

(4 June 1991, 1745)

Procedural Guidelines for the Conduct of Strand Two*Role of Chairman

1. The independent Chairman will preside over all meetings of Strand Two. He/she will exercise his/her functions in an impartial and even-handed manner.
2. The Chairman will be responsible for the orderly conduct of business. He/she will conduct the proceedings so as to allow an opportunity for full discussion of the issues and will be guided by the objective that the outcome should be agreed by all participating Delegations. To this end, but only after consultation with the Delegations to establish that it would be regarded as helpful, the Chairman may bring forward specific suggestions.
3. The Chairman will consult with participating Delegations in the exercise of his/her functions. A Business Committee will be formed to facilitate such consultation.
4. The Business Committee will comprise the Chairman him/herself and a designated member of each of the participating Delegations. The Committee will be available to advise the Chairman on the day-to-day exercise of his/her responsibilities and to facilitate communication between the participating Delegations and the Chairman. It is envisaged that the Committee will normally meet on days when talks are taking place.

*Note: for the purpose of this document, the term "participating Delegations" refers to the two Governments and the four Northern Ireland parties: Alliance, SDLP, UDUP, UUP.

5. In discharging his/her functions, the Chairman will confine his/her consultations to the Delegations participating in Strand Two. Any written submissions which may be received from other groups or individuals will have no status.
6. For the duration of the process the Chairman will not be expected to make any public comment. However, should the need arise he/she will wish to seek the approval of the heads of participating Delegations before doing so.

Conduct of Proceedings

7. The proceedings of Strand Two will be held in private.
8. The Chairman will have responsibility for the convening, postponement and adjournment of meetings, in consultation, as he/she considers appropriate, with participating Delegations. It is understood, however, that any Delegation may request an adjournment of up to 10 minutes at a time and the Chairman shall only refuse such requests if they are made with unreasonable frequency.
9. The agenda for each day's business shall be determined by the Chairman after considering advice from the Business Committee.
10. In addition to the meetings in London and Dublin, other substantive meetings of Strand Two will also take place in plenary session at Parliament Buildings, Belfast.
11. In addition to the regular plenary meetings the Chairman may, with the agreement of Delegations, propose more limited meetings at which all Delegations would be represented. He/she may also at any time ask some or any of the participating Delegations to meet with him/her; and he/she will accede to any reasonable request for a meeting with him/her from any Delegation.

12. All remarks shall be addressed through the Chairman. Time limits on interventions may be imposed at the Chairman's discretion.
13. The Chairman's ruling on all individual questions of procedure and order shall be final.
14. A record of the proceedings of Strand Two will be maintained under the general direction of the Chairman and circulated to Delegations participating in the meeting. Approval of the records of meetings involving all Delegations will be a matter for the Business Committee.
15. Changes and additions to these rules of procedure shall be made only with the agreement of all participating Delegations.

Inter-relationship of Strand Two with Strands One and Three

16. It is accepted by all participating Delegations that nothing will be finally agreed in any strand until everything is agreed in the talks as a whole.

STAFF IN STRAND TWO

The independent Chairman of strand two will have a personal Private Office staff but he will not have a high-powered Secretariat for the purpose of writing papers on the substance of the talks.

2. There will be a small team responsible for taking a record of strand two meetings. It will be staffed by civil servants selected by the Chairman from nominations put forward by the two governments involved in strand two. The team will work under the direction of the Chairman who will be able to seek advice from the Business Committee on the exercise of this as well as his other responsibilities.

3. In the case of plenary meetings and sub-plenary meetings involving all delegations, the note-taking team will prepare and circulate a record. In the case of meetings between the Chairman and one or some delegations, the delegations concerned will be able to choose between not having a record of the meeting, having a record prepared by the Chairman's Private Office and having a record prepared by a member of the note-taking team selected by the Chairman after consultation with the delegation(s) concerned.