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Security Policy & Operations  
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FROM: PETER DICKINSON  
TALKS ADMINISTRATOR  
11 JULY 1996

cc Mr Hill  
Mr Carson  
Mr Dunn  
Mr Maye  
Mrs Sear  
Mr O'Mahony  
Miss Syed  
Mrs McAuley  
(Central Sect)

MR JONES - FSD

*PA - Talks*

**PRACTICAL PREPARATIONS FOR FORUM/TALKS - ESTIMATE OF  
IN-YEAR BID**

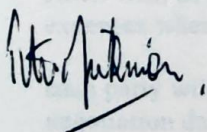
VERSION 5 - UPDATED 11 JULY 1996

1. As discussed, I now attach a further updated schedule of estimates which includes a separate entry to show an estimate of expenditure to be incurred for both the Negotiations and the Forum between April - end July 1996. I am grateful for the information given at (O) - Forum costs, which has been provided by Forum Secretariat staff. You will also note at (p), Central Secretariat Political Development Costs, which have been provided by Mrs McAuley, Central Secretariat. This latest version of the schedule provides NIO with an overall picture of likely expenditure and I hope this proves helpful to colleagues.
2. Once again the schedule has been prepared to cover estimates for the following:-
  - (a) elected representatives - daily 'loss of earnings', subsistence allowances and travel expenses;
  - (b) party support staff - subsistence and travel expenses and 'party allowance' for negotiations;
  - (c) research grants to parties;
  - (d) TAU staff costs;
  - (e) catering costs;

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- (f) NIO(L) officials subsistence and travel costs;
  - (g) telephones, stationery, office machines and minor sundries;
  - (h) photo passes and DOE charges eg. heating and lighting;
  - (i) Independent Chairmen for negotiations and Business Committee;
  - (j) Independent Chairperson for De-commissioning;
  - (k) DOE estimates for structural work within Block B and Portacabins for Press;
  - (l) charge for Conference room furniture;
  - (m) security costs;
  - (n) fence for outer car park; and
  - (o) Forum costs.
  - (p) Central Secretariat Political development costs
3. At the top of each page of figures I have again provided a note on the latest working assumptions used to arrive at each figure.
4. You will note that the total figure for the 10 months of negotiations has increased by £1.2 million. This reflects the assumption that negotiations will take place over 4 days per week (as has been the case since the 10 June 1996) and not 3 days as had been originally envisaged. Also, both governments have now agreed to pay travel and subsistence for up to 6 administrative/secretarial support staff per party per day.
5. Can I once again leave it to you to circulate this schedule as you see fit.



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### (A) ELECTED REPRESENTATIVES

#### Working assumptions:-

- \* Delegates to both the Forum and the negotiations will be entitled to claim expenses as set out in the note to delegates. Travel and daily subsistence rates are based on current Civil Service rates, while the allowance for 'loss of earnings' is based on the 1991 figure used at the time of the last talks factored up to take account of the increase in average earnings since then.
- \* the Forum will meet one day per week and have 110 members;
- \* negotiations will take place on 4 days per week;
- \* each elected negotiator will be paid £100 per day loss of earnings allowance for attendance at each negotiation session or sitting of the Forum or Forum committees;
- \* there will be 44 working weeks in the year ( delegates monthly costs calculated as 1/10 of annual figure - other costs as 1/12 of annual figure );
- \* there will be 10 parties and 46 elected delegates involved in each negotiation session;
- \* 5 of the parties taking part will have 6 elected negotiators;
- \* 4 of the parties taking part will have 2 elected negotiators;
- \* 1 of the parties taking part will have 3 elected negotiators;
- \* 5 parties will employ 3 support staff in support of their negotiators;
- \* All 10 parties are entitled to have up to a maximum of 6 individuals providing administrative support on any negotiating day or sitting of the Forum;
- \* HMG will, as in the past, pay these staff daily subsistence and travel expenses where appropriate;
- \* each party will be entitled to claim a 'party allowance' of £300 per negotiation day.

