



Prof Sally Shortall  
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Our ref: SUB/1032/2021

Date: 29 October 2021

Dear Prof Shortall

**APPOINTMENT OF MEMBER TO THE BOARD OF THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI).**

I refer to the letter of 7<sup>th</sup> October 2021 advising you that following a recent public appointments competition, I have selected you for appointment to the position of **Member** of the Agri-Food and Biosciences Institute, subject to the satisfactory conclusion of the remainder of the appointment process.

The position is effective **from 1 December 2021 to 30 November 2024.**

Thank you for your response confirming you are willing, in principle, to accept this appointment and for providing the Basic Access NI Disclosure Certificate as requested.

The time commitment for the role of **Member** of the Agri-Food and Biosciences Institute requires approximately **20** days per annum. This position is remunerated at **£412** per diem.

In order to conclude the appointment process and ensure commencement of your appointment from **1 December 2021**, I would be grateful if you would review, sign and return the attached documents where appropriate:

**Annex B: Terms and Conditions of the appointment** are outlined for your information and consideration;

**Annex C: Acceptance Slip** - If you are content with the Terms and Conditions of the appointment then please sign and return the acceptance slip;

**Annex D: Seven Principles Underpinning Public Life** – Please note the details and complete the attached with your signature and return.



You are also required to declare, upon appointment, changes in any business interests, position of authority in a charity or voluntary body, and any connection with bodies related to the remit of **AFBI**. These must be entered into a register, which is available to the public.

There are a number of other forms which you are required to return in order to finalise your appointment. These are:

**Annex E: Political Activity Questionnaire – for completion and return;**

**Annex F: Draft Biographical Information - Personal Information extract** for your review, amendment (or confirmation that no changes are necessary) - approximately 5-6 lines maximum and return.

In order to complete formalities, I would ask that you please return all completed documentation **by email** to:

[publicappointments@daera-ni.gov.uk](mailto:publicappointments@daera-ni.gov.uk) no later than close of play on **10 Nov 2021**.

Yours sincerely



**EDWIN POOTS MLA**  
**Minister of Agriculture, Environment and Rural Affairs**



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*Sustainability at the heart of a living, working, active landscape valued by everyone.*