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51/010

FROM:

CLARE CHECKSFIELD  
IPL  
4 JULY 1996

PA - Talks

	CC	PS/PUS (L&B)	- B
		Mr Thomas (L&B)	- B
		Mr Bell	- B
		Mr Blackwell	- B
		Mr Leach (L&B)	- B
		Mr Watkins	- B
Para 8 <u>action</u>	*	Mr Hill (L&B)	- B
Para 8 <u>action</u>	*	Mr Stephens (L&B)	- B
		Mrs Madden (o/r)	- B
Paras 6,7 <u>action</u>	*	Mr Dickinson, TAU	- B
		Mr Fisher, AIS	- B
		Miss Harrison (L&B)	- B
Para 8 <u>action</u>	*	Mr Maye	- B
		Mr O'Mahoney, TAU	- B
		Mr Porter	- B
		Mrs Sear	- B
Para 13 <u>action</u>	*	Mr Burgess	

DESK IMMEDIATE

MR JONES, FSD - F

**INDEPENDENT CHAIRMEN AND STAFF: TERMS AND CONDITIONS - DRAFT GUIDANCE**

1. You and I spoke on Tuesday, on Wednesday I saw Mr Holkeri, General de Chastelain, all the aides, and discussed the attached draft texts with Kieran Dowling from the Anglo-Irish Secretariat. You are meeting the Inland Revenue today. I have written to you separately on the subject of credit cards.

2. The attached drafts (circulated earlier on 21 June) now reflect all the revisions and adjustments arising out of those discussions. I have also sent them (still marked as drafts) to the Anglo-Irish Secretariat who wish to consult colleagues in Dublin.

Next Steps

3. Having established a common set of guidance for the chairmen, and for the staff, I intend to issue these under cover of a

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Personalised letter to each individual (drafts to follow), which will allow us to pick up some of the differences in their situation (see also my separate note on reimbursement/payment of staff).

4. I should be grateful, however, for your and colleagues' agreement to the attached texts, as well as a contribution from you on the wording of the section on tax, if that is affected by your meeting with the Inland Revenue. **Please may I have comments by the end of Monday 10 July.**

Point of contact

5. I am proposing that Peter Dickinson of the TAU should be named as the central contact for:

- i. hotel bills;
- ii. chairmen's remuneration;
- iii. monthly credit card statements;
- iv. requests for an increase in hospitality budget;
- v. small claims (ie those not covered by any of the above).

6. I should be grateful if Peter would confirm that he is content.

Small claims

7. I should also be grateful for confirmation that claims too small to either be put on the hotel bill or credit card should simply be put through to TAU - this was raised with me by Kelly Currie, who is being sent out to buy piles of Sunday newspapers for Senator Mitchell. Should we provide any guidance, or can we just leave it?

Hospitality allowance

8. I should be grateful for views from Jonathan Stephens and David

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on the final sentence of the guidance on use of the hospitality allowance (Annex B). The wording was taken from similar guidance prepared for the International Body (although I have failed to establish whether it was issued: Ian Maye - any background?); I hesitate over requiring names and a confidentiality clause - surely this serves no effective purpose?

#### Personal expenses

9. This has proved the most difficult question to solve. We had thought that a daily ceiling should be given as guidance to what we would regard as reasonable, although we would in practice be reimbursing actuals. Now that we can see the whole package, I wonder whether it might not be simpler to rely on everyone's good sense.

10. We are (and intend to continue to do so) picking up the bills from the Europa hotel (certified by each individual's signature), have set a monthly credit card limit, will pick up all travel costs direct if, as we will advise, these continue to be made through our travel section - I query the value of a daily rate. It seems to me to make more sense to insert a sentence into the covering letter, saying that we know that we can rely on their sense of what is reasonable (similar to the phrase on use of the hospitality allowance not being seen as excessive).

