

38th British-Irish Council Summit  
Blackpool, UK  
Thursday 10 November - Friday 11 November 2022

**LOGISTICS NOTE**

**1. Summit programme**

Times	Event
<b>Thursday 10<sup>th</sup> November</b>	
<b>15:00-18:00</b>	Arrivals <i>Tea and coffee available on arrival in the reception area Two private bilateral meeting rooms available (see below)</i>
<b>18:00-19:00</b>	Drinks reception in Boulevard hotel Shoreside lobby area <i>Musical accompaniment from a local guitarist and Exhibition on Blackpool from Blackpool Council</i>
<b>18:30-18.40</b>	Welcome speech from Neil Jacks, Chief Executive of Blackpool Council
<b>18:40-18:50</b>	Welcome from UK Head of Delegation
<b>18:50</b>	Guests to take their seats for dinner in Shoreside 1+2
<b>Thurs 18:50</b>	Ministerial Family photo - Heads of Delegation and all Ministers <i>Shoreside lobby area - Ministers will be invited to step aside for photos while delegates file into dinner</i>
<b>19:00-21:00</b>	Dinner <i>Shoreside 1+2</i>
<b>21:00 onwards</b>	Informal engagement in hotel public spaces <i>Main hotel bar will remain open until c. 1am Two private bilateral meeting rooms available</i>
<b>Friday 11<sup>th</sup> November 2022</b>	
<b>6:00 - 9:00</b>	Breakfast served in hotel restaurant for Ministers and officials
<b>8:30-9:00</b>	Depart for Site Visits
<b>9:00-10:00</b>	Site Visits <i>See below for further details</i>
<b>10:00-10:30</b>	Return from Site Visits
<b>10:00-10:50</b>	Tea and coffee in Shoreside breakout <i>Two private bilateral meeting rooms available</i>

<b>10:45</b>	Ministerial Family Photo <i>Shoreside 1 (Press Conference Room) in front of BIC media banner</i>
<b>10:50</b>	All Ministers to be seated in Shoreside 2 in preparation for the plenary session Establishment photographs of Ministers seated around the table
<b>11-11:02</b>	Two Minutes' silence
<b>11:02-12:45</b>	Plenary Summit in Shoreside 2 <i>Officials may watch livestream in Shoreside breakout area</i>
<b>12:45 onwards</b>	Buffet lunch available for Ministers and officials in hotel restaurant
<b>13:00-13:30</b>	Press conference in Shoreside 1
<b>13:30-14:00</b>	Wrap-up and departures

## 2. Delegation Liaison Officers

A Delegation Liaison Officer (DLO) will be allocated to each delegation. The DLOs will act as your principal point of contact, providing assistance and summit information. BIC co-ordinators will receive an email from your DLO to introduce themselves. For information the DLOs and their contact details are listed below:

Administration	Contact
Government of Guernsey	tselmuun.gerel@cabinetoffice.gov.uk
Government of Ireland	ellie.boyle@cabinetoffice.gov.uk
Isle of Man Government	chetal.owens1@cabinetoffice.gov.uk
Government of Jersey	arme.ergonul@cabinetoffice.gov.uk
Northern Ireland Executive	ellie.boyle@cabinetoffice.gov.uk
Scottish Government	gurminder.bhogal@cabinetoffice.gov.uk
Welsh Government	christopher.mcgowan@cabinetoffice.gov.uk
UK Government	alexander.whiscombe@cabinetoffice.gov.uk
BIC Secretariat	eleanor.whitchurch@cabinetoffice.gov.uk

## 2. Arrivals

By car: Parking is available at the Boulevard Hotel, securable by a £10 charge in addition to the room rate. Please indicate on your delegation form if you require parking, and how many spaces. Parking cannot be paid in advance and you will need to provide card payment on the day itself at check-in. If you are arriving by car, **please communicate the vehicle registration number to your DLO** if possible.

