

**Reference No:** E109/177/74;    **Date:** 01/06/79

**Circular 4/1979:- Attendance at meetings abroad**

A Chara

I am directed by the Minister for the Public Service to say that he has authorised a revised system of payments to

(1) officers, in grades with salary scales which proceed to maxima greater than the Higher Executive Officer maximum, who travel on official business to meetings held outside Ireland or Britain

and

(2) officers who act as Chairmen of European Communities' Committees or Working Groups during Ireland's tenure of the Presidency.

2. The revised system of payments is effective from 1st June 1979. The payments and the conditions governing them are set out in the following paragraphs. For convenience the provisions of the previous circular letter that are still in force are also incorporated in this document, which accordingly supersedes DPS Circular Letter 3/75.

Delegate's Allowance

3. 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.

4. Payment will not be made where the journey abroad is for the purpose of

(1) attending a training course

(2) a Familiarisation visit, such as has been made by various officers to the EEC Headquarters in Brussels

(3) fact-finding or otherwise securing information

(4) attending a seminar or meeting held solely to exchange information, whether orally or by the presentation of papers.

5. Particulars of the payments are as follows:

| (a) | Each absence from home/headquarters  | night | Payment per |
|-----|--|-------|-------------|
|     | First night in each continuous period of 7 days or less                                    |       | £28         |
|     | Second and subsequent night up to a limit of 3 in each continuous period of 7 days or less |       | £8          |

(b) Travel on a Saturday, Sunday or Public Holiday Officers who are required to travel or be absent abroad on those days will be paid an allowance of £10 per day in addition to any allowance which might be payable under (a) above.

#### Chairman's Allowance

6. 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 will be paid a Chairman's allowance of £10 per day.

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.

7. A Chairman who is not based in Brussels or other city in which the meeting is held will also qualify for the delegate's allowance under paragraph 5.

#### Case of illness etc.

8. Where an officer who is absent at a meeting abroad (including a meeting in Britain or Northern Ireland) is obliged to secure urgent medical, dental or optical treatment there, the following arrangements will apply:

(1) The difference, if any, between the costs actually incurred and the cost, where this is less, of the same service in Dublin will be allowed. Account will be taken of any recoupment of costs to which an officer is entitled in respect of, e.g. insurance under the Voluntary Health Insurance Scheme.

(2) Reasonable related incidental costs arising from an officer's illness abroad will be allowed. Where it appears at the outset that the officer will have to remain abroad for at least a fortnight in hospital or elsewhere for medical treatment, the cost of a return visit by the officer's wife or nearest relative may be paid. The payment will cover the cost of travel by air or otherwise, insurance and subsistence for up to three days at the daily rate appropriate to the grade of the officer. Proposals for additional visits or for longer stay by the wife/ relative will be dealt with on their merits.

Mise le meas  
S Mac Gmhna