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### DELEGATES TO TALKS

	(10 mth year)	
	per year	per month
Loss of earnings allowance-negotiations		
46 @ £100 x 4 x 44	£809,600	£80,960
Subsistence @ £9.30 per day	£75,293	£7,529
Travel expenses		
( average £22.00 per del. per day )	£178,112	£17,811
TOTAL	£1,063,005	£106,300
SAY	£1,063,000	£106,300

### (B) SUPPORT STAFF

#### Negotiations

	Per year	Per month
Party 'allowance' £300 per day	£528,000	£52,800
Subsistence - negotiations @ £9.30per day	£122,760	£12,276
Travel - " @ £22.00 per day	£290,400	£29,040
TOTAL	£941,160	£94,116
SAY	£941,000	£94,100

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### (C) RESEARCH GRANTS TO PARTIES

Working assumptions:-

- \* as was the case in 1991, the parties will make a bid for these grants;
- \* 10 parties will apply;
- \* each party grant will cover 'research' for both Forum and negotiations issues;
- \* participating Parties will receive £6,000 per quarter;

#### Research Grants

	Per year	Per month
10 parties @ £6,000 per quarter	£240,000	£24,000
TOTAL	£240,000	£24,000

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### (D) TAU STAFF COSTS

Working assumptions:-

- \* The 2nd DP ( Mr Caughey ) will remain until the end of his current contract (August 1996 );
- \* The staffing structure as outlined below is acceptable;
- \* The staffing structure below will be required for 52 weeks; and
- \* The staffing structure bid below does not cover the proposed support staff ( notetakers, committee clerks etc. ) for the proposed Forum which will be under Central Secretariat and is given at (O) below.

1DP	@ £650 for 52 weeks	£33,800 per year
2nd DP	@ £650 for 22 weeks	£14,300 “
2 x EOII	@ £340 x 2 x 52 weeks	£35,360 “
3 x AO's	@ £270 x 3 x 52 weeks	£42,120 “
3 x AA's	@ £220 x 3 x 52 weeks	£34,320 “
1 x SPS @ £300 & 2 x Typists @ £255 x 52 weeks		£42,120 “
TOTAL		£202,020 “
+ 10 % overtime		£222,220 “
MONTHLY COST		£18,550
SAY		£18,500

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### (E) CATERING COSTS

Working assumptions:-

- \* The existing contractor, Mount Charles, will continue to provide the services until at least December 1996 ( GPS has confirmed in writing that this is acceptable ) ; and
- \* The latest estimate we have obtained from Mount Charles is accurate.

26/4/96 - 23/5/96 (actual)	£3,646
JUNE-DECEMBER 1996 (estimate)	£98,000

TOTAL	£101,646
MONTHLY COST	£12,705
SAY	£13,000 per month

Subsistence - £25 per night x 176 nights x 5 persons £22,000 £2,200

Travel - £150 per return fare x 5 persons x 44 flights £33,000 £3,300

TOTAL	£55,000	£5,500
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### (F) NIO (L) OFFICIALS - SUBSISTENCE AND TRAVEL COSTS

#### Working assumptions:-

- \* this estimate is based on the most up to date information available;
- \* the estimate does not include salary costs;
- \* there will be 5 x officials involved;
- \* they will travel in to Northern Ireland once per week, stay in NIO accommodation and receive an overnight allowance of £25 per person per night for 4 nights and then return to London; and
- \* this arrangement will apply for 44 weeks.

	(10 mth year)	
	Per Year	Per Month
Subsistence - £25 per night x 176 nights x 5 persons	£22,000	£2,200
Travel - £ 150 per return fare x 5 persons x 44 flights	£33,000	£3,300
TOTAL	£55,000	£5,500

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### (G) TELEPHONES, STATIONERY, OFFICE MACHINES AND MINOR SUNDRIES

#### Telephones

Working assumption:- the existing number of BT lines will not change, ( the Mercury extensions in Block B are incorporated into a single NICS invoice and apportioned out to Departments, with NIO paying out our share centrally ).

Rental & Charges	£2,300 per month
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TOTAL £4,300 per month

#### Stationery, Office Machines and Minor Sundries

Working assumption:- these will continue to be used at the rate experienced during the 10 day multilateral discussions.

Stationery & Minor Sundries	£1,000 per month
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#### Office Machines

Shredder one-off purchase @ £300

Rental on 13 x Photocopiers	£3,000 per month
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TOTAL	£6,300 per month
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IT Equipment for Party offices (one off)	£80,000
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### (H) PHOTO PASSES AND DOE CHARGES

Working assumption:- the same level of usage as was experienced during the 10 day multilateral consultations will operate.

