

**Reference No:** E109/116/83; **Date:** 09/05/2001

**09/05/2001 LP:- Anglo-Irish Exchange of Civil Servants Scheme**

To: All Personnel Officers

I am directed by the Minister for Finance to refer to the above scheme which has been in operation since 1985. Under the terms of the scheme, civil servants from Ireland may be temporarily transferred to the UK civil service, including the Northern Ireland civil service, for six months with a reciprocal arrangement for civil servants from the UK to be temporarily transferred to the Irish civil service. In exceptional circumstances the period of temporary transfer may be extended to twelve months. In some cases civil servants may be temporarily transferred to areas of the public service outside the civil service. It is intended to facilitate the temporary transfer under the scheme of up to three officers to the UK civil service in 2001.

The scheme, which was agreed in 1984, was introduced in the interests of improving mutual understanding. Both administrations have found that the scheme also provides a useful opportunity for officers to broaden their range of experience in specialist areas of work of relevance to their parent Department. Officers on temporary transfer are required to undertake a significant task or body of work at an appropriate level during the period of transfer.

While called an exchange scheme, it is not essential that a direct "head for head" exchange takes place. An overall balance between the number of temporary transfers in either direction is maintained by the Department of Finance.

If you are interested in nominating members of your staff to participate in the Anglo-Irish Exchange Scheme, I would be grateful if you would bring the attached information note to the attention of your staff. Nominations should reach Mr. Maurice Kiely at this office by Friday 1 June 2001.

Nominations should be forwarded only if you are satisfied that the officers are suitably qualified, have done well in the discharge of existing duties, are suitable from the point of view of health with particular regard to sick leave (Circular 34/76, as amended by Circular 32/91, refers), show the potential for advancement to a higher grade and will be released on paid temporary transfer for the duration of the exchange. Suitable applicants will:

? be serving in an established capacity, in a grade at approximately Executive Officer, Higher Executive Officer or Assistant Principal levels;

? have had at least five years satisfactory service in that grade or another eligible grade on the date of this letter;

? have proven ability and experience in public administration such as would demonstrate the potential of the officer to derive maximum benefit from the scheme and make a significant contribution to the Department/Office to which temporarily transferred.

If one or more of your nominees is offered an exchange, it will involve you continuing to pay their salary for the duration of the exchange and paying an allowance in respect of necessary travel and subsistence expenses in the UK. This Department will advise on the level of subsistence payable. These payments will not be recouped by the UK civil service. I would also appreciate if all applications from your Department/Office were accompanied by a letter from the Personnel Officer, confirming that you are prepared to meet the cost of the programme and that the candidate will be released if selected.

If you have any further queries, Mr. Maurice Kiely (Tel: 6045739) will be pleased to assist.

J McGovern  
Assistant Secretary

E109/116/83

9 May 2001

### Information Note for Applicants

#### Anglo-Irish Exchange of Civil Servants Scheme

1. Under the terms of the Anglo-Irish Exchange of Civil Servants Scheme, civil servants from Ireland may be temporarily transferred to the UK civil service for six months with a reciprocal arrangement for civil servants from the UK to be temporarily transferred to the Irish civil service. In exceptional circumstances the temporary transfer may be extended to twelve months. The scheme has recently been extended to include temporary transfer arrangements with the Northern Ireland Civil Service. The scheme, which was agreed in 1984, was introduced in the interests of improving mutual understanding. Both administrations have found that the scheme also provides a useful opportunity for officers to broaden their range of experience in specialist areas of work of relevance to their parent Department. Officers who are sent on temporary transfer will be allocated a significant task or body of work at an appropriate level, by the host administration, to be undertaken during the period of transfer. Civil servants may in certain circumstances be temporarily transferred to areas of the public service outside the civil service.

2. Applications from officers in any Department or work area will be considered, subject to considerations of national security or confidentiality. The UK and Northern Ireland Civil Service are particularly interested in taking on temporary transfer professional or technical officers.

3. An officer who is selected for temporary transfer will continue to receive his/her salary as normal for the duration of the exchange. Necessary travel expenses and payment of an allowance will be made in respect of subsistence expenses in the UK and Northern Ireland, depending on the officers' personal circumstances 4. Suitable applicants will

(a) be serving in an established capacity, in a grade at approximately Executive Officer, Higher Executive Officer or Assistant Principal levels;

(b) have had at least five years satisfactory service in that grade or another eligible grade by 1 May 2001;

(c) have proven ability and experience in public administration such as would demonstrate the potential of the officer to derive maximum benefit from the scheme and contribute significantly to the Department/Office to which they are temporarily transferred.

5. Officers who wish to apply to be nominated for a temporary transfer to commence in 2001, should send a detailed curriculum vitae, stating clearly their reasons for wishing to participate in the scheme and the type of work experience they are interested in gaining while on transfer, to their own Personnel Section (check for in-house closing date). Personnel Sections should send nominations to Mr. Maurice Kiely, Department of Finance, 73-79 Lower Mount Street, Dublin 2, to reach him not later than Friday 1 June 2001.

6. Nominations should be forwarded only if the Head of the Department is satisfied that the officers are suitably qualified having regard to paragraph 4 above, have done well in the discharge of existing duties, are suitable from the point of view of health with particular regard to sick leave (Circular 34/76

refers), show the potential for advancement to a higher grade and will be released on paid temporary transfer for the duration of the exchange.

7. Nominations will be sent, by the Department of Finance, to the appropriate section in the UK and Northern Ireland Civil Service, with a view to arranging temporary transfers for up to three officers in 2001.

8. If you have any queries about the scheme or your application, they should be addressed to your own Personnel Section in the first instance.