently finalising a draft contract along these lines. We envisage a report on progressing the mandate after 6, 12 and 18 months.

Niall