Photo passes - materials & service account	£300 per month
DOE charges ie. heating, lighting etc for Block B	£4,200 per month
TOTAL	£4,500 per month

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### (I) INDEPENDENT CHAIRMAN / FOR NEGOTIATIONS + SUPPORT STAFF INDEPENDENT CHAIRMAN FOR BUSINESS COMMITTEE + SUPPORT STAFF

Working assumptions:-

- \* As on the last occasion he will be paid a maximum of £500 per day or such sum that he considers appropriate;
- \* He will be accompanied by a PS and Aides;
- \* The entire party will stay at a quality hotel;
- \* The Chairman will be provided with 2 x notetakers at approx. Deputy Principal level; and
- \* He will also be provided with a SPS & Typist.

#### Negotiations Chairman

Chairman's salary @ £500 per day	TOTAL	£11,000 per month
Chief Of Staff ( approx. Gd5 level )	SAY	£3,600 per month
Travel for Chairman & PS & Aides		£20,000 per month
Accommodation “ “ “		£10,000 per month
Chairman's Aides		£5,000 per month
	TOTAL	£49,600 per month
	SAY	£50,000 per month

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Notetakers costs - based on 2 x Deputy Principals

Salary £650 per week x 2 x 52 weeks	£5,520 per month
Subsistence	£300 per month
Travel	£250 per month

Typing Support	
Salary for SPS & Typist	£2,000 per month
Subsistence	£200 per month
Travel	£100 per month

Negotiating Chairman Secretarial Support	£8,375 per month
SAY	£8,500 per month

### Business Committee Chairman

Chairman's Salary @£500 per day	£11,000 per month
Personal Secretary ( Approx Gd 5 level)	£3,600 per month
Travel For Chairman & PS	£6,000 per month
Accommodation For Chairman & PS	£6,000 per month

TOTAL	£26,600 per month
SAY	£27,000 per month

Business Committee Chairman Secretarial Support	£8,500 per month
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### (J) INDEPENDENT CHAIRMAN FOR DE-COMMISSIONING

Interim estimate as Negotiations Chairman

ie. Salary & other costs for Chairman	£50,000 per month
Secretarial support	£8,500 per month

Estimated Press Portability cost £100,000

All The actual costs of associated work within Block B to be transferred to Agency Personnel, CDO's Work Admin. Press cable costs being met by HIO (HIS)

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(K) DOE ESTIMATES FOR STRUCTURAL WORK WITHIN BLOCK B  
INCLUDING PA SYSTEM AT £60,000 AND PORTACABIN FOR PRESS

Structural work ( including extension to existing PA system @ £60,000 )	£320,000
Estimated Press Portacabin cost	£100,000

NB The actual costs of structural work within Block B to be transferred to Agnes Peacock, DOE Works Admin. Press cabin costs being met by NIO GIS.

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### (L) CONFERENCE ROOM FURNITURE

Working assumptions:-

Estimated cost £40,000

Additional security lighting & cameras will be installed.

RUC estimated costs for equipment £10,000 - one off charge

Security Guards £10,000 per month

NB The actual cost of this furniture to be transferred to Agnes Peacock, DOE Works Admin.

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### (M) SECURITY COSTS

#### Working assumptions:-

- \* three additional DFP Security Guards will be deployed; and
- \* additional security lighting & cameras will be installed.

RUC estimated costs for equipment £10,000 - one off charge

Security Guards                      £10,000 per month

NB The actual cost of this work to be transferred to Agnes Peacock, Works Admin.

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## (N) ERECTION OF FENCE AND GATE AROUND OUTER CAR PARK AT BLOCK B

Estimates based on 10 months (June 1996 - March 1997)

### 1. PARTY COSTS

DOE estimate £50,000

(a) Elected representatives	Per year	Per month
Loss of earnings 10 @ £100 x 44 weeks	£440,000	£36,667
subsistence @ £9.30 per day	£41,000	£3,417
travel expenses (average £20.00 per day)	£196,000	£16,333
<b>Total</b>	<b>£677,000</b>	<b>£56,417</b>
<b>est</b>	<b>£677,000</b>	<b>£56,417</b>
<b>(b) Support Staff</b>		
subsistence	£24,552	£2,046
travel expenses	£52,800	£4,399
<b>Total</b>	<b>£77,352</b>	<b>£6,445</b>
<b>est</b>	<b>£77,400</b>	<b>£6,450</b>
<b>Total Party costs</b>	<b>£754,400</b>	<b>£62,867</b>

### 2. FORUM SECRETARIAT

Staff costs (including OAE)	£600,000	£50,000
IT Equipment - Annex 1, Castle Buildings	£22,000	
	(one-off)	
IT Equipment - Interpoint	£12,500	
	(one-off)	
Harvard Services Equipment	£15,000	

NB The actual cost of this work to be transferred to Agnes Peacock, Works Admin.

