

To members of the Management Board

Copied to [s.40]

ALLOCATION OF GARDEN PARTY INVITATIONS

By kind permission of Mr Speaker, the proposed allocation of tickets, based upon the number of staff with 10 years or more service with the House, is shown below. The overall quota allotted to staff of the House is 60, inclusive of accompanying persons. Departments have been allocated an even number of tickets to avoid difficulties over single tickets.

Department/Office	No. of staff with 10 years or more service	Appropriate proportion of ticket pairs	Allocation of pairs of tickets (inclusive of accompanying persons)
Speaker's	Require 2 pairs of tickets this year		2
Chamber & Committee Services	249	9.8336	10
Facilities	237	9.3597	9
Information Services	118	4.6601	5
Resources*	65	2.5670	2
PICT	40	1.5797	2
<i>Total number of pairs</i>		-	30
<i>Total</i>	719	-	60

* includes Office of the Chief Executive and Office of the Parliamentary Security Coordinator

The Board of Management agreed in 1998 that the allocation of tickets could be agreed by correspondence. Unless I, via my Private Secretary, [s.40], receive notification to the contrary from a Board member by **4 p.m. on Thursday 22 January**, I will assume that the proposals have been agreed and confirm the allocations. There is no objection to departments agreeing to adjustments of allocations between themselves.

Malcolm Jack
Clerk of the House

15 Jan 2009