

THE NEW NORTHERN IRELAND ASSEMBLY

To all Assembly Members:

DETAILS OF MOVE TO PARLIAMENT BUILDINGS

1. Members will know that the Assembly has to move from its present base in Castle Buildings to new accommodation in Parliament Buildings. The arrangements to vacate sufficient accommodation within Parliament Buildings to accommodate the Assembly and the relocation of the present occupants of Parliament Buildings require a decanting process, to be completed during the summer recess. The Assembly will have temporary accommodation on the second floor in Parliament Buildings. Castle Buildings will be refurbished for use as NIO accommodation and the ground and first floors of Parliament Buildings will then be available for use by the Assembly. The first part of this process will take place between the 11 and 15 July with the Assembly moving en bloc to the second floor of Parliament Buildings. Other moves will follow, as accommodation is released within the building and more appropriate provision can be made.

2. During this period of change, the Assembly Secretariat will make every effort to ensure that these moves are as painless as possible for members. We will be doing our best to ensure that conditions and services do not fall short of the desired standards but I hope members will understand if there is temporary disruption. Please make us aware of your requirements or any problem encountered in using the facilities provided. The following information details the timing and arrangements for the first move to Parliament Buildings.

Timing:

3. The last day of business in Block B will be Friday 10 July 1998. Services will resume in Parliament Buildings for all Members on Wednesday 15 July. Ministers and their support will continue to work from Block B up to and including Tuesday 14 July before moving to Parliament Buildings.

1. Rooms → whips near Chamber
1. Irish language/Ulster Scots
2. Press conference - Long Gallery - Tell Gail McKibben
3. Shadow Commission Established.
4. Support staff → 16
↳ Whips Office Passes
a) Members Pass
b) Press
c) Staff members Party passes Whips.

5. Stationery out of house
6. Salary 20th June £3.2k → up feat. claim monthly basic - up to £15k.

7. Mileage → Not listed.
8. Next meeting 9.00am 20th July 10.30am → Standing Orders.

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Room allocations:

4. The room allocations for Members, their support staff and Assembly Secretariat staff are set out in Annex 1 to this minute.

Office furniture and equipment:

5. Furniture and equipment similar to that used in Block B will be provided.

Telephones and faxes:

6. Telephone and fax numbers will be allocated to Members on Wednesday 15 July. Party leaders' telephone numbers are listed below:

U.U.P.	521146
S.D.L.P.	521145
D.U.P.	521140
Sinn Fein	521144
Alliance Party	521139
U.K.U.P.	521149
N.I.W.C.	521142
P.U.P.	521143

(The 5 prefix is not required for internal calls)

7. The telephone numbers of the Presiding Officer and key Secretariat staff are attached at Annex 2.

8. A help desk will operate from Wednesday 15 July on extension (5) 21964 to provide information and connect calls.

Access:

9. Entry to Parliament Buildings will be by way of the main entrance located at the front of the building. You will need your existing pass (red and yellow border) to gain entry.

Parking:

10. Parking will be available for Ministers, Party leaders and senior party members in the East car park (on the right hand side as you face the building - see map at Annex 3). Other Members, their support staff and Secretariat staff should use the main Parliament Buildings car park to the far right of the building. Access to the East car park will be on the same basis as for Block B until such time as passes can be made available.

Catering:

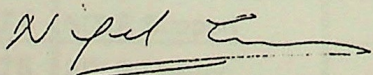
11. Catering will be provided at two locations within the building: the staff restaurant located in the basement (front right hand corner as you face the building) and the Members Dining Room on the 1st floor. The staff restaurant will offer fare similar to that available in Block B and the Members Dining Room will offer a Table d'hote menu with table service. Both restaurants will be open on Wednesday 15 July.

Catering services can be reached on extension (5) 21040.

Other services:

12. Other services e.g. post, stationery etc. will be provided by Secretariat staff as usual. Members' pigeonholes will be located close to party rooms .

If you have any queries about this information please contact the Help line on extension (5) 21964



NIGEL CARSON
Deputy Clerk (Business)
Assembly Secretariat

PARLIAMENT BUILDINGS ACCOMMODATION

15 July 1998

Room #	Occupants			
	Member	Names	Ext. No.	Fax
208		M Barnes	21133	
209	Aid to Presiding O.		21131	521959
210		N. Carson	21132	
211	Presiding Officer		21130	
214	Dept 1st Min		21012	21963
215	Support staff			
216	Support staff			
217	Support staff			
218	Support staff			
219	Support staff			
220	1st Minister		21011	21963
221	Support staff		21013	
252	All Leader		21139	
253	UKU Leader		21149	
254	NIWC Leader		21142	
256	NIWC Support			
258	3xInd. Support			
259	3xInd. members			
260	PUP Leader		21143	
261	PUP Support			
262	SF Leader		21144	
263	SF Support			
264	SF Support			
272	UKU Support			
273	All Support			
274	SDLP Support			
275	SDLP Leader		21145	
276	SDLP Support			
277	UUP Support			
278	UUP Leader		21146	
279	UUP Support			
283	DUP Leader		21140	
284	DUP Support			
285	DUP Support			

ANNEX 2

TELEPHONE NUMBERS : PRESIDING OFFICER AND ASSEMBLY
SECRETARIAT STAFF

Presiding Officer	(5)21130	fax	521959
P/A Presiding Officer	(5)21131		
Nigel Carson	(5)21132	fax	521960
Murray Barnes	(5)21133		
Allan Black	(5)21134		
Alec Elder	(5)21135		
Liz Benson	(5)21136		
Gail McKibbin	(5)21137	fax	521961
Audrey Moore	(5)21138.	fax	521962
Help desk	(5)21964		

STORMONT ESTATE PLAN

