



STATUTORY INSTRUMENTS.

S.I. No. 332 of 2025

OIREACHTAS (MINISTERIAL AND PARLIAMENTARY OFFICES)
(SECRETARIAL FACILITIES) REGULATIONS 2025

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(SECRETARIAL FACILITIES) REGULATIONS 2025

The Houses of the Oireachtas Commission, in exercise of the powers conferred on it by—

- (a) subsection (1)(c) (inserted by the Oireachtas (Miscellaneous Provisions) and Ministerial and Parliamentary Offices (Amendment) Act 1996 (No. 39 of 1996)) of section 2 of the Oireachtas (Allowances to Members) Act 1962 (No. 32 of 1962),
- (b) section 10(5) and (13) (substituted by section 2 of the Oireachtas (Ministerial and Parliamentary Offices) (Amendment) Act 2014 (No. 6 of 2014)) of the Ministerial and Parliamentary Offices Act 1938 (No. 38 of 1938), and
- (c) section 4(3) of the Houses of the Oireachtas Commission Act 2003 (No. 28 of 2003),

hereby makes the following regulations:

Introduction, General, etc.

1. These Regulations may be cited as the Oireachtas (Ministerial and Parliamentary Offices) (Secretarial Facilities) Regulations 2025.

2. (1) In these Regulations—

“Commission” means the Houses of the Oireachtas Commission and, where the context requires, also includes the Houses of the Oireachtas Service;

“independent member” means a member of either House of the Oireachtas who is not a member of a qualifying party;

“information systems facilities” means those facilities (including equipment) provision of which is contemplated, as the case may be, by Regulation 6 or 9, or by both those Regulations;

“Leinster House” includes any office premises provided by the State in the vicinity of Leinster House for use by members of either House of the Oireachtas;

“Ministerial Office” means the Taoiseach, the Tánaiste, or another Minister of the Government, or a Minister of State;

“Parliamentary Office” means the Chairman of Dáil Éireann, the Deputy Chairman of Dáil Éireann, the Chairman of Seanad Éireann, or the Deputy Chairman of Seanad Éireann;

“pensions administrator”, in relation to pension arrangements referred to in Regulation 7(1)(d), means—

- (a) a Minister of the Government,

*Notice of the making of this Statutory Instrument was published in
"Iris Oifigiúil" of 18th July, 2025.*

- (b) a person duly appointed, or a class of persons duly appointed, pursuant to statute by such a Minister, or
- (c) the trustees of such arrangements;

“special secretarial allowance” means the special secretarial allowance provided for by subsection (2A) (inserted by section 16 of the Oireachtas (Allowances to Members) and Ministerial, Parliamentary, Judicial and Court Offices (Amendment) Act 1998 (No. 5 of 1998)) of section 2 of the Oireachtas (Allowances to Members) Act 1962 (No. 32 of 1962) and any regulations made in furtherance of that subsection.

(2) In these Regulations, a “Group” means a body of members of either House of the Oireachtas that is recognised as a Group in accordance with the Standing Orders of that House, but that definition does not apply where any constituent element of the Group is a qualifying party unless that Group is listed in Schedule 4.

(3) A reference to a person in these Regulations as the holder of a Ministerial Office or as the holder of a Parliamentary Office is a reference to the member of Dáil Éireann or of Seanad Éireann who holds that office, and nothing in these Regulations purports to confer any entitlement on a person by reason of that person continuing to hold the office beyond the date on which that person ceased to be such a member.

3. In respect of the entitlement of a member of either House of the Oireachtas to secretarial facilities by way of employees, a reference in these Regulations to a full-time equivalent or a half-time equivalent at a particular grade—

- (a) is a description of a unit of labour only,
- (b) is to an employee at that grade working full-time or half-time respectively, or to such number of employees at that grade working part-time as is equivalent to an employee at that grade working full-time or half-time, as the case may be, and
- (c) does not confer any entitlement to employees at a different grade other than as specifically provided for in these Regulations.

Personnel – Members

4. (1) Each member of Dáil Éireann or of Seanad Éireann other than a member who holds a Ministerial Office or a Parliamentary Office is entitled to standard secretarial facilities in accordance with the second row of the Table in Part 1 of Schedule 2.