By train: We recommend delegates arriving by train come to **Blackpool Pleasure Beach** station, which is only a few minutes' walk away from the hotel. (NB - there are regular train services to both Blackpool South and Blackpool North, which are on different lines. Trains to Blackpool Pleasure Beach terminate at Blackpool South. Blackpool North is on a different line and is an approximately 20 mins taxi ride from the Boulevard Hotel.)

By air: the nearest commercial airports are Liverpool and Manchester. Blackpool can be reached by public transport (airport bus to central rail stations and direct or changing services there onwards); travel time is approximately 2 hours. We will offer transfers by car to delegations flying into Liverpool and/or Manchester (travel time approximately 1 hour 15

mins). Delegates will be met in the arrivals hall. In addition, Blackpool has a private airport (not open to commercial flights) which can accommodate aircrafts up to and including B737 and Airbus A321 size.

### 3. Security

Hotel security will staff the vehicle entrance and front doors of the hotel. **All Civil Service staff are required to bring their Civil Service IDs.** Security will have a list of names from the delegation forms returned to UKG, and only those on this list will be permitted entry to the hotel. Please contact your DLO urgently if you expect any member of your delegation will not be on this list. Please also update your DLO with any last-minute changes to ensure we admit anyone requiring legitimate access. **We will ask that you wear both your Civil Service ID and BIC badge for the entirety of the Summit. Ministers will be issued with Ministerial BIC pins, which should be worn for the entirety of the Summit.**

The hotel is a secure site for the duration of the Summit. Delegates will not be permitted to bring guests not attending the Summit back to the hotel, and will be required to identify themselves should they leave and return to the hotel during their time in Blackpool.

### 4. Accommodation

We will be staying in the Boulevard Hotel just off the Blackpool Promenade. The hotel has 120 rooms. Hotel rooms have been fixed at £115 per night. You have three options to book your hotel rooms:

#### 1. Direct contact

You can contact the hotel any time between 8:00 and 18:00 over the phone at 01253 336081. You can also send an email to [reservations@blvdhotel.co.uk](mailto:reservations@blvdhotel.co.uk). When contacting the hotel, please be sure to include our Summit code, UKGBIC22. We have exclusive use of the hotel and have received a specific rate. The code will unlock this for you. You will also need to provide card details. You can choose to be charged immediately, but in this case your booking would be non-refundable. Otherwise, the hotel will charge your card around the time of your check-in. In this case, you will be able to cancel your booking before 15:00 on Thurs 10 November.

#### 2. Online

You can book your room over the hotel website or through [this direct link](#). You should be given two payment options, either to pay immediately (which will make your booking non-refundable) or to have your card charged on the day of your arrival (under the same terms as set out above). Equally, just as set out above, you will need to enter our Summit code, UKGBIC22.

#### 3. Government travel agent

If you usually use a travel agent to book business accommodation, you will need to make sure they book using the Summit code noted above. This is because this guarantees the room rate, but also because we have reserved the whole hotel so rooms are unlikely to show as available without the code. If you need to book through travel agents and run into

difficulties, please don't hesitate to drop a message to [bic38summit@cabinetoffice.gov.uk](mailto:bic38summit@cabinetoffice.gov.uk) and we will see how we can help.

