

## MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Republic of Italy to promote and provide guidelines for exchanges of civil servants between the two countries in the interests of improving mutual understanding

1. The purpose of this Memorandum of Understanding between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Republic of Italy is to establish a general framework between the Cabinet Office in London and the Public Administration Department in Rome (hereinafter referred to as "the Services") to promote and provide guidelines for exchanges of civil servants between the two countries in the interests of improving mutual understanding.

2. Those taking part in the exchange programme will have the opportunity of doing responsible work in the field of public administration, either in a specific post or on specific projects of value to the receiving department. They will be integrated to the fullest extent possible in the work of the receiving department. In order to do so most successfully, participants should be able to work in the language of the receiving state at a solid working level or better.

3. As far as possible, a numerical balance will be maintained between the participants involved from each of the two countries. About three exchanges (each way) are envisaged on an annual basis. The exchanges will not generally be head-to-head but may be so if it is possible to arrange this.

4. The programme will be open to British and Italian administrative or specialist civil servants of high potential. As a general rule, they should have suitable experience involving opportunities for taking responsible decisions. The

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duration of the exchanges will be subject to agreement between the participant and the home and host departments but will normally be at least four months.

5. Officials will continue to be paid by their own department and will receive allowances and travelling expenses between the two countries from that department. The cost of working trips undertaken by officials on behalf of the departments of the host country will be paid by the host country.

6. The Services will arrange for the relevant documentation, including full background details on the participants and on their field of interest, to be made available at the beginning of each year. Every effort will be made to secure a placement within two months of the receipt of applications.

⑦ The Services will collaborate closely in preparing and putting into operation the individual exchange projects. They will make their good offices available for the settlement and clarification of specific personal and technical questions arising from the exchange programme.

8. The Services will aim to organise occasional meetings, possibly with some of the participants in the programme, to review the operation of the programme and the experiences of exchanges between the two countries.

⑨ The administration and coordination of the arrangements contained in this Memorandum of Understanding will be the responsibility of the Fast Stream, Europe and Recruitment Division on behalf of the Cabinet Office in London and of the Public Administration Department in Rome.

10. This Memorandum of Understanding will enter into force as soon as respective internal procedures are complete.

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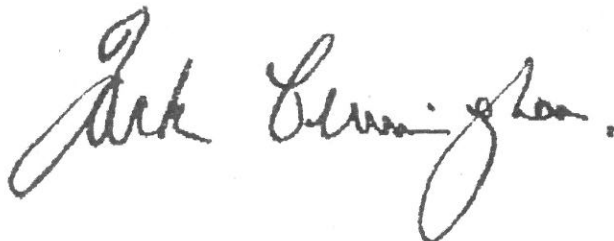
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11. This Memorandum of Understanding has been signed by the Ministers duly authorised by their governments.


12. The foregoing record represents the understanding reached between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Republic of Italy upon the matters referred to therein.

Signed in duplicate on *February 24th, 1999*

For the Government of the  
United Kingdom of Great  
Britain and Northern Ireland

A handwritten signature in dark ink, appearing to read "Jack Cunningham". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

For the Government of the  
Republic of Italy

A handwritten signature in dark ink, appearing to read "P. R. Rane". The signature is written in a cursive style with a large initial "P" and a long, sweeping underline.