- (2) (a) Each member of Dáil Éireann or of Seanad Éireann other than a member who holds a Ministerial Office or a Parliamentary Office is entitled to additional secretarial facilities in accordance with the third row of the Table in Part 1 of Schedule 2, subject to the alternative specified in subparagraph (b) and the conditions specified in subparagraph (c).

- (b) A member of Dáil Éireann who would otherwise, having complied with subparagraph (c), be entitled to additional secretarial facilities by way of a parliamentary assistant full-time equivalent, may instead avail of those facilities by way of an administrative assistant full-time equivalent.
 - (c) A member of Dáil Éireann or of Seanad Éireann referred to in subparagraph (a) is entitled to additional secretarial facilities referred to at subparagraph (a) or, as regards a member of Dáil Éireann, subparagraph (b), only where the member opts in writing, in such a manner and subject to such conditions as the Commission from time to time directs, to exercise the entitlement; that direction may also set out the manner in which and the conditions subject to which the option may be rescinded.
 - (d) A person providing additional secretarial facilities as contemplated by subparagraph (a) to a member of Seanad Éireann who is not the holder of a Ministerial Office or a Parliamentary Office may be the same person as the person providing standard secretarial facilities to that member as contemplated by paragraph (1).
- (3)
- (a) Each member of Dáil Éireann or of Seanad Éireann who holds a Ministerial Office or a Parliamentary Office is entitled to standard secretarial facilities in accordance with the second row of the Table in Part 2 of Schedule 2, but that entitlement is, as regards the Chairman of Dáil Éireann and the Deputy Chairman of Dáil Éireann, subject to subparagraph (b).
 - (b) Where either the Chairman of Dáil Éireann or the Deputy Chairman of Dáil Éireann avails of the special secretarial allowance then, during the period in respect of which it is so availed of, the Chairman or Deputy Chairman, as the case may be, is entitled in substitution for the entitlement to standard secretarial facilities provided for in subparagraph (a), to reduced secretarial facilities in accordance with the third row of the Table in Part 2 of Schedule 2.
 - (c) Where the holder of a Ministerial Office or the holder of a Parliamentary Office would otherwise be entitled, as the case may be, to one parliamentary assistant full-time equivalent or to 2 parliamentary assistant full-time equivalents, then the holder of that Ministerial Office or Parliamentary Office may be afforded in substitution for that entitlement or, as the case may be, for either of those entitlements, secretarial facilities by way of one administrative assistant full-time equivalent.
- (4)
- (a) Without prejudice to any of the foregoing, this paragraph applies to a member of Dáil Éireann or of Seanad Éireann in each of the following cases subject to such conditions as the Commission directs:

- (i) where the Commission is satisfied that the provision of the further facility in question is warranted by reason of the member's disability;
 - (ii) where the member has been appointed by a Group as its co-ordinator.
- (b) The Commission may, upon the written application of that member, and with the consent of the Commission, provide the member with further secretarial facilities by way of employees—
 - (i) up to and including one administrative assistant full-time equivalent if clause (i) of subparagraph (a) applies to that member,
 - (ii) up to and including one administrative assistant full-time equivalent and one administrative assistant half-time equivalent if and so long as clause (ii) of subparagraph (a) applies to that member, and
 - (iii) up to and including 2 administrative assistant full-time equivalents and one administrative assistant half-time equivalent if and so long as both clauses (i) and (ii) of subparagraph (a) apply to that member.

(5) This Regulation is intended to take effect in tandem with Regulation 9 of the Oireachtas (Allowances and Facilities) Regulations 2010 (S.I. No. 84 of 2010) as amended by Regulation 8 of the Oireachtas (Allowances and Facilities) (Amendment) Regulations 2013 (S.I. No. 149 of 2013) (in this paragraph together referred to as the "Regulations of 2010") and any Regulations made in substitution for the Regulations of 2010, and, accordingly:

- (a) nothing in these Regulations, other than where expressly contemplated, is intended incidentally to have the effect of conferring on any person or of conferring in any instance an entitlement to the special secretarial allowance under the Regulations of 2010, and
- (b) where a member of either House of the Oireachtas who holds a Ministerial Office or a Parliamentary Office is entitled to secretarial facilities by way of employees, then such member may avail of that entitlement without prejudice to such member's entitlement to avail of the special secretarial allowance except so far as paragraph (3)(b) applies,
- (c) but, in respect of any entitlement under this Regulation to which paragraph (3)(b) does not apply, this Regulation is not to be construed so as to enable any person mentioned in subparagraph (b) of this paragraph who chooses not to avail of that entitlement to avail of the special secretarial allowance in an amount greater than if the person had availed of the entitlement.