11. If there was a common theme in my discussions with everyone except Senator Mitchell (who is still worrying about the additional expense of holding his suite while he is away) it was concern that:

- the telephone bills were going to cost us too much;
- paying the rate of £500 was going to be too expensive for us over a long period (and that from a former Prime Minister);
- we were not doing enough to save money;
- no one would insist on business class (outside Senator

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Mitchell's specific request); General de Chastelain is insisting on flying economy - and driving 800 miles to and from the airport next week;

- there was never going to be any time to use the hospitality budget anyway.

12. I will eat this note, in public, if there are excessive claims made by this group of people.

Travel

13. I should be grateful if Steve Burgess could confirm that he is content with the guidance on travel - I intend to include a sentence in the covering letter, saying that official cars can be made available to the chairmen at weekends, but that early warning would be useful. The strange terminology is, naturally, a result of Irish ideological objections to anything more straightforward. Cars in Dublin will be provided by the Irish.

Accommodation

14. At PUS' meeting, we agreed not to offer accommodation at the weekends elsewhere unless asked. We have been asked, and I have adjusted the wording accordingly ( for the chairmen only). There is no question of permanent suites in London.

Signed

Clare Checksfield

Attachments:

ANNEX A: Guidance for Independent Chairmen

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ANNEX B: Guidance on use of hospitality allowance

ANNEX C: Guidance for staff of independent chairmen.

GUIDANCE FOR GOVERNMENT CHAIRMEN

1.1

1.2

The Prime Minister, Secretary of State for Northern Ireland and  
the Secretary of State for Wales, together with the Secretary of State  
for Scotland, the Secretary of State for the Home Department and the  
Secretary of State for the Environment, Food and Rural Affairs, are  
asked to pay a visit to each of the above departments of the  
Government and to make a contribution to the work of the  
Government. It is requested that the visit should be made in the  
month of January and that the visit should be made in the  
month of January. It is requested that the visit should be made in the  
month of January and that the visit should be made in the month of  
January.

1.3

1.4

All Government Ministers are invited to visit the Government of  
the United Kingdom (UK) for each day, or substantial part, of a day  
in the month of January, to make a contribution to the work of the  
Government. It is requested that the visit should be made in the  
month of January and that the visit should be made in the month of  
January.

1.5

1.6

The Government of the United Kingdom (UK) is invited to make a  
contribution to the work of the Government of the United Kingdom (UK)  
in the month of January. It is requested that the visit should be made  
in the month of January and that the visit should be made in the month  
of January.

1.7

1.8

The Government of the United Kingdom (UK) is invited to make a  
contribution to the work of the Government of the United Kingdom (UK)  
in the month of January. It is requested that the visit should be made  
in the month of January and that the visit should be made in the month  
of January.

1.9

1.10

The Government of the United Kingdom (UK) is invited to make a  
contribution to the work of the Government of the United Kingdom (UK)  
in the month of January. It is requested that the visit should be made  
in the month of January and that the visit should be made in the month  
of January.

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ANNEX A

## GUIDANCE FOR INDEPENDENT CHAIRMEN

[ ] July 1996

1. Sir Patrick Mayhew, Secretary of State for Northern Ireland and Mr Dick Spring, Tanaiste, invited on behalf of both Governments, Senator George Mitchell, General John de Chastelain and Mr Harri Holkeri to play a role in chairing various aspects of the negotiations which started in Belfast on 10 June which require independent chairmanship. It has been further agreed that the two Governments will share the costs associated with their taking up those responsibilities.

Remuneration

2. All three Chairmen are invited to claim their agreed fee (up to a maximum of £500 a day) for each day, or substantial part of a day that they spend on talks-related business, whether in Northern Ireland or elsewhere.

3. This will be paid in arrears on a monthly basis into an account designated by each Chairman. Claims should be sent to Peter Dickinson, in the Talks Administration Unit.

Accommodation

4. Three suites will be retained on a permanent basis at the Europa Hotel in Belfast, unless, for any reason, there is a lengthy period in which they are not required. Suitable accommodation will also be provided as required elsewhere in Great Britain or both parts of the island of Ireland.