**Total Case Secretariat** **£639,500** **£53,417**

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## (O) FORUM COSTS

Estimates based on 10 months (June 1996 - March 1997)

### 1. PARTY COSTS

(a) Elected representatives	Per year	Per month
Loss of earnings 110 @ £100 x 44 weeks	£484,000	£48,400
subsistence @ £9.30 per day	£45,000	£4,500
travel expenses (average £20.00 per day)	£96,800	£9,680
Total	£625,800	£62,580
say	£626,000	£62,600
(b) Support Staff		
subsistence " "	£24,552	£2,455
travel expenses " "	£52,800	£5,280
Total	£77,352	£7,735
say	£77,400	£7,740
Total Party costs	£703,400	£70,340

### 2. FORUM SECRETARIAT

Staff costs (including GAE)	£600,000	£60,000
IT Equipment - Annex 1, Castle Buildings	£23,000 (one-off)	
IT Equipment - Interpoint	£12,500 (one-off)	
Hansard Services Equipment	£15,000 (one-off)	
Total Cen Sec costs	£650,500	£60,000

TOTAL  
ESTIMATED TOTAL FORUM COSTS £1,353,900 £135,390

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(O) Cont'd

## 3. INTERPOINT COSTS ( based on meeting 5/6 times a month)

		Per year	Per month
(c) Catering Costs		£51,000	£5,100
(d) Car Parking		£15,000	£1,500
(e) Rental of premises	(1st floor)	£100,000	£10,000
	(3rd floor)	£200,000	£20,000
		(Quartly payments)	
(f) Services	(3rd floor)	£250,000	£25,000
(g) Security Firm charges	(1st and 3rd floor)	£80,000	£8,000
(h) Sound System	(installation)	£290,000	
	(one-off)		
	(running costs)	£150,400	£15,040
	(concepts for press)	£70,000	£7,000
(i) Printing costs ( minutes of proceedings etc)		£100,000	£10,000
(j) Stationery, phones and office supplies		£20,000	£2,000
(k) Other miscellaneous costs		£20,000	£2,000
Total Interpoint costs		£1,346,400	£105,640

## 4. CONSTRUCTION OF 3RD FLOOR

Contract with Mivan	£2,158,000	
	(one-off)	
Furniture etc	£1,000,000	
	(one-off)	
Telecomms (cabling and equipment)	£67,000	
	(one-off)	
IT Equipment	£40,000	
	(one-off)	
TOTAL		£3,265,000
ESTIMATED TOTAL FORUM COSTS	£5,965,300	£235,980

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## (P) CENTRAL SECRETARIAT POLITICAL DEVELOPMENT COSTS

\* the following information has been provided by Mrs Patricia McAuley, Central Secretariat, on Wednesday 10/7/96.

B.	SUPPORT STAFF (Party Allowances, Subs & Mileage)	£94,000	
Staff costs for period 1/6/96 to 31/3/97			
		Per year	Per month
	1x Grade 5, 1x DP and 1x Pers Secretary.	95,000	9,500
C.	CATERING COSTS	£15,000	
D.	NID (LI) OFFICIALS	£5,500	
E.	TELEPHONES, STATIONERY, OFFICE MISC & SUNDRIES IT EQUIPMENT	£6,300 (£80,000 ONE OFF)	
F.	PHOTO PASSES & DOE CHARGES	£4,500	
G.	CHAIRMAN FOR NEGOTIATIONS SEC. SUPPORT FOR CHAIRMAN CHAIRMAN FOR BUSINESS COMM SEC. SUPPORT FOR CHAIRMAN	£30,000 £8,500 £27,000 £8,500	
H.	CHAIRMAN FOR DE-COMM SEC. SUPPORT FOR CHAIRMAN	£50,000 £8,500	
I.	DOE STRUCTURAL WORK PORTACABIN	(£520,000 ONE OFF) (£100,000 ONE OFF)	
J.	CONFERENCE ROOM FURNITURE	(£40,000 ONE OFF)	
K.	SECURITY COSTS - GUARDS - CAMERAS	£10,000 (£10,000 ONE OFF)	