5. (1) A member of either House of the Oireachtas is, subject to any conditions that the Commission directs with regard to medical certification of

pregnancy or otherwise, during a period of 26 consecutive weeks commencing no later than the first anniversary of such member giving birth, entitled to standard secretarial facilities (temporary) consisting of one administrative assistant full-time equivalent.

(2) A member of either House of the Oireachtas is, subject to any conditions as to certification of the placement or intended placement of the relevant child for adoption or otherwise as the Commission directs, during a period of 26 consecutive weeks commencing no later than the first anniversary of the date of placement of that child, entitled to standard secretarial facilities (temporary) consisting of one administrative assistant full-time equivalent.

(3) The period of 26 consecutive weeks during which a member of either House of the Oireachtas may avail of standard secretarial facilities (temporary) as contemplated by paragraph (1) or (2) may commence on a date before the contemplated birth or placement for adoption, subject to the conditions mentioned in those paragraphs.

(4) Where a person would, by reason of a birth or placement for adoption, have become entitled to standard secretarial facilities (temporary) by virtue of this Regulation but for such person not having been a member of either House of the Oireachtas at the date of that birth or placement and—

- (a) not later than the first anniversary of the date of that birth or placement the person becomes a member of either House,
- (b) not later than the first anniversary of the date of that birth or placement the person satisfies any condition with regard to certification of the birth or placement or any other condition as may be directed by the Commission, and
- (c) the first anniversary of the date of that birth or placement has not passed before the commencement of the period of 26 consecutive weeks during which the person wishes to avail of those standard secretarial facilities (temporary),

then the person, having so become a member of one of the Houses, is entitled to avail of those standard secretarial facilities (temporary) accordingly.

(5) Subject to paragraph (6), nothing in this Regulation purports to confer an entitlement to standard secretarial facilities (temporary) on a person who ceases to be a member of either House of the Oireachtas, and every period referred to in this Regulation is subject to immediate cesser should the person availing of those facilities cease to be a member.

(6) Where—

- (a) a member of Dáil Éireann or of Seanad Éireann had availed of standard secretarial facilities (temporary),
- (b) such member's entitlement to avail of those facilities ceased because of, as the case may be, a dissolution of Dáil Éireann or the cessation of Seanad Éireann consequent on that dissolution, and
- (c) such member becomes a member of either House of the Oireachtas—

- (i) at the general election for Dáil Éireann consequent on that dissolution,
- (ii) at the general election for members of Seanad Éireann consequent on that dissolution, or
- (iii) by consenting to a nomination by the Taoiseach to be a member of the Seanad for which the general election referred to in clause (ii) was held,

then such member may within 4 weeks of becoming a member of the House in question commence availing of standard secretarial facilities (temporary) for a period of consecutive weeks equivalent to the difference between 26 weeks and the number of weeks during which such member had previously availed of those facilities, but should the facilities have been availed of for not more than 3 working days in the last of the latter number of weeks, that week is not to be counted in reckoning the difference.

(7) The Commission may, for reasons of a humanitarian nature related to a birth or adoption or contemplated birth or adoption the subject of this Regulation, upon written application by or on behalf of a member of either House of the Oireachtas, and with the consent of the Commission, permit the member to avail of standard secretarial facilities (temporary) for a period not longer than 34 consecutive weeks in lieu of the 26 consecutive weeks referred to in paragraphs (1) and (2), and, if such permission is granted—

- (a) the reference to 26 consecutive weeks in paragraphs (3) and (4) and to 26 weeks in paragraph (6) is deemed to be a reference to the number of weeks encompassed in the extended period, and
- (b) paragraphs (3), (4), (5), and (6) of this Regulation apply to that extended period accordingly.

(8) The Commission may for the purposes of this Regulation give directions about the grades and functions of personnel among the employees of the Commission who may—

- (a) receive certifications and other information and evidence for the purpose of this Regulation, and
- (b) take decisions on behalf of the Commission as contemplated by this Regulation or that may be necessary to give effect to entitlements conferred by it.

