

Reference No: E109/140/02; Date: 16/12/2003

**16/12/2003 LP:- Extra Attendance by non-overtime grades arising from Irish Presidency of EU in 2004**

Our Ref: E109/140/02

16 December 2003

Dear Personnel Officer

I enclose a copy of General Council Report No. 1435 regarding special payments in respect of consistent and exceptional extra attendance by non-overtime grades arising from the Irish Presidency of the European Union in 2004.

This letter conveys sanction for the implementation of the arrangements set out in the General Council Report. The basis on which payments should be considered is set out in Paragraph 5 of the Report. As indicated in paragraph 5, it will be a matter for the Head of a Department to assess the appropriate level of payment within the ranges specified. Payments should be dealt with out of the 0.2% provision in the administrative budgets for exceptional performance and, as an exceptional matter, the normal provision can be exceeded in 2004, if necessary, within the overall administrative budget allocation.

The Official Side has also agreed to increase the delegate's and chairperson's allowance with effect from 1 January 2004 (inclusive of the general increase of 3% under Sustaining Progress). The revised rates payable to officers in non-overtime grades covered by Circular Letter 4/79 are set out as follows:

1st night in each continuous period of 7 days or less:	€190
2nd, 3rd and 4th nights:	€ 56
Travel or absence abroad on Saturday, Sunday or Public Holiday:	€ 70
Chairperson's allowance:	€ 70

A separate letter will be issued about the delegate's and chairperson's allowance payable to overtime grades.

Yours sincerely

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Brendan Duffy  
Principal  
Personnel and Remuneration Division