

2 February 1998

Arrangements for Multi-Party Talks in Dublin
16-18 February 1998

Introduction:

The following is intended to provide a preliminary outline of preparations and planning for the holding of the Multi-Party talks in Dublin on 16-18 February 1998. The venue for the meetings will be Dublin Castle, commencing on the morning of Monday, 16 February and concluding on Wednesday, 18 February 1998.

Transport to Dublin:

Talks Administration Unit (TAU) will reimburse delegates and party support staff the costs of travel to and from Dublin (see **appendix one**). Should individuals or parties so wish, we will make travel arrangements for them. In such cases party secretaries or individuals should provide **Ms Patricia Williams** at the Irish Delegation Rooms, Castle Buildings, telephone no.(5) 22886, with details of travel plans at least 7 days in advance of the date of travel.

Unless otherwise decided, delegates will make their own transport arrangements within Dublin. The TAU will reimburse travel costs, taxis etc. for journeys to and from the airport/train station and from their accommodation to and from Dublin Castle.

In all cases where receipts are available they must be produced to the TAU when seeking reimbursement.

Subsistence:

Delegates and support staff will be entitled to claim subsistence allowance from the TAU at £25.00 for each 24 hour period after leaving home.

Accommodation:

Delegates and Party Support Staff may make their own accommodation arrangements while in Dublin. The Department of Foreign Affairs will reimburse delegates and party support staff the cost of bed and breakfast at the hotel of their choice, up to a maximum of **IR£150.00** per person, per night. Receipts should be sent initially to the TAU for onward transmission to the Department of Foreign Affairs.

Individuals should note that reimbursement of accommodation costs will be for a maximum of 3 nights and delegates are reminded that reimbursement can only be made upon production of receipts.

Should individuals wish to stay with friends or relatives they will be entitled to claim a fixed rate allowance of **IR£36.00** per night.

If delegates and party support staff prefer, hotel costs (b&b) can be paid directly by the Department of Foreign Affairs. Delegates and party support staff who require assistance in booking hotels should contact **Ms Patricia Williams** at the Irish Delegation Rooms, Castle Buildings or **Ms Mary Browne** at the Department of Foreign Affairs, telephone number 003531 4082286. Requests for such assistance must be received at least 7 days before date of arrival.

Attached for information is a representative list of city centre hotels, with bed and breakfast charges etc.(see appendix two).

Number of delegates and support staff:

The number of delegates and support staff for which parties can claim reimbursement of travel, accommodation and subsistence costs will be the same as that provided for at the Lancaster House meeting.

Loss of Earnings and Party Support Grant:

Normal rules will apply.

Access to Dublin Castle:

Access to Dublin Castle will be via the **Cork Street Entrance**. Screening and security clearance will be in operation. Admittance will only be gained upon production of a yellow bordered Castle Buildings Security Pass.

Delegates and party support staff are reminded that passes should be worn at all times while in Dublin Castle.

Cars and buses bringing delegates and party support staff to Dublin Castle must notify us in advance of the make, model, colour and registration number of all vehicles.

For security and logistical reasons, it will not be possible for delegations to receive visitors at Dublin Castle.

Offices:

Every effort will be made to ensure that the delegation rooms allocated to each party are adequate to meet the parties' requirements. An opportunity to view delegation rooms and other facilities at Dublin Castle will be afforded to representatives of all parties in advance of the meetings, if they so wish.

The main conference room at Dublin Castle will be the location for Strand Two meetings. Committee Rooms will also be available.

Services:

Direct line telephone and fax lines will be provided for each delegation.

IT equipment presently used by the delegations in Castle Buildings can be relocated to Dublin Castle for the duration of the meetings if required. Delegations should liaise with Billy Shields in Castle Buildings who will make the necessary arrangements.

Photocopying and shredding facilities will be available to delegations.

A television (with cable channels) will be provided for each delegation.

Stationery will be supplied for delegations.

Catering:

Lunch will be provided each day the meetings are in progress. Coffee/tea and snacks will be available throughout the day. Bar facilities will also be provided.

Department of Foreign Affairs
Dublin

Telephone 4780822

Appendix 1*First Class rail travel*

The cost of a first class return journey between Belfast and Dublin will be reimbursed.

Mileage rates

Cars with engine up to 1500 cc	0.34 p per mile
Cars with engine between 1501 - 2000 cc	0.43 p per mile
Cars with engine over 2001 cc	0.50 p per mile

Appendix 2*Representative list of Dublin city centre hotels*

Jurys Inn
Christchurch Place
Dublin 8

Single room rate : Ir£55.00
Breakfast Ir£6.00

Tel: 454 0000
Fax: 454 0012

Temple Bar Hotel
Fleet Street
Dublin 2

Single room rate : Ir£72.50
Breakfast included

Tel: 677 3333
Fax: 677 3088

Buswells Hotel
25 Molesworth Street
Dublin 2

Single room rate: Ir£92.00
Breakfast included

Tel: 676 4013
Fax: 676 2090

Shelbourne Hotel
27 St Stephen's Green
Dublin 2

Single room rate: Ir£120.75
Breakfast Ir£9.00 - 14.00

Tel: 676 6471
Fax: 661 6006

Westbury Hotel
Grafton Street
Dublin 2

Single room rate: Ir£128.80
Breakfast Ir£8.25 - 11.00

Tel: 679 1122
Fax: 679 7078

Conrad Hotel
Earlsfort Terrace
Dublin 2

Single room rate: Ir£150.00
Breakfast included

Tel: 676 5555
Fax: 676 5424