



Prime Minister

Foreign and Commonwealth Office

London SW1A 2AH

Agree?

26 July 1983

A.S.C. $\frac{26}{7}$

Yes no

Dear John,

Arrangements for the Appointment of a Special Adviser

The Foreign and Commonwealth Secretary would like to appoint Mr John Houston, who is currently Political Adviser (effectively Private Secretary), to Mr Tugendhat in the European Commission, as his Special Adviser. I attach a copy of Mr Houston's curriculum vitae. In accordance with the Guidance on the Employment of Special Advisers, I am writing to seek the Prime Minister's approval for this proposed appointment.

The Prime Minister may wish to know that agreement has been reached with the Treasury that Mr Houston should be paid at the minimum of the Diplomatic Service Counsellor/Assistant Secretary scale (£20,493 per annum) with one increment next year.

Please refer to your letter
David. This
will update
almost every other
political adviser
(B J P Fall)
Private Secretary

A J Coles Esq
10 Downing Street

On increase ~~2/2.000~~
£3,000 top for
Tugendhat
the F.O. No other
dept could do it! no

All special
advisers go
through David
Wolton - The general
rule is that they do
not get a large
increase but only
£500 or so more than
now

1973-77

Conservative Research Department, 24 Old Queen Street,
London, SW1

Desk Officer on Irish Affairs

Duties: Briefing and speech-writing for Shadow Secretary of State for Northern Ireland; Secretary to Backbench MPs Committee on NI; general policy research and analysis; accompanying Parliamentary Spokesmen on visits to NI

1977-78

Head of Home Affairs Section

Duties: Running of section with six Desk Officers (Home office, Health and Social Services, Housing, Local Government, Transport and Education); briefing of Shadow Cabinet and Leader of the Opposition; preparation of policy papers; speech-writing; party liaison with advertising agency

1978-Present

European Commission, Rue de la Loi 200, 1049 Brussels

Political Adviser to Christopher Tugendhat, Vice-President of the European Commission, responsible for Community Budget, Financial Institutions and Taxation, and Financial Control

Duties: Writing of speeches, pamphlets and press releases; relations with the European Parliament, including dealing with Written Questions, preparation of briefs for Oral Questions, briefing for debates, attendance at Plenary Sessions, and following the work of specialized committees; organization of speaking engagements throughout the Community and official visits to UK regions; information policy; liaison with Westminster affairs; transport policy

Salary: 116,000 BF (net) per month (i.e. £17,500 p.a. approx. after allowances and deductions including tax)

Notice required: Minimum 1 month

PUBLICATIONS:

Editor of memoirs of Brian Faulkner (Weidenfeld and Nicholson, June 1978)
"The Northern Ireland Economy: A Special Case?" (Old Queen Street Paper, 1976)
"Family Policy" (with Christopher Mockler; Old Queen St. Paper, 1977)

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