



Mr Tim McClelland
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dundonald House
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Email: private.office@daera-ni.gov.uk

Our ref: SUB/1032/2021

Date: 29 October 2021

Dear Mr McClelland

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

I refer to the letter of 7th 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 making arrangements to provide a 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 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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