

**Reference No:** E109/177/74 E107/16/80 ; **Date:** 06/01/81

### **Circular 1/1981:- Attendance at meetings abroad**

A Dhuine Uasail

I am directed by the Minister for the Public Service to inform you that he has accepted the finding in Civil Service Arbitration Board Report 442 concerning a claim for the payment of allowances to grades comprehended by the Civil Service Conciliation and Arbitration Scheme in respect of certain travel abroad on official business.

2. Accordingly, I am to convey sanction for the payment of the following allowances with effect from 1 January 1980 to (a) members of designated overtime grades and (b) members of grades which enjoy the extra attendance gratuity arrangements applicable to Higher Executive Officers, who travel abroad on official business to meetings held outside Ireland or Britain:

- (i) £15 for the first night away from home in any period of seven days,
- (ii) £5 for the second, third and fourth nights away from home in any seven day period,
- (iii) £10 in addition on to (i), or in addition to (i) and (ii), for each day the officer concerned acts as Chairman of meeting abroad.

3. These allowances will be paid under the same conditions which apply to the payment of the special allowances (i.e. delegate's allowance, chairman's allowance) to higher officers viz.

(a) To qualify for payment, the visit abroad of the officer concerned should be as a member of a delegation representing this country at a meeting of the European Communities or other international organisations or with representatives of another government or governments.

(b) Payment will not be made where the journey abroad is for the purpose of

- (i) attending a training course
- (ii) a familiarisation visit, such as has been made by various officers to the EEC headquarters in Brussels
- (iii) fact-finding or otherwise securing information
- (iv) attending a seminar or meeting held solely to exchange information, whether orally or by the presentation of papers.

(c) Payment of the Chairman's allowance (paragraph 2(iii)) will be made to

(i) officers who act as Chairmen at meetings of Committees or Working Groups (including co-ordination meetings) during Ireland's Presidency of the Council of the European Communities. Payment of the allowance will be made only in respect of occasions when an officer actually presides as a Chairman of a Committee or Working Group, or reports in his capacity as Chairman to a meeting of the Committee of Permanent Representatives. A Chairman who is not based in Brussels or other city in which the meeting is held will also qualify for the allowances under paragraphs 2(i) and 2(ii)

(ii) officers who act in a similar capacity to 3(c)(i) above at meetings in other international organisation and also when they act at international meetings as spokesmen of a co-ordinated EEC group.

4. The above allowances will attract the general increases in allowances in the nature of pay sanctioned in DPS Circulars 4/80 and 38/80 and any subsequent general increases in these allowances.

Mise le meas  
William P Smith