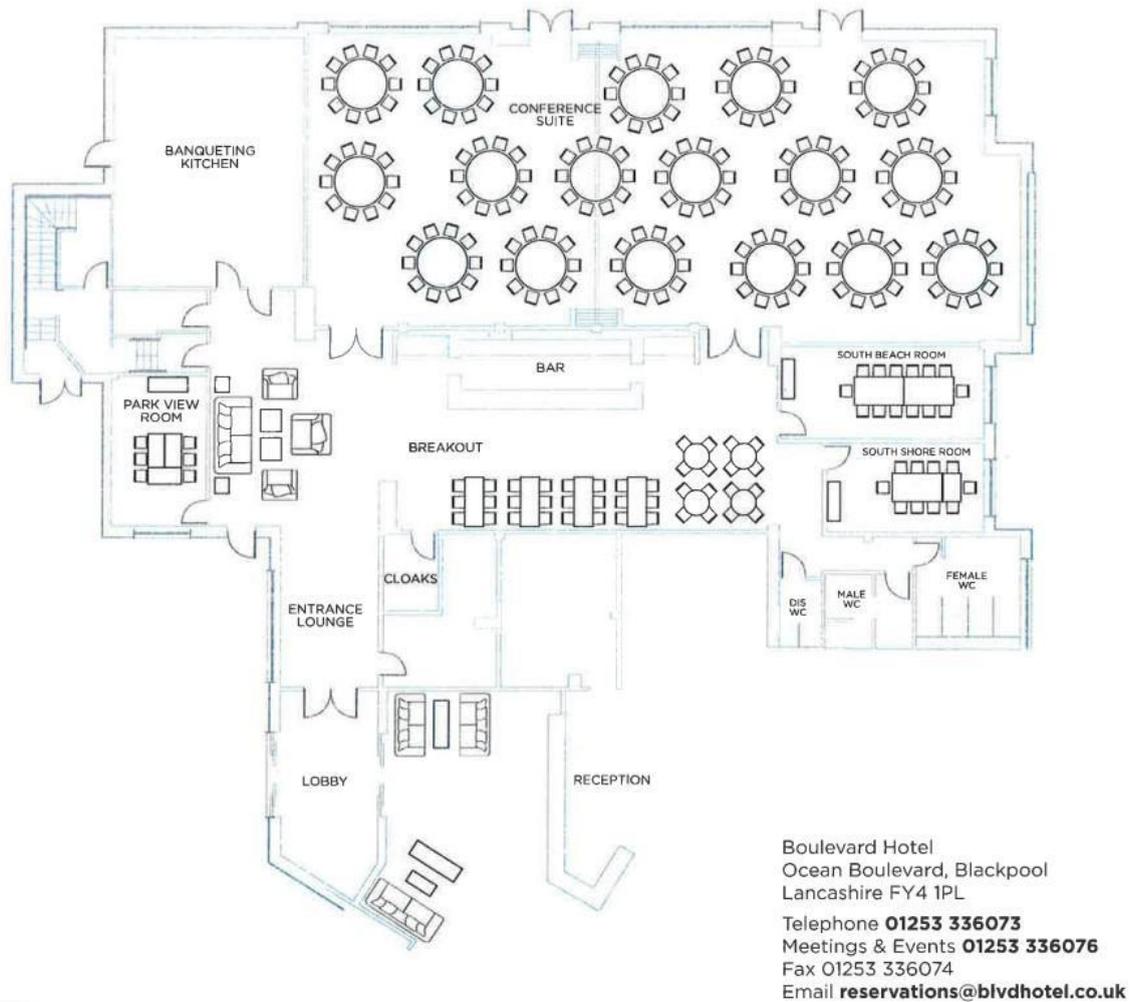
We have exclusive use of the hotel from around 12:00 on Thursday 10 November. Check-in will be available from 15:00. Early arrivals will be able to deposit their luggage and either access their room if it is ready or enjoy seating in the reception area. The hotel restaurant will be operating at lunch time for anyone requiring food, and teas and coffees will be available as part of the Summit from 15:00 onwards.

To check in, please proceed to the BIC desk first where you will obtain your Summit badge. Only then should you proceed to the hotel check-in desk to finalise your room and to pay for any parking required. For check-out, delegates are asked to vacate their rooms, return their keys to reception and settle any expenses incurred by 9:00 on Friday 11 November. Luggage may be stored with the hotel reception until departure and luggage tags will be provided to all delegates on arrival to facilitate ease of departure.