Information Systems Facilities – Members

6. (1) Each member of Dáil Éireann is entitled to secretarial facilities consisting of 3 suites of computer equipment as specified in Part 1 of Schedule 1, and to one set of facilities as specified in Parts 2 to 4 of that Schedule.

(2) Each member of Seanad Éireann is entitled to secretarial facilities consisting of 2 suites of computer equipment as specified in Part 1 of Schedule 1, and to one set of facilities as specified in Parts 2 to 4 of that Schedule.

(3) Where secretarial facilities referred to in Regulation 4(4) are provided to a member of either House, one additional suite of computer equipment as specified in Part 1 of Schedule 1 may be issued to the relevant member—

- (a) for each administrative assistant full-time equivalent provided to the member under subparagraph (b) of Regulation 4(4), and
- (b) for any administrative assistant half-time equivalent provided to the member under subparagraph (b)(ii) or (b)(iii) of Regulation 4(4),

but, in any instance where the secretarial facilities are provided to the member because such member has been appointed by a Group as its co-ordinator, that issue is subject to paragraph (6) of this Regulation.

(4) Subject to paragraphs (5)(b) and (6) of this Regulation, where standard secretarial facilities (temporary) referred to in Regulation 5 are provided to a member of Dáil Éireann or of Seanad Éireann, one additional suite of computer equipment as specified in Part 1 of Schedule 1 may be issued to that member.

- (5) (a) Should any of the employees to whom a member of Dáil Éireann or a member of Seanad Éireann is entitled under Regulation 4 be permitted to engage in work-sharing arrangements, a maximum of one additional suite of computer equipment as specified in Part 1 of Schedule 1 may be issued to the member of Dáil Éireann or of Seanad Éireann concerned.
- (b) Without prejudice to subparagraph (a), and subject to paragraph (6) of this Regulation, should an employee to whom a member of Dáil Éireann or a member of Seanad Éireann is entitled under Regulation 5 be permitted to engage in work-sharing arrangements, a maximum of one further additional suite of computer equipment as specified in Part 1 of Schedule 1 may be issued to the member of Dáil Éireann or of Seanad Éireann concerned.
- (6) (a) Computer equipment issued to a member of either House of the Oireachtas because such member has been appointed by a Group as its co-ordinator may only be retained by the member concerned so long as that member retains that appointment and in accordance with the relevant decision of the Commission.
- (b) Computer equipment issued in accordance with paragraph (4) or (5)(b) to a member of either House of the Oireachtas because the member is in receipt of standard secretarial facilities (temporary) may only be retained by the member concerned so long as the member is in receipt of those facilities.

(7) Secretarial facilities consisting of equipment may, where practicable, be provided by the Commission to a member of either House of the Oireachtas for any location outside Leinster House where an employee retained by the member pursuant to these Regulations is required to work for the member at that location pursuant to the contract of employment between them.

7. (1) The following are additional restrictions and conditions for the purposes of section 2(1)(c) of the Oireachtas (Allowances to Members) Act 1962, subject to which information systems facilities are provided pursuant to Regulation 6:

- (a) a member of Dáil Éireann or of Seanad Éireann must on that member's first receipt of any piece of equipment forming part of the information systems facilities sign the agreement between the Commission and the member and known as the "ICT Hardware and Related Matters Agreement" (the "agreement") and in relation to all matters arising from the provision to the member of those facilities the member is subject to the terms of the agreement and must abide by it;
- (b) the Commission may at any time discontinue the provision of the information systems facilities, or any aspect of them, to a member of either House of the Oireachtas who stands in breach of that agreement;
- (c) a member of either House must indemnify the Commission against any liability the Commission may incur through the member's possession, control, or use of the information systems facilities;
- (d) a member of Dáil Éireann or of Seanad Éireann by availing of the information systems facilities, or any equipment, facility, device, system, or other matter forming part of them, consents to the deduction from any sums due to the member—
 - (i) by the Commission (whether by way of salary or termination or other allowance or otherwise) or
 - (ii) by the pensions administrator having charge of any pension arrangements that may be applicable by virtue of the member's membership of either House (and whether during the currency of that membership or after it has ceased),
 in full or part satisfaction of any liability of the member to the Commission as contemplated by subparagraph (c) (including for breach of the agreement mentioned in subparagraph (a)); and
- (e) a reference in this Regulation 7(1) to anything done or omitted to be done by a member of either House is equally a reference to anything done or omitted to be done by any person on the member's behalf.

