



Northern Ireland Office  
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Dr John Alderdice  
Alliance Party of Northern Ireland  
88 University Street  
BELFAST  
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5 January 1996

*Dear Dr Alderdice,*

#### CONFERENCING FACILITIES IN BLOCK B, CASTLE BUILDINGS

Although you will already be aware of the conferencing facilities available to the participants at Castle Buildings for the preparatory talks, I thought perhaps it would be helpful for you to have details of the precise services available.

#### Accommodation

Each Party will have a separate delegation room, leader's room, secretarial support room, and also access to Committee rooms (bookable through the Administration Unit). Access to the accommodation and other facilities will be available to the Parties on Monday to Friday between 9 am and 5 pm until the end of February 1996.

#### Equipment

Stand-alone word processors will be available for each delegation, (software to be specified by the parties). There will be access to telephones, photocopiers and a fax machine per delegation. Telephones and other equipment are to be used solely for the purposes of the preparatory talks process.



### Catering

Canteen facilities can be made available but expenses incurred for the costs of meals etc will be met by each delegation. Tea and coffee making facilities are available on each floor.

### Expenses

No travel, subsistence or loss of earnings allowances will be available.

### Research Costs

Research grants will not be available.

### Security

Arrangements are being made for all delegations to receive security passes to enable easy access to and from Castle Buildings and each delegation will be provided with a secure filing cabinet. Secure car parking is also available at Block B.

I trust that this notice of the arrangements which have been made is helpful. Should you wish to discuss them further, I can be contacted on (01232) 522069. It may be convenient for you to nominate someone to liaise with me over the various administrative arrangements, including initially the issue of security passes to the members of each party delegation. I look forward to hearing from you.

*Yours sincerely*

*James Caughey*

JAMES CAUGHEY  
Deputy Administrator