Personal expenses

5. All three Chairmen are invited to claim additional personal

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expenses associated with living away from home. These can be charged to a personal credit card, or claimed direct from the NIO.

Travel

6. All three Chairmen are entitled to travel business class (where available) within Europe, and first class (excluding Concorde) for transatlantic flights. The two Governments will pay for flights to their home countries, and all travel within Great Britain or both parts of the island of Ireland.

7. Official cars will be provided for travel within Northern Ireland, from any London airport to a London destination, and from Dublin airport to any Dublin destination.

Hospitality allowance

8. A single hospitality allowance is available for the use of all three Chairmen for talks-related entertainment. An initial budget of £5,000 has been set. Separate guidance is attached.

Tax status

9. For the purposes of the United Kingdom Inland Revenue, the three Chairmen will be defined as self-employed. Tax payable will be a matter between each Chairman and his respective tax authorities.

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ANNEX B

**GUIDANCE ON USE OF HOSPITALITY ALLOWANCE**

[ ] July 1996

1. The Independent Chairmen may, from time to time, wish to meet those with whom they consult over lunch or dinner to carry forward their work. This note gives guidance to the Independent Chairmen and their staff when considering offering hospitality.

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Justification

2. A necessary pre-condition for any hospitality to be financed is that it will be in the direct interests of the talks and will assist in completing the task assigned to the Independent Chairmen by the two Governments.

Level of Expenditure

3. The two Governments have established an initial budget of £5,000 to cover hospitality, wherever incurred, by the Independent Chairmen in the course of completing their task. Should the Chairmen wish to seek an increase of the budget, then the two Governments would be willing to consider an increase; Peter Dickinson of the Talks Administration Unit should be contacted in the first instance to discuss the Chairmen's requirements.

4. The two Governments will have to account to their respective parliaments for expenditure on talks, and it will be important that they can assure their parliaments that the level of hospitality offered by the Chairmen is not excessive.

Authority to Incur Expenditure

5. Authority for authorising hospitality will lie with any of the Independent Chairmen who may, at their discretion, authorise staff to incur expenditure on hospitality on their behalf.



Payment for Hospitality

6. Members will be issued with personal credit cards which should, wherever possible, be used when incurring hospitality outside their hotel or talks venue. [In all cases receipted bills must be attached, together with any credit card receipts, and the claim should state the nature of the function and, where confidentiality permits, the names of the persons entertained.]

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ANNEX C

## GUIDANCE FOR STAFF OF INDEPENDENT CHAIRMEN

[ ] July 1996

1. The three Independent Chairmen have the support of a group of aides from their respective countries. These number six, based in Belfast, at the start of talks in June 1996. They will continue to support the Chairmen as long as their services are required, or until the conclusion of those talks. Any additions to the Chairmen's staff which may prove necessary require the prior agreement of both Governments.

Remuneration

2. The Irish and UK Governments will seek to reimburse the employers of the staff in support of the Independent Chairmen for such period as they remain engaged on talks-related business.
3. This will be paid in arrears on a monthly basis to a specified account.

Accommodation

4. Single rooms will be retained at the Europa Hotel in Belfast on a permanent basis unless, for any reason, there is a lengthy period in which they are not required. Equivalent accommodation will be provided for talks-related business elsewhere in Great Britain or both parts of the island of Ireland.

Personal

5. All members of staff are invited to claim additional personal expenses associated with living away from home. These can be charged



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to a personal credit card or claimed direct from the NIO (with receipts for sums over £10).

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Travel

6. All staff will be entitled to travel business class (where available). The two Governments will provide one return flight per month to the member of staff's home country or, where requested, flights home to the equivalent of the cost of one flight home at business class rates. One return flight per month will be provided within Great Britain or the two parts of the island of Ireland.

7. Official cars will be provided for travel within Northern Ireland, and from any London airport to a London destination, and from Dublin airport to any Dublin destination.

Tax status

8. For the purpose of the United Kingdom Inland Revenue, all members of staff will be defined as self-employed. Tax payable will be a matter between each member of staff and his/her respective tax authorities.

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