

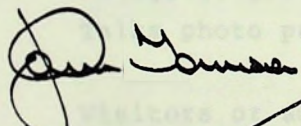
FROM: J L TOWNSON
Acting Talks Administrator - JOINING INSTRUCTIONS
2 July 1992

TO: PARTY DELEGATION OFFICE S (By Fax)

Further to Sir Ninian's invitation to attend a plenary meeting of Strand II in London on Monday 6 July, I enclose for your information a copy of the joining instructions referred to in paragraph 4 of Sir Ninian's letter.

2. I should be glad if you would arrange to reproduce locally and distribute to the members of your delegation who will be attending.

3. Particular attention is drawn to paragraph 10 of the instruction and I should be grateful if you would arrange to notify the Talks Office as early as possible on Friday.


J L TOWNSON

FOR INFORMATION OF DELEGATIONS

STRAND II LONDON VENUE - JOINING INSTRUCTIONS

1. Venue

The venue for the opening sessions of Strand II of the Talks will be Lancaster House, Cleveland Row, St James', where conference facilities have been reserved for our exclusive use on the 1st and 2nd floors.

2. Access and Security

Access to the building is via the main entrance only where standard security measures, including screening/search of all items of hand baggage will be undertaken by security staff.

Staff from the Talks Administration Unit will be available in the Foyer to direct delegates to their accommodation.

Delegates and officials are requested to wear their special Talks photo passes at all times.

Visitors or 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 visitors arrival. It will be the responsibility of that office to obtain a Visitors pass from the Talks Administration Office, collect the Visitor at Reception and countersign the Visitor's Register. Visitors passes will only be valid for the date of issue and should be worn at all times. They should be returned to Reception before leaving the building.

3. Offices

Each Delegation has been allocated 2 offices. These have been furnished to provide a room for the Leader of the Delegation and a general Delegation meeting room/office.

4. Telephones

A telephone will be provided in each of the offices. Calls within the British Isles can be made by direct dialling. A telephone list will be provided at Lancaster House by the Talks Administration Unit.

5. Stationery and Office Equipment

Delegations are asked to bring their own supplies of stationery with them although the Talks Administration Unit will be able to provide a limited supply of basic items where necessary.

No arrangements have been made at Lancaster House to provide individual Delegations with typing or word processing equipment. However power points are available in each of the offices should Delegations wish to bring in their own portable equipment.

6. Common Services

A photocopier, shredder and Fax machine will be available for the use of all Delegations in the Talks Administration Unit Support Office located in room 109 on the First Floor. There may also be some spare capacity in the Talks Administration Unit Typing support to produce short documents for Delegations if necessary.

7. Dining Facilities

During the period at Lancaster House, facilities for delegates and officials will be provided in the Long Gallery adjacent to the main Conference Room on the First floor.

Morning and afternoon refreshments will be available during the breaks in the Talks.

8. Bar Facilities

A bar facility will also be available during the lunch period. Normal Conference bar prices will apply.

9. Accommodation/Travel Expenses

Delegates attending the Talks at Lancaser House will be required to make their own arrangements for travel and accommodation but will be entitled to make appropriate claims in respect of travel and subsistence.

Travel costs which may be claimed include

Return mileage at relevant rate from home to Aldergrove;
Carpark fees at Aldergrove, if appropriate;
Return air fare from Belfast to Heathrow;
Travel expenses in London between Heathrow and hotel;
Daily travel costs between hotel and Lancaster House.

A daily subsistence allowance may also be claimed at the following rates

For each 24 hour period after leaving home £98.70
For periods in excess of multiples of 24 hours - over
5 hours and over 10 hours, £3.90 and £8.60 respectively.

Claims, supported by receipts where appropriate, should be made in arrears on the claim forms which can be obtained from the Talks Administration Unit.

10. Notification of Travel and Accommodation Arrangements

In the interests of personal security Delegations are asked to provide the Talks Administration Unit with details of their arrangements for travel and accommodation not later than 5.00 pm on Friday 3 July so that the relevant authorities can be kept advised.

11. Your co-operation will be appreciated and any queries or requests for advice and assistance should be referred to me or any member of the Talks Administration Unit.

John L. Townson

JOHN L TOWNSON
Acting Talks Administrator

I should be glad if you would arrange to reproduce locally and distribute to the members of your Delegation who will be attending.

Particular attention is drawn to paragraph 10 of the instructions and I should be grateful if you would arrange to notify the Talks Office as early as possible on Friday.

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