

FROM: J L TOWNSON
Talks Administrator
2 May 1991

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cc: PS/SofS (B&L) - B
PS/PMG (B&L) - B
PS/MofS (B&L) - B
PS/Mr Fell - B
Mr Pilling - B
Mr Ledlie - B
Mr Chesterton - B
Mr Thomas - B
Mr Alston - B
Mr Wood (B&L) - B
Mr D J R Hill - B
Mr D McNeill - B
Mr Archer, RID FCO - B
HMA Dublin - B

PS/PUS (B&L) - B

SECRETARY OF STATE'S TALKS: NOTES FOR DELEGATES

Attached for information is a copy of the Notes for Delegates which were issued by hand to Party Offices today.

signed J Townson

J L TOWNSON
Talks Administrator

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cc Mr Cosker
~~Mr Wooley~~
Mr Newfield

PA InterParty Talks Ltr
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SECRETARY OF STATE FOR NORTHERN IRELAND

POLITICAL TALKS

ADMINISTRATIVE ARRANGEMENTS
FOR THE INFORMATION OF DELEGATIONS

INTRODUCTION

The following notes provide details of the principal administrative and domestic arrangements which will apply in Parliament Buildings during the Talks. Should you require any further information please contact the Talks Administration Office in Parliament Buildings (Belfast 0232-763210) on extension 2207 or 2374.

SECURITY ARRANGEMENTS

In the interests of security all Delegates and Officials have been issued with a Special Talks photo pass. All pass holders are asked to observe the following:

- * The Talks pass should be worn at all times while in the Talks area. They permit entrance via the Front Door only; any loss should be reported to the Talks Administrator as soon as possible.
- * The pass will also permit holders to bring their cars up to the East car park.
- * All bearers of the special Talks pass will be admitted by the Front Door where identity will be checked and standard security measures, including a search of all items of hand baggage will be undertaken. The RUC will take custody of any personal firearms, which will be returned on leaving the building.
- * Visitors and advisers to Delegations, who do not hold a Talks pass, will be directed to the Reception office at

the Main Entrance. The receptionist will telephone the appropriate office to advise of the visitor's arrival. It will be the responsibility of that office to collect the visitor at Reception and countersign the Visitors' Register. The visitor will then be issued with a Visitors Pass valid for the date of issue only which should be worn at all times while in the Talks area. It should be returned to reception on leaving the building.

- * It will not be possible to move from the Talks area into the rest of the building without an escort except in the case of an emergency.
- * Arrangements for the evacuation of the building in the event of an emergency are under the control of the DOE and will be announced over the public address system. A separate note detailing evacuation assembly arrangements is being prepared and will follow shortly.

STORMONT ESTATE SECURITY

There will be the normal search of cars entering the Stormont Estate and a further search for all vehicles proceeding up to the Building's East and West car parks.

If taxis or lifts are picking up Delegates they may not be permitted to drive up to the building unless advance notice has been given. To arrange this please contact extension 2207 and give full details ie car registration number, make, colour or name of taxi firm.

Before 8.00 am and after 6.30 pm the only entrance to and exit from the Estate is by way of the gate at Massey Avenue leading to and from the Belmont Road.

CAR PARKING

Car park spaces are available for Delegations and Talks Officials in the East car park at the Dundonald side of the building. The

West car park is reserved for senior staff in the building and contains the press accommodation.

Admission to the East car park will only be permitted on production of the special Talks pass up to 6.00 pm. Access is gained by the Western Approach Road via Glen West security point and by the Western Access Road to the Upper Terrace and past the front of the building. Drivers should exercise extreme caution when turning left into the Car Park and be on the alert for pedestrians and other vehicles seeking to leave by the Eastern Access Road, or vehicles emerging from the link road at the rear of the building. It would be appreciated if Delegates would comply with directions given by the Ranger on duty in the car park.

The exit route is by the Eastern Access Road and Eastern Approach Road.

A sketch map is attached for information.

Visitors and advisers to Delegations, who do not hold a Talks photo pass, will not be admitted to the East car park unless reasonable advance notice of their arrival has been given to the Talks Administration Office. Full details should be provided of visitor's name, and the make, colour and registration number of the car.

HOURS

Entrance to and exit from the building for Delegates and their support staff will be by the Front Door only from 9.00 am until 6.00 pm or 1 hour after the Talks adjourn, whichever is the later. The normal times for sessions of the Talks will be 10.30 am to 12.45 pm and 2.30 pm to 5.00 pm.

OFFICES

Each Delegation has been allocated a suite of three rooms. These have been furnished to provide a room for the Leader of the Delegation, a room for Delegates and a Delegation Office.

On non Talks days these rooms are available for use between the hours of 9.00 am and 5.00 pm. If conference rooms are required on non Talks days it is requested that 48 hours notice be given to the Talks Administration Office.

TELEPHONES

All telephone extensions operate through the Parliament Buildings switchboard (0232 763210) which is staffed from 9.00 am to 5.15 pm. Calls within the British Isles can be made by direct dialling. To obtain an outside line dial 9 followed by the STD code and number required.