## **5. Hotel facilities**

The Summit events will be hosted in the hotel's Shoreside Suite. The Shoreside conference rooms are separate and adjacent to the 'public' areas of the hotel and consist of the following areas:

- Shoreside breakout: the central lobby area of the conference suite
- Shoreside 1+2: the largest conference space, where the Summit dinner will be held. Can be partitioned into Shoreside 1 and Shoreside 2.
  - Shoreside 1: the smaller of the subdivided spaces - will hold the Summit press conference
  - Shoreside 2: the larger of the subdivided spaces - will hold the Summit plenary
- Park View: meeting room, capacity approx 6
- South Beach: meeting room, capacity approx 14
- South Shore: meeting room, capacity approx 10



The BIC Secretariat will be based in Park View. Limited printing facilities will be available in this room. South Beach and South Shore will be available for bilateral engagement (see below for booking).

A BIC information desk, staffed by UKG officials, will be located in the hotel lobby throughout the Summit.

## 6. Wi-Fi

All delegates will be given the wi-fi network and password details with their room key at check in.

## 7. Opportunities for bilateral engagement

We will have two rooms available to book for bilateral engagement on the evening of Thursday 10 November and the morning of Friday 11 November. These are the South Beach and South Shore rooms. You will be able to book these rooms through your DLOs.

## 8. Pre-Dinner Reception

We will host a drinks reception in the Shoreside breakout at 18:00. James Edgar, a local Blackpool musician, will provide musical accompaniment on an acoustic guitar. Blackpool Council will provide an exhibit on economic regeneration in Blackpool.

At approximately 18:30, Neil Jacks, Chief Executive of Blackpool Council will welcome the Summit to Blackpool. The UKG Head of Delegation will then also welcome delegates and provide opening remarks.

## 9. Ministerial Family photo

At the end of the reception, there will be a Family photograph of all Heads of Administration prior to entering the dining room. While delegates file into the dining room to take their places, Ministers will be asked to pose for a photograph in front of the BIC banner which will be set up in the Shoreside lobby area (immediately outside the Secretariat room). External media will be invited in and escorted by UKG solely for the photo opportunity.

Government of Guernsey	Welsh Government	Irish Government	UK Government	Scottish Government	Government of Jersey	Government of the Isle of Man
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## 10. Dinner

We will host a sit-down dinner at 19:00. The menu will be as follows:

- Starter: Waldorf salad, blacksticks blue cheese, hazelnut oil (V)
- Main: breast of chicken, braised shallot, wild mushrooms, tender stem, creamed leeks, Anna potatoes (**vegetarian option**: mushroom Kiev, caesar dressing, baby gem, new potatoes)
- Dessert: sticky toffee pudding, treacle toffee ice cream, butterscotch sauce

We will provide red and white wine with each table, in addition to water and a selection of soft drinks.

## 11. Breakfast

Breakfast will be served in the hotel restaurant from 6:00-9:00. The restaurant is not designed to accommodate all hotel residents at a single sitting, so please take this into consideration when planning your breakfast. Bookings in advance will not be possible.

A table will be reserved in the restaurant for Ministers to have breakfast together. This will be an informal arrangement with the table available to Ministers throughout the breakfast period.

## 12. Site visits

On the morning of Friday 11 November, we are organising starburst visits to three local businesses for the Ministers of the different delegations. These Ministers will be split into three groups, each visiting one of the businesses set out below.

- **Lightworks:** Blackpool Council has recently invested in new equipment for the design and construction of the Illuminations and the lighting season has recently been extended to 6 months to increase the economic benefit to the town;
- **Lancashire Energy HQ:** custom-built facility for Blackpool and The Fylde College focussed on engineering skills for sustainable energy sources such as heat pumps, wind turbines and nuclear power.
- **ARC:** Fylde Coast Accident Repair Company manage car repairs, expanding investment into electric vehicle infrastructure. They have a strong record of taking on apprentices and feeding into the local workforce.

