

11/5 Coskens,

As discussed, Nil RETURN from
Higher Education Branch.

27 RD 2.3.01

CONFIDENTIAL

CO-ORDINATION UNIT ENQUIRY

Chris McCoskey
6-3-01

Reference: SO/09/01

Date: 02/03/2001

Subject: BUCKINGHAM PALACE GARDEN PARTIES 2001.

Action: Please see attached minute from Mr Gerry Loughran.

You are asked to provide nominations for the Buckingham Palace Garden Parties to be held during various dates in July 2001. Persons who have previously attended one of Her Majesty's Garden Parties should NOT be nominated.

DHFETE have been allocated 8 places (representing nominees and their spouse/partner). Please insert nominees details on the attached and indicate if they have special needs (ANNEX A)

You are also asked to nominate 2 members from within DHFETE.

(APOLOGIES FOR THE TIGHT DEADLINE)

Action By: MR WALTERS
MRS BELL
MR ARBUTHNOT
MRS FLANAGAN
DR DAVISON
MR SCOTT
MR GAMBLE
MR O'DOHERTY

Copied To: MR SHANNON

Reply to: Co-ordination Unit by Tuesday 6th March 2001

Copy reply to: NIL

Co-ordination use only:

Date:	Notes:

Handwritten notes:
for Wednesday 6.3
need 6/3/2001
Mr Han... 6/3
check please
Also
2-3
Mr McCoskey 6-3-01
for urgent
action pl.
6-3

URGENT

PERMANENT SECRETARY'S OFFICE ENQUIRY

REFERENCE: PSQ 219

RAISED BY: Mr Loughran

SUBJECT MATTER: Buckingham Palace Garden Parties 2001

CLASSIFICATION: None

PLEASE PROVIDE ADVICE AND/OR DRAFT REPLY FOR MR SHANNON'S SIGNATURE

PLEASE E-MAIL YOUR RESPONSE TO JESSICA JAMISON.

**TO BE RETURNED TO THE SECRETARY'S OFFICE (ROOM 515)
NO LATER THAN: 7 MARCH 2001**

SECRETARY'S OFFICE ACTION

Letter copied to:

Acknowledgement due:

REFERRED TO: CO-ORDINATION UNIT

DATE: 1 MARCH 2001

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Head of the Civil Service

**Head of the Office of the First Minister & Deputy First Minister
Secretary to the Executive**

Block E, Castle Buildings, Stormont Estate, BELFAST BT4 3SR, NORTHERN IRELAND

Tel: 028 9052 0048 Fax: 028 9052 2236 Email: gerry.loughran@ofmdfmi.gov.uk

HCS/493/01

**FROM: GERRY LOUGHRAN
28 FEBRUARY 2001**

**cc PS/Mr Loughran
Mr McCusker
Mr Haire
Mrs Bunting
Mrs Devlin
Mrs Flanagan
Mr Watson
Mrs Fleming
SUB/159/2001
BF 5/3
TF**

TO: MR SHANNON

BUCKINGHAM PALACE GARDEN PARTIES: 2001

1. The First Minister and Deputy First Minister have been invited by the Lord Chamberlain's Office to nominate guests to attend Garden Parties hosted by Her Majesty at Buckingham Palace. The Garden Parties will be held on Wednesday, 11 July, Wednesday, 18 July and Wednesday, 25 July.
2. The Lord Chamberlain's Office have advised that those nominated should be drawn from as wide a range as possible and **should not have previously attended one of Her Majesty's Garden Parties**. In his letter the Comptroller also advises that it is The Queen's wish that the nominations may include residents in Northern Ireland who hold Irish passports.

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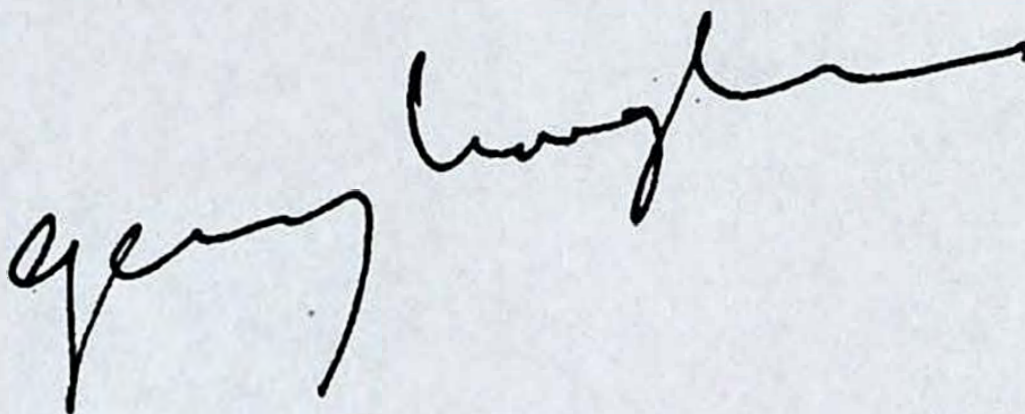
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3. The First Minister and Deputy First Minister have agreed that, where possible, representatives from as diverse a range of interests and responsibilities, spread geographically across the region, should be brought together. They have also agreed that the nomination process will be handled by Permanent Secretaries who are able to draw on external working links and contacts across a wide range of their departments' activities. The final list will be signed-off by the First Minister and Deputy First Minister.
4. Unfortunately spaces are limited. The overall quota allocated to your Department is 8 places. This figure is inclusive of spouse/partner, where applicable. If you wish to nominate a single guest(s) they may be accompanied to the Garden Party by a companion but details must be provided at this stage as a late application for a companion will be refused. All those nominated must be aged 18 and over.
5. Your nominations for attendance, including marital status, full **home** address, organisation represented, position held and details of spouse/partner or companion should be recorded on the attached pro forma. This should be submitted to Tom Watson, Machinery of Government Division, by **no later than Friday 9 March**. You should provide two further names as reserves and these should be clearly indicated on the pro forma. Reserve names will be used in cases where central records hold the original nominee as having previously attended a Buckingham Palace garden party. The return should also indicate if any of those nominated have special needs.
6. As in previous years the representation for NI will include a small number of civil servants. I would therefore be grateful if you would also provide, on the attached pro forma, the names and details of two members of staff from your Department who might be considered for nomination. Those nominated should include more junior ranking staff, including professional staff, to reward, for example, long services or particularly meritorious performance. Mr Loughran will make the final selection to go forward to the Lord Chamberlain's Office.

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7. There is no guarantee that those who are nominated will all receive invitations. In the circumstances they should **not** be advised that their names are being put forward. I shall confirm the names included from your lists when details have been submitted to the Lord Chamberlain's Office.

A handwritten signature in black ink, appearing to read 'Gerry Loughran', written in a cursive style.

GERRY LOUGHRAN

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BUCKINGHAM PALACE GARDEN PARTY LIST : 2001

Nominations submitted by

<u>FULL NAME OF NOMINEE</u> SURNAME, TITLE, KNOWN FORENAME, DECORATIONS ETC	<u>FULL HOME ADDRESS</u> INCLUDE POST CODE	NAME OR INITIALS OF SPOUSE/PARTNER OR ACCOMPANYING GUEST	ORGANISATION REPRESENTED AND POSITION HELD	Special needs

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