- (2) (a) If, at the time these Regulations were made, any equipment, facilities, devices, or systems stood provided to a member of either House of the Oireachtas pursuant to the Oireachtas (Ministerial and Parliamentary Offices) (Secretarial Facilities) Regulations 2021 (S.I. No. 89 of 2021), that member must within 21 days of the making of these Regulations return, have disconnected, or otherwise cease to use, that equipment, and those facilities, devices, and systems, and, on the member doing so,

such member may be provided with information systems facilities pursuant to these Regulations.

- (b) Where a member of either House within the period referred to in subparagraph (a) of this paragraph, or such longer period as the Information and Communications Technology Unit of the Houses of the Oireachtas Service may allow, signs the agreement mentioned in subparagraph (a) of paragraph (1), the member is deemed to have signed that agreement in compliance with that subparagraph, and subparagraph (a) of this paragraph is deemed never to have applied to the member.

(3) Nothing in these Regulations limits or otherwise affects the Commission's entitlement to impose charges under section 4(4A) (substituted by section 4(c) of the Houses of the Oireachtas Commission (Amendment) Act 2009 (No. 44 of 2009)) of the Houses of the Oireachtas Commission Act 2003.

Qualifying Parties

8. (1) Each qualifying party is, for the purposes of this Regulation and subject to paragraph (3), entitled, in accordance with the allocation set out in the Table in Part 1 of Schedule 3, to secretarial facilities by way of employees (being a number of personnel determined in accordance with this Regulation).

(2) Without prejudice to paragraph (1), a qualifying party specified in the Table in Part 2 of Schedule 3 is, subject to paragraph (3), also entitled for the purposes of this Regulation, in accordance with the allocation set out in that Part, to secretarial facilities by way of employees (being a number of personnel determined in accordance with this Regulation).

(3) The allocations referred to in paragraphs (1) and (2) and in Schedule 3 must be applied subject to the following subparagraphs—

- (a) for the purpose of reckoning each qualifying party's entitlement in accordance with either part of Schedule 3, and, where the context requires, in construing any reference in this Regulation to an employee or to employees, each employee is assumed to be retained at the grade of administrative assistant;
- (b) persons employed by qualifying parties under these Regulations other than pursuant to Regulation 14 may be employed by those parties at the grade of administrative assistant, or at the grades of parliamentary assistant, administrator, senior administrator, or chef de cabinet, or at such other grades as may be established from time to time by the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation;
- (c) the equivalence of those other grades to the grade of administrative assistant and the manner in which, and the extent to which, they may be combined by qualifying parties is determined from time to time by the Commission;
- (d) each qualifying party is additionally entitled to employ a person or persons who is or are covered by the collective agreement

commonly known and referred to as the “Red Circle Agreement”, subject to such conditions as the Commission directs, and the allocation of employees in accordance with either part of Schedule 3 does not restrict that entitlement.

9. (1) Each qualifying party is entitled to secretarial facilities consisting of one suite of computer equipment as specified in Part 1 of Schedule 1 for each employee provided for in Regulation 8, including, where applicable, each employee provided for in Regulation 8(2), and the other facilities specified in Part 2 of Schedule 1.

(2) Where the number of employees to which a qualifying party is entitled under Regulation 8 is a fraction (including a mixed fraction), that number is, for the purposes of paragraph (1), to be rounded up to the next whole number.

(3) Should any of the employees to whom a qualifying party is entitled under Regulation 8 be permitted to engage in work-sharing arrangements, a maximum of one additional suite of computer equipment, as specified in Part 1 of Schedule 1, may be issued to the qualifying party in question.

Generally Applicable Provisions regarding Personnel

10. The following are not to be reckoned in the number of persons employed under these Regulations—

- (a) persons employed as substitutes for persons providing secretarial facilities, including a substitute who remains employed for a period of time upon the return of a person providing secretarial facilities, that period being determined by the Commission, or
- (b) persons on unpaid leave, career breaks or secondment to other employment.