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SUMMARY OF EXPENDITURE ( MONTHLY )		NEGS
A.	ELECTED REPRESENTATIVES (Allowances, Subs & Mileage)	£106,300
B.	SUPPORT STAFF (Party Allowances, Subs & Mileage)	£94,000
C.	RESEARCH GRANTS	£24,000
D.	TAU STAFF	£18,500
E.	CATERING COSTS	£13,000
F.	NIO (L) OFFICIALS	£5,500
G.	TELEPHONES, STATIONERY, OFFICE M/C's & SUNDRIES IT EQUIPMENT	£6,300  {£80,000 ONE OFF}
H.	PHOTO PASSES & DOE CHARGES	£4,500
I.	CHAIRMAN FOR NEGOTIATIONS SEC. SUPPORT FOR CHAIRMAN CHAIRMAN FOR BUSINESS COMM. SEC. SUPPORT FOR CHAIRMAN	£50,000 £8,500 £27,000 £8,500
J.	CHAIRMAN FOR DE-COMM. SEC. SUPPORT FOR CHAIRMAN	£50,000 £8,500
K.	DOE STRUCTURAL WORK  PORTACABIN	{£320,000 ONE OFF} {£100,000 ONE OFF}
L.	CONFERENCE ROOM FURNITURE	{£40,000 ONE OFF}
M.	SECURITY COSTS - GUARDS - CAMERAS	£10,000 {£10,000 ONE OFF}

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N.	FENCE FOR OUTER CAR PARK	{£50,000 ONE OFF}
O.	FORUM COSTS	£235,980 £3,605,500 (one offs)
P..	CENTRAL SECRETARIAT POLITICAL DEV COSTS	£9,500
	TOTAL MONTHLY RUNNING COSTS (NEGS)	£434,600
	“ “ “ “ (FORUM)	£235,980
	10 MONTHS OF NEGOTIATIONS	£4,346,000
	+ 'ONE OFFS' ( NEGS)	£600,000
	TOTAL NEGOTIATIONS COSTS	£4,946,000
	(JUNE '96-MARCH '97)	
	10 MONTHS OF FORUM	£2,359,800
	+ 'ONE OFFS' (FORUM)	£3,605,500
	TOTAL FORUM COSTS	
	(JUNE '96-MARCH'97)	£5,965,300
	<b>TOTAL 10 MONTH COST</b>	<b>£10,911,300</b>

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## TALKS / FORUM - ESTIMATE OF EXPENDITURE FROM APRIL-JULY 1996

	NEGS
(A) ELECTED REPRESENTATIVES ALLOWANCES, T&S ETC.	£212,600
(B) SUPPORT STAFF T&S ALLOWANCES AND DAILY GRANT	£180,000
(C) RESEARCH GRANTS	£48,000
(D) TAU STAFF COSTS	£74,000
(E) CATERING	£52,000
(F) NIO (L) OFFICIALS	£11,000
(G) TELEPHONES, SUNDRIES ETC.	£25,200
IT EQUIPMENT	{£80,000 ONE OFF}
(H) PHOTO PASSES, DOE CHARGES	£18,000
(I) INDEPENDENT CHAIRMAN ( NEG. )	£100,000
SEC. SUPPORT STAFF COSTS	£17,000
INDEPENDENT CHAIRMAN FOR BUSINESS COMMITTEE	£54,000
SEC. SUPPORT STAFF COSTS	£17,000
(J) CHAIRMAN FOR DE-COMM.	£100,000
SEC. SUPPORT FOR CHAIRMAN	£17,000
(K) DOE STRUCTURAL WORK AND PRESS PORTACABIN	£320,000 {ONE OFF}
	£100,000 {ONE OFF}
(L) CONFERENCE ROOM FURNITURE	£40,000 (ONE OFF)
(M) SECURITY EQUIPMENT	£30,000
	£10,000 (ONE OFF)

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(N)	FENCE FOR OUTER CAR PARK	£50,000 (ONE OFF)
(O)	FORUM COSTS	£591,680 £3,605,500 (one-off costs)
(P)	CENTRAL SECRETARIAT POLITICAL DEV COSTS	£19,000

## TALKS / FORUM-ESTIMATE OF EXPENDITURE FROM APRIL-JULY 1996

	NEGS	FORUM
TOTAL RUNNING COSTS	£955,800	£610,680
TOTAL 'ONE OFF' COSTS	£600,000	£3,605,500
	£1,555,800	£4,216,180
<b>TOTAL</b>	<b>£5,771,980</b>	

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