We anticipate capacity for roughly 10 people per visit (including Ministers, accompanying officials, BIC Secretariat and press or comms staff). The proposed visit parties, developed in collaboration with coordinators, are as below:

	<b>ARC</b>	<b>Lightworks</b>	<b>Energy HQ</b>
1	SoSNI	SoSLU	Jersey Chief Minister
2	SoSNI official	SoSLU official	Jersey Chief Minister official
3	Taoiseach	Guernsey Chief Minister	SG Minister for Green Skills, Circular Economy and Biodiversity
4	Taoiseach official	Guernsey Chief Minister official	SG Minister official
5	Taoiseach security	IOM Chief Minister	UK organising official
6	UK organising official	IOM Chief Minister official	Council rep
7	Council rep	UK organising official	[Invited press]
8	[Invited press]	Council rep	BIC Secretariat
9	BIC Secretariat	Photographer [and/or invited press]	
10		BIC Secretariat	

Groups will depart from the Boulevard hotel by car from 8:30, to arrive at their destination by 9:00. Transport to the visits will be by minibus and car. There will be three minibuses at the hotel entrance. Your DLO will guide members of your delegation to the correct minibus for

your visit. Protected persons (ie ministers in receipt of personal close protection) will travel by their own car. Minibuses will depart first, followed by ministerial cars.

Each visit will have a maximum duration of one hour. Ministers will return to the Boulevard Hotel, arriving from 10:00. There will be an opportunity for Ministers to discuss their initial impressions informally over coffee while waiting for others to return, and before the start of the plenary session.

### 13. Summit Family photograph

A photograph will be taken of all Ministers attending the Summit plenary meeting before the plenary session begins. The photograph will be taken indoors, in the press conference room in front of BIC branding.

Ministers will set up as follows:

CM Guernsey	FM Wales	Taoiseach	SoS DLUCH	FM Scotland	CM Jersey	CM IOM
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A second, more informal establishment photograph will be taken once Ministers are seated around the table for the plenary session. **NB:** this photo opportunity may need to be curtailed or omitted if the Summit is running late at this point.

### 14. Plenary meeting (and two minutes' silence)

Ministers and officials will be asked to take their seats in Shoreside 2 for the plenary session **before** 11:00.

Ministers will be seated as follows:

SG Minister	UKG SoSLU	UKG SoSNI	
FM S			FM W
JG CM			Taoiseach
GG CM			IOM CM

There will be limited seating for officials attending the Summit to observe the meeting. A live feed will be streamed to any officials wishing to observe from outside the room in the Shore breakout area. This feed will also be accessible online to any officials wishing to join remotely.

At 11:00, the Summit will observe two minutes' silence to commemorate the Armistice. The UKG Head of Administration, the Secretary of State for Levelling Up, Housing and Communities and Minister for Intergovernmental Relations, will chair the meeting, beginning at 11:02. The meeting will consist of two main agenda items:

1. A discussion of the work of the Council's member administrations towards sustainable economic regeneration - incorporating approval of the workplans of the Council's work sectors (45 minutes)
2. Latest political updates (60 minutes)

The meeting will close with the approval of the Summit communique and date and location of the next meeting.

As with previous Summits, an audio recording of the meeting will be taken. This is kept securely by the Secretariat to assist with the minutes and destroyed once the minutes are agreed.

### **15. Press conference**

The press conference will be held in Shoreside 1, the room adjacent to the room of the plenary session.

Ministers will be seated as follows:

Guernsey	FM Wales	Taoiseach	SoSLU	FM Scotland	Jersey	IOM
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The end of the press conference will mark the end of the Summit.

### **16. Lunch**

Lunch will be available between 12:45 and 14:00. A buffet lunch will be provided in the hotel restaurant for Ministers and officials. The hotel restaurant does not have capacity to seat all Summit delegates simultaneously, so officials will be encouraged to eat during the press conference if they do not need to observe it. The hotel can offer take-away lunch packages. **Please let us know asap if this is something you will require.**

### **17. Departures**

The Summit will wrap up at 13:30, from which point delegations are free to leave. We will offer airport transfers for delegations flying from Manchester/Liverpool. Delegates who are departing later will be able to enjoy the Shore breakout area for as long as needed.