11. A person providing secretarial facilities under these Regulations is the employee of the member of Dáil Éireann or of Seanad Éireann or of the qualifying party to whom or to which the facility is provided under a contract of employment made between them.

12. Where a member of the 34th Dáil Éireann or the 27th Seanad Éireann has exercised an option in the nature of the option referred to in Regulation 4(2)(c) before these Regulations were made, such member is to be treated for all purposes of these Regulations as having exercised that option pursuant to these Regulations.

Printing

13. Every member of Dáil Éireann and every member of Seanad Éireann and every qualifying party is entitled to printing services from a centralised printing

facility operating under the control of the Commission, according to such guidelines as may be drawn up by the Commission from time to time.

Graphic Design

14. (1) Those qualifying parties with the greatest, second greatest, and third greatest number of members elected to the 34th Dáil Éireann are each entitled to avail of the services of one graphic designer at administrative assistant level.

(2) Other qualifying parties and independent members are entitled to share the services of one graphic designer at administrative assistant level.

(3) A person providing graphic design services under paragraph (1) or (2) is the employee of the qualifying party, qualifying parties, or independent member or members, or the relevant combination of them, to which or to whom the facility is provided under a contract of employment made between the party, parties, person, or persons in question.

(4) Each—

(a) qualifying party is entitled to an annual budget for outsourced graphic design facilities based on the aggregate sum of €398.23 for each member of that party who is a member of either House of the Oireachtas, and

(b) independent member is entitled to such a budget of €398.23, paid in accordance with Regulation 15.

(5) Paragraph (4) ceases to have effect on the dissolution of the 34th Dáil.

15. Payment of the graphic design outsourcing budget is effected on the basis of expenditure incurred annually between 1 October in any year and 30 September in the following year, inclusive of the latter date, or, if the Dáil is dissolved before 1 October in that following year, between 1 October in the first mentioned year and that dissolution, and, in any event, vouched in accordance with the form set out in Schedule 5.

Revocation

16. The Oireachtas (Ministerial and Parliamentary Offices) (Secretarial Facilities) Regulations 2021 are revoked.

SCHEDULE 1

Regulations 6 and 9

PART 1

A suite of computer equipment consists of such of the following equipment as may be required for use only by the member of Dáil Éireann or of Seanad Éireann concerned, or by persons employed or engaged under these Regulations (other than Regulation 14) to provide secretarial facilities to that member, or by persons employed or engaged under these Regulations (other than Regulation 14) to provide secretarial facilities to the qualifying party concerned, as the case may be—

- (a) a computer which may be linked to the network of the Houses of the Oireachtas,
- (b) where the suite is allocated to a member of Dáil Éireann or of Seanad Éireann, a multi-function print/scan/copy device, and where the suite is allocated to a qualifying party, access to such a device,
- (c) an e-mail account on the Houses of the Oireachtas network,
- (d) internet access where the provision of such access is required, and
- (e) software approved by the Houses of the Oireachtas Service as may be required for the operation of the computer and for the security of the Houses of the Oireachtas network.

PART 2

1. Within Leinster House—

- (a) each member of either House of the Oireachtas who is not the holder of a Ministerial Office, and
- (b) each qualifying party,

is entitled to avail of the facilities as set out in paragraph 2(a) on the terms set out in paragraph 2(b).

2. (a) The facilities referred to in paragraph 1 are—

- (i) telephony facilities,
- (ii) access to a television, and
- (iii) access to a shredding service.

(b) The terms referred to in paragraph 1 are—

- (i) telephony facilities must allow connectivity for local, national, mobile and international calls as may be required but must not allow connectivity to premium rate numbers other than directory enquiry services,
- (ii) in relation to the entitlement of members of either House, telephony facilities must be supplied for each member and

must be supplied for each person employed or engaged under these Regulations (other than Regulation 14) to provide secretarial facilities to that member in Leinster House,

- (iii) in relation to the entitlement of a qualifying party, telephony facilities must be supplied for each person employed or engaged under these Regulations (other than Regulation 14) to provide secretarial facilities to that qualifying party in Leinster House, and
 - (iv) access to a television is to be provided at Leinster House only.
3. (a) Each member of either House of the Oireachtas who is the holder of a Ministerial Office is entitled to the facilities provided for in paragraph 2(a)(iii) and, subject to the term imposed by paragraph 2(b)(iv), to television access provided for in paragraph 2(a)(ii).
- (b) Each member of either House who is the holder of a Ministerial Office is entitled to telephony facilities within Leinster House by way of extension to the offices of the Department of State in respect of which that member holds that Office.
- (c) The telephony facilities referred to in subparagraph (b) must allow connectivity for local, national, mobile and international calls as may be required but must not allow connectivity to premium rate numbers other than directory enquiry services.

