



**Wendy Johnston**

08/04/2002 02:04  
PM

To: James Graham/CPG/DFP@DFP

CC:

Subject: QUEEN MOTHER'S FUNERAL - ARRANGEMENTS - 5.4

James

Submission for the file for future reference.

Wendy

----- Forwarded by Wendy Johnston/CPG/DFP on 08/04/02 14:04 -----



**Anne Gracey**

Sent by: Anne Gracey

08/04/02 10:04

To: Gerry Loughran/OFMDFM/DFP@DFP

cc: Private Office/CSG/DFP@DFP, Perm Sec/CSG/DFP@DFP,

David Ferguson/CSG/DFP@DFP, Linda

Devlin/OFMDFM/DFP@DFP, Wendy Johnston/CPG/DFP@DFP

Subject: QUEEN MOTHER'S FUNERAL - ARRANGEMENTS - 5.4

TO: PERMANENT SECRETARIES

THE FUNERAL OF QUEEN ELIZABETH, THE QUEEN MOTHER

Following the death of The Queen Mother on Saturday 20 April 2002

the Secretary should have the opportunity to review the arrangements

arrangements should therefore be made for the arrangements should be made for the

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It is a matter for the Secretary of State to decide on the arrangements

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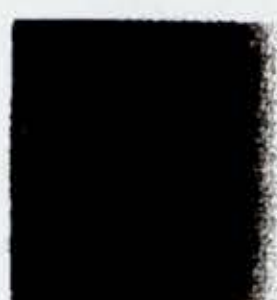
*Miss Loughran*  
*23/4/02*  
*Logged on*  
*Precedent System*  
*(No. 1194)*  
*12/4/02*  
*1/2*  
*1/2*  
*Mr Gallagher*

1) Please have precedent noted

2) PA.

*[Signature]*  
*10/4*

GERRY LOUGHRAN



## **Head of the Civil Service**

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

Room F6, Stormont Castle, BELFAST BT4 3TT, NORTHERN IRELAND

Tel: 028 9037 8133 Fax: 028 9037 8205 Email: gerry.loughran@ofmdfmini.gov.uk

**HCS/401/02**

**FROM: GERRY LOUGHRAN  
8 APRIL 2002**

**cc Mrs Moore  
Personnel Directors  
EOM  
SUB/271/02  
TF**

**TO: PERMANENT SECRETARIES**

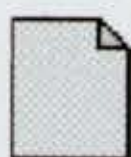
### **THE FUNERAL OF QUEEN ELIZABETH, THE QUEEN MOTHER**

Following the death of The Queen Mother on Saturday 30 March, it is important that civil servants should have the opportunity to pay their respects in an appropriate way. Arrangements should therefore be made for them to be able to observe a period of two minutes silence at 11.30 am on 9 April.

It is a matter for the discretion of individual departments and agencies to decide on local arrangements for the two minute silence, and also, for example, to allow staff to watch the funeral. There is no provision for special leave to be granted on 9 April.

I would be grateful if Departments would ensure that these arrangements are in place before tomorrow.

**GERRY LOUGHRAN**



CM-PS-HOCS - QUEEN MUM'S FUNERAL - 8.4.d

cc. P/S Dr Farran  
Mr Carvill - cm  
Mr Ferguson - cm  
Mrs Devlin - cm  
Miss Johnston - cm

FRANK LOUGHRAN - EM

THE FUNERAL OF QUEEN ELIZABETH, THE QUEEN  
MOTHER  
U.S. IMMEDIATE

NOTICE ADVISING DEPARTMENTS TO MAKE  
ARRANGEMENTS TO PERMIT THOSE MEMBERS OF NCS  
WHO WISH TO DO SO TO OBSERVE TWO MINUTES SILENCE

Enclosure

1. As you are aware arrangements have been announced by the Government for the funeral of Queen Elizabeth, the Queen Mother. It will take place at 11.30 on Tuesday 9 April, at Westminster Abbey.
2. Guidance has also been published for the public on the observance of mourning during this period. This guidance covers the period of national mourning up to midnight on 9 April. It covers such issues as flags on public buildings, suggestions for black armbands and periods of silence before major sporting events, the possibility of playing the national anthem or observing a period of silence in theatres, cinemas and other public places, and also suggests ways in which schools may wish to adjust timetables to permit children to watch the funeral on television.
3. Although no formal references have been made as to how Crown Servants may wish to respond to the death of the Queen Mother, we are aware that the Cabinet Office have advised Home Civil Service Departments that, in accordance with the precedent set at the funeral of King George VI, it is suggested that all civil servants be encouraged to observe two minutes silence at 11.30am on Tuesday 9 April and that it is matter for the discretion of departments to decide what local arrangements they put in place, if any.

**FROM:** CAROL MOORE  
DIRECTOR OF PERSONNEL  
DFP

**DATE:** 5 APRIL 2002

cc. P/S Dr Farren  
Mr Carvill – em  
Mr Ferguson – em  
Mrs Devlin – em  
Miss Johnston – em

**TO:** P/S MR LOUGHRAN -EM

**ISSUE :** THE FUNERAL OF QUEEN ELIZABLETH, THE QUEEN  
MOTHER

**TIMING:** DESK IMMEDIATE

**ACTION:** NOTICE ADVISING DEPARTMENTS TO MAKE  
ARRANGEMENTS TO PERMIT THOSE MEMBERS OF NICS  
WHO WISH TO DO SO TO OBSERVE TWO MINUTES SILENCE

#### **Background**

1. As you are aware arrangements have been announced by the Government for the funeral of Queen Elizabeth, the Queen Mother. It will take place at 11:30 on Tuesday 9 April, at Westminster Abbey.
2. Guidance has also been published for the public on the observance of mourning during this period. This guidance covers the period of national mourning up to midnight on 9 April. It covers such issues as flags on public buildings, suggestions for black armbands and periods of silence before major sporting events, the possibility of playing the national anthem or observing a period of silence in theatres, cinemas and other public places, etc as well as suggesting ways in which schools may wish to adjust timetables to permit children to watch the funeral on television.
3. Although no formal references have been made as to how Crown Servants may wish to respond to the death of the Queen Mother, we are aware that the Cabinet Office have advised Home Civil Service Departments that, in accordance with the precedent set at the funeral of King George VI, it is suggested that all civil servants be encouraged to observe two minutes silence at 11:30am on Tuesday 9 April and that it is matter for the discretion of departments to decide what local arrangements they put in place, if any,

to allow staff to watch the funeral. I understand that the other devolved administrations have adopted this line.

#### **Advice**

4. We understand that there was no call from the Assembly at its sitting yesterday or from members of the Executive for any specific act of remembrance. However we have received several inquiries from Departments and it would seem appropriate that, as Crown Servants, Northern Ireland Civil Servants be offered the opportunity to observe a period of 2 minutes silence at 11:30am on 9<sup>th</sup> April.
5. A short draft notice to Personnel Directors is attached for consideration.

*Carol Moore*

**C P MOORE (MRS)**