

## Letter from Niels Ersbøll to Geoffrey Howe (Brussels, 21 July 1986)

**Caption:** At the Council meeting of 21 and 22 July 1986, an exchange of letters takes place between Geoffrey Howe, in his capacity as President-in-Office of European Political Cooperation (EPC), and Niels Ersbøll, Secretary-General of the Council, on the arrangements for accommodating the EPC Secretariat in the Council's Charlemagne Building in Brussels.

**Source:** Échange de lettres entre le Secrétaire général du Conseil et le président en exercice de la Coopération politique européenne relatif au support fourni par le Secrétariat général du Conseil à la Coopération politique européenne, N° de classification: 07. Transmis au Service des TRAITES (M LAYDIER). EL/CEE/CPE. Bruxelles: 21.10.1986.

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## Exchange of letters between the Secretary-General of the Council and the President-in-Office of European Political Co-operation on the support provided by the General Secretariat of the Council to European Political Co-operation (Brussels, 21 July 1986)

Brussels, 21 July 1986

Sir,

Having regard to Section III of the Decision adopted by the Ministers meeting in the framework of European Political Co-operation on 28 February 1986 and to the talks held on its implementation, I have the honour to bring the following statement to your attention:

### "STATEMENT ON THE SUPPORT PROVIDED BY THE COUNCIL SECRETARIAT TO THE EUROPEAN POLITICAL CO-OPERATION SECRETARIAT

#### 1. PREMISES

The General Secretariat of the Council places at the disposal of the European Political Co-operation Secretariat certain premises situated in the Charlemagne building, rue de la Loi 170, 1048 Brussels as shown in the Annex. These premises will be fitted out in accordance with the requirements indicated by Political Co-operation. The cost of the fitting-out (partitioning, special fittings or equipment) will be met by Political Co-operation. The premises will be provided with the basic utilities (e.g. heating, lighting).

#### 2. FURNITURE AND EQUIPMENT

The initial office furniture and equipment will be provided by European Political Co-operation. It will be selected in consultation with the appropriate departments of the Council Secretariat in order to ensure as far as possible a degree of standardization with the equipment already in use in the General Secretariat.

The equipment will be maintained by the General Secretariat of the Council.

#### 3. SERVICES

The General Secretariat of the Council undertakes to provide certain administrative, technical and general services, as requested by the Political Co-operation Secretariat. These include:

- translation/reproduction of documents,
- security of the building (inside and outside),
- press facilities,
- meeting rooms (other than those specifically included in the premises made available),
- documentation/libraries,
- medico-social facilities (medical service/bar/restaurant),
- parking,
- maintenance of equipment (see 2 above),
- office supplies,
- miscellaneous communications (including telephone).

4. All the services listed under 1, 2 second paragraph and 3 will be supplied by the General Secretariat for a half-yearly fee of 1 ECU to be borne by the Presidency.

Should the volume of services supplied by the Council Secretariat to the Political Co-operation Secretariat (particularly translation and reproduction services) increase substantially as a result of the expansion of

Political Co-operation's work, the two parties undertake to review the question of the amount of the fee.

#### 5. ENTERTAINMENT EXPENSES (PARTICULARLY MEALS)

At the Presidency's request, the Council Secretariat's services will undertake the practical organization of entertainment and the keeping of the relevant accounts; the costs of such entertaining will be reimbursed by the Presidency."

I should be grateful if you would acknowledge receipt of this letter and confirm your agreement on behalf of the Twelve to the statement it contains.

Please accept, Sir, the assurance of my highest consideration.

[signature]

The Secretary-General of the Council

**Annex**

[...]