PART 3

Each member of either House of the Oireachtas is entitled to the following facilities—

- (a) at one remote location of the member's choice, a shredder, and
- (b) where technically feasible, an encrypted internet connection to the Oireachtas network from one remote location of the member's choice for all computer equipment provided pursuant to these Regulations at that remote site, as well as hardware or software or both to facilitate that connection.

PART 4

Each member of Dáil Éireann or of Seanad Éireann may be supplied with one tablet device in addition to the computer devices already provided for in Part 1.

SCHEDULE 2

Regulation 4

PART 1

	Member of Dáil Éireann (not being specified in Part 2)	Member of Seanad Éireann (not being specified in Part 2)
Standard	1 administrative assistant full-time equivalent	1 administrative assistant half-time equivalent
Additional	1 parliamentary assistant full-time equivalent	1 administrative assistant half-time equivalent

PART 2

	Taoiseach, Tánaiste, any other Minister of the Government, Minister of State, Chairman of Seanad Éireann, Deputy Chairman of Seanad Éireann	Chairman of Dáil Éireann, Deputy Chairman of Dáil Éireann
Standard	1 administrative assistant full-time equivalent and 1 parliamentary assistant full-time equivalent	1 administrative assistant full-time equivalent and 2 parliamentary assistant full-time equivalents
Reduced	Not applicable	1 administrative assistant full-time equivalent and 1 parliamentary assistant full-time equivalent

SCHEDULE 3

Regulation 8

PART 1

Allocations of secretarial facilities to qualifying parties pursuant to Regulation 8(1) are set out below—

Party	Allocation of Employees
Sinn Féin	27¼
Fianna Fáil	19
Fine Gael	15¾
Labour	7¾
Social Democrats	7½
Independent Ireland	2½
Solidarity – People Before Profit	2
Aontú	1½
Green Party	1
100% Redress	1

PART 2

Allocations of secretarial facilities to qualifying parties specified pursuant to Regulation 8(2) are set out below—

Party	Allocation of Employees
Sinn Féin	5½
Fianna Fáil	5
Fine Gael	4¼
Labour	1½
Social Democrats	1½

SCHEDULE 4

Regulation 2

Groups with a qualifying party as a constituent element still to be reckoned for the purposes of the definition in Regulation 2(2)—

Independent Technical Group

Independent and Parties Technical Group

Seanad Independent Group.

SCHEDULE 5

Regulation 15

Voucher of Graphic Design Expenses

I, the undersigned, vouch that—

- (a) the following graphic design expenses were incurred solely for—
 [*] the purposes of facilitating my parliamentary duties, in accordance with section 2(1)(c) of the Oireachtas (Allowances to Members) Act 1962;
 *the purposes of facilitating the parliamentary activities of the elected members of the _____ party in accordance with section 10(5) of the Ministerial and Parliamentary Offices Act 1938;
- (b) this graphic design work could not be provided by in-house graphic design facilities provided by the Houses of the Oireachtas Commission;
- (c) the external services procured represent value for money; and
- (d) the expenditure was incurred between 1 October 20__ and 30 September 20__ or, if the Dáil is dissolved before 1 October in that year, the dissolution of the Dáil, whichever is the earlier.

Accordingly, I present these expenses to be paid out of ongoing expenditure of the Houses of the Oireachtas Commission.

Company	Item	Quantity	Cost
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Vouched by: _____ Date: _____

[*] [delete as appropriate]

The Houses of the Oireachtas Commission Seal,
Affixed hereto
Was authenticated by

Member of the Houses of the Oireachtas Commission:
16th July 2025.

VERONA MURPHY,
CEANN COMHAIRLE.

Member of staff of the Commission authorised by the Commission:
16th July 2025.

ANNE-MARIE FAHY,
Secretary,
Houses of the Oireachtas Commission

BAILE ÁTHA CLIATH
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