The Party Leader has been provided with an extension which is normally trapped by the Party Support Office (although it can be set to ring straight through) and with a direct exchange line.

An Instruction booklet on the trapping arrangement has been provided for each Support Office.

Two emergency lines have been retained for use by all Delegations in the event of total failure by the main building exchange. The number is 761818 and it can be used to make outgoing calls only: it will not accept incoming calls.

It is possible that calls may be received for a previous occupant of the accommodation. While this is regretted it is technically impossible to do anything about it and it is hoped that they will be few in number and will diminish in time. The caller should be asked to redial the exchange number (763210) and seek the assistance of the Telephone Supervisor.

Should any further assistance be required, please contact the Talks Administration Office.

STATIONERY AND OFFICE EQUIPMENT

A basic supply of standard stationery items has been placed in each

suite of rooms. For further supplies of consumable items please contact the Talks Administration Office.

A security cabinet and wall safe are provided in each of the Delegation Offices. For instruction on how to set the combination of the wall safe please contact the Talks Administration Office.

COMMON SERVICES

A photocopier and shredder are available in Room 41 for the use of all Delegations. The Talks Administration staff will service the equipment and provide advice on its use as necessary. The photocopier is equipped with a separate digital access code for each Delegation. Details of the code have been supplied to the Party Support Office. A security chain has been fitted to the door to ensure privacy should delegates wish to photocopy or shred confidential documents.

OTHER FACILITIES

(a) Assembly Library

The former Assembly Library and Vote Office will be available to Delegates for reference purposes. It is regretted that it is not possible to offer a lending or research service.

(b) Post Office

The Post Office is situated at the front door on the ground floor and provides all the normal postal services.

Both the Assembly Library and the Post Office will continue to be accessible to civil servants in the building.

(c) Dining Facilities

The Members Dining Room will be available at lunch time (12.30 - 2.30 pm) for Delegates and Talks Officials only. The cost

will be around £5.25 for a four course meal, and a varied snack menu is also available.

A light evening meal will be available if the Talks sit late.

On days when Talks take place morning and afternoon refreshments will be provided for all members of Delegations attending the Talks at the relevant Conference Room.

Should Delegations not directly involved in the Talks wish to have tea, coffee etc served in their rooms this may be arranged on a cash basis with the catering manager, phone extension 2293.

Delegations support staff may wish to use the Strangers' Dining Room for tea and coffee between the hours of 10.00 - 10.30 am and 3.00 - 3.30 pm and for lunch. Prices are the same as in the Members' Dining Room.

(d) Bar Facilities

The Delegates Lounge is in Room 114 on the First Floor beside the Conference Room. Room 111 will be a soft drinks lounge. Normal bar prices will apply.

Bar opening hours are 12.30 - 2.30 pm and for 1 hour after the Talks close for the day.

On non Talks days, arrangements may be made through the Talks Administration Office, to have the Lounges open between the hours of 12.00 to 2.00 pm only.

EXPENSES

On days when Talks take place, the following expenses may be claimed towards the cost of travelling to and from the Talks:-

- (i) the actual cost of return journeys by public transport from place of residence in Northern Ireland to the Talks;

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- (ii) if you travel by car at your expense, the return mileage from place of residence in Northern Ireland to the Talks.

The rates of mileage allowance are:

- (i) Cars with engine capacity up to 1500 cc - 35.7p per mile
- (ii) Cars with engine capacity over 1500 cc - 37p per mile.

Members of Delegations who use their own cars are advised in their own interests to make sure that their insurance cover is adequate for the purpose. Payment for travel expenses will not render the Northern Ireland Office subject to any liability in respect of loss or damage to any vehicle or its contents or in respect of personal injury to any person.

If appropriate, Delegates may also claim a daily subsistence allowance at the following rates:-

- a. £3.50 if, as a result of the Talks, you are more than 5 hours absent from your residence in Northern Ireland; or
- b. £7.70 if, as a result of the Talks, you are more than 10 hours absent from your residence in Northern Ireland.

A fixed rate Talks allowance is also payable in contribution to loss of earnings if such loss is incurred as a result of attending the Talks.

£78.50 where the absence giving rise to the loss exceeds 4 hours.

£39.25 where the absence giving rise to the loss is 4 hours or less.

The Department of Education has agreed that, subject to the teacher concerned obtaining approval for absence from the appropriate

employing authority, teachers (other than supply teachers) are entitled to paid leave of absence.

No payments of Talks allowance, travel or subsistence will be paid in respect of attendances on non Talks days.

Claims should be made in arrears, preferably on a weekly basis, on the claims forms which can be obtained from the Talks Administration Office.

PRESS ARRANGEMENTS

The Government Information Services' representatives are Mr Frank Woods and Mr Billy Millar. They can be contacted on extensions 2421, 2382 or 2234 on the Parliament Buildings exchange or on Belfast 763011 extension 3270 or 3276.