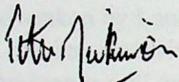


To Heads of Delegations
Party Leaders
Delegates and Support Staff

JOINING INSTRUCTIONS - LONDON MEETINGS ON 26,27 & 28 JANUARY 1998

Following the decision of the Business Committee to hold meetings in London on the 26,27 & 28 January 1998, I attach joining instructions detailing the practical and financial arrangements which will apply.

Should you have any questions please feel free to contact myself or any member of the Talks Administration Unit.



PETER DICKINSON
TALKS ADMINISTRATOR
15 DECEMBER 1997

FOR INFORMATION OF DELEGATES

JOINING INSTRUCTIONS - LONDON 26, 27 & 28 JANUARY 1998

1. Venue

The London venue for discussions will be Lancaster House, Stable Yard, St. James's, London, SW1A 1BB, where conference facilities have been reserved for our exclusive use - see location map Annex A attached.

PLEASE NOTE THERE WILL BE NO PARKING FACILITIES AVAILABLE AT LANCASTER HOUSE

2. Access and Security

Access to Lancaster House is via the main entrance only, where standard security measures will be undertaken by Lancaster House security staff. Staff from the Talks Administration Unit will also be on hand to deal with queries and resolve any admittance issues.

Admittance will only be gained upon production of a yellow bordered Block B security pass and delegates and officials are requested to wear these at all times when inside the building.

Given the physical limitations, it will not be possible for delegations to receive visitors at Lancaster House.

3. Offices

Each Delegation has been allocated an office which has been furnished to provide a general meeting room/office.

4. Telephones

A direct dial telephone has been provided for each office and an internal telephone list will be provided by the Talks Administration Unit.

5. Stationery

Talks Administration Unit will be able to provide a limited supply of basic items where necessary.

6. Word Processing

Each Delegation is encouraged to bring their own portable laptop computers and printers with them to Lancaster House. Any Delegation who does NOT have access to such equipment and who considers it essential to have such facilities should be prepared to identify **ONE PC and printer** from their offices in Castle Buildings which can be disconnected, transported and reassembled in their party office in Lancaster House by TAU staff. We recommend that any party who does not already use password protection on their PCs in Castle Buildings should contact Billy Shields ext 22885 who will set this up.

7. Office Equipment

A photocopier and shredder will be made available in the corridor adjacent to party offices for use on a first come first served basis. Each office will be supplied with a fax machine.

8. Dining facilities

During our stay at Lancaster House morning and afternoon tea/coffee will be served in the State Drawing Room on the first floor. Dining facilities for delegates and officials will be provided in the lower ground floor restaurant and lunch, comprising hot and cold dishes, salads and sweets will be provided on each of the talks days.

9. Bar Facilities

A bar facility will also be available during the lunch period in the lower ground floor restaurant.

10. Number of Delegates and Support Staff.

Subject to any views the Business Committee may wish to express, a maximum of six elected delegates and six office support staff may claim allowances on each day meetings take place in London. The Government will in addition, reimburse the cost of return travel to London and accommodation costs while in London for a maximum of 12 people per party.

11. Travel Expenses

DELEGATES AND SUPPORT STAFF PLEASE NOTE - NO TRAVEL, HOTEL OR OTHER EXPENSES CAN BE REIMBURSED BY TAU WITHOUT A RECEIPT

TAU will reimburse delegates and party support staff their travel expenses upon production of receipts for actuals up to a maximum of £266.00.

Should individuals or parties so wish, TAU staff will be happy to make the necessary bookings and provide each individual with their tickets. In this case Party Secretaries are asked to collate this information within their party and provide TAU with details **at least 10 working days** in advance of the date of travel. This is to ensure that, where possible, individuals are accommodated with their flight preference. In addition to the above, the following expenses may be claimed:

- Travel from home to airport and from the airport home.
- Car parking fees at the airport.

12. Travel within London

Delegates and party support staff should make their own travel arrangements within London. TAU will reimburse reasonable travel costs, taxis etc., incurred on the following journeys:

- From the airport to the individuals accommodation
- From accommodation back to the airport
- Any journey from accommodation to Lancaster House and return.

13. Accommodation

Delegates and support staff should make their own accommodation arrangements while in London.

Upon production of receipts, TAU will reimburse the cost of bed & breakfast up to a maximum of (£125.00) per night. Alternatively, should individuals wish to stay with friends or relatives they will be invited to claim a flat rate allowance of £25.00 per night.

Individuals should note that reimbursement of accommodation costs will be for a maximum of 4 nights and delegates are again reminded that reimbursement can only be made upon production of receipts.

14. Subsistence

Delegates and support staff are invited to claim subsistence allowance at £18.30 and expenses allowance at £2.90 for each 24 hour period after leaving home.

15. Loss of Earnings and Party Support Grant

Normal rules will apply.

16. Notification of Travel and Accommodation Arrangements

In the interest of personal security Delegations are asked to provide the Talks Administration Unit with details of their arrangements for travel and accommodation not later than Tuesday 20 January 1998 so that the relevant authorities can be kept advised.

Please note that Block B, Castle Buildings will be closed from Monday 26 January 1998 to Friday 30 January 1998 inclusive. If, under exceptional circumstances, you should require urgent access to your offices in Block B during this period, please contact myself or any member of the Talks Administration Unit to make the necessary arrangements.

Your co-operation in all matters will be very much appreciated and any queries or requests for advice and assistance should be referred to myself or indeed any member of the Talks Administration Unit.

