

PREM 19/8444

Cabinet Office  
70 Whitehall  
London SW1

1 July 1982

PS(82) 18

Dear Private Secretary

Security of Ministers Travelling Overseas

In my letter (PS(82) 8) of 17 March, I reminded Departments of the established procedures to ensure the security of Ministers travelling overseas.

In addition to the need for prudence over security arrangements for Ministers' official visits overseas, it is also important to ensure that there is the same attention to security for Ministers' holiday travel arrangements. There is no reason why Ministers should be any less at risk when travelling overseas for personal or holiday reasons than when they are travelling on official business. There are, of course, certain well publicised visits about which it may be difficult to take special precautions. But apart from such cases, those responsible for making Ministerial travel arrangements should as appropriate, and particularly in respect of private and unannounced occasions, act in accordance with the following guidelines. (Where there is doubt whether the guidelines are appropriate to particular cases, those responsible would be well advised to check with the Head of Security Section in the Protocol and Conference Department of the Foreign and Commonwealth Office.)

1. A pseudonym should be adopted for each journey and used for the purposes of airline bookings and hotel accommodation. The true identity of the person for whom these bookings are made should only be made known to those who have a need to know, amongst whom are:

- (a) Protocol and Conference Department (Head of Security Section).
- (b) Airline booking office manager.
- (c) Special Facilities Officer at the departure airfield.

2. Correspondence disclosing travel details should be kept to a minimum and classified. Telephone conversations should be similarly guarded.

**CONFIDENTIAL**

I am sending copies of this letter to the Private Secretaries to the Foreign and Commonwealth Secretary, the other members of the Cabinet, the Chief Whip and the Law Officers. I should be grateful if those Private Secretaries could draw my letter to the attention of all Private Offices in their Departments.

Yours sincerely

(Signed) D J WRIGHT

**CONFIDENTIAL**

Copies:

HO	
LCO	D/N
FCO	D/M
HMT	CO
DES	GWO/HC
LPO	GWO/HL
NIO	LOD
MOD	LAD
DOE	ODA
MAFF	PGO
SO	
WO	
LPSO	
DOI	
DTRANS	
DOT	
DHSS	
CSO	
CDL	



10 DOWNING STREET

From the Private Secretary

17 February 1982

Dear Private Secretary

Ministerial Visits to the USA

On 5 February, Francis Richards wrote to Private Secretaries about the procedures for arranging Ministerial visits to the USA. The Prime Minister has seen this letter, and has asked me to endorse the guidelines that it sets out. In particular, she has asked me to make four points:

- a) She hopes that Ministers will confine visits to the USA to those which are really necessary;
- b) She has asked me to remind you that, under the rules of procedure, Ministers should not commit themselves to visiting other countries without consulting the Foreign Secretary, and, in the case of Cabinet Ministers, the Prime Minister herself;
- c) The Prime Minister considers that it is very important that when seeking approval for any visits overseas, departments should set out clearly and succinctly the objectives of the visit. In the case of visits to the USA, which so many Ministers want to visit, this appears especially important;
- d) Like FCO Ministers, the Prime Minister is always pleased to see copies of reports produced by Ministers on their visits overseas, including those to the USA. She feels these reports are especially useful when they give an assessment of how far the objectives of the visit have been achieved.

I am copying this letter to the Private Secretaries to all Ministers in charge of Departments, and to Barry Hilton (Cabinet Office) and William Austen (Government Whips' Office, House of Commons).

Yours sincerely

William Kickett

Private Secretaries



*Sony - Not in GR.*

Foreign and Commonwealth Office

London SW1A 2AH

16 February 1982

*GR*

*Have you got my  
draft letter to PS's?  
I haven't.*

*WR  
16/2*

*Dear Willie,*

Ministerial Visits to the USA

*WR?*

Thank you for your letter of 11 February, with which you enclosed a draft letter to Private Secretaries giving the Prime Minister's personal endorsement of my circular letter of 5 February on this subject.

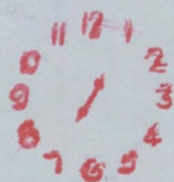
We are happy with the terms of your draft and have no comments or amendments to offer.

*Yours ever.*

(F N Richards)  
Private Secretary

W Rickett Esq  
10 Downing Street

16 FEB 1962



file BK  
Ministerial Visits  
to the USA  
19/2

11 February 1982

I have shown your draft Private Secretary letter of 5 February to the Prime Minister, and she has agreed that I should endorse the points you made.

I propose to write along the lines of the attached draft. Before doing so, I would welcome any comments you may have on the draft.

WFS RICKETT

Francis Richards, Esq.,  
Foreign and Commonwealth Office

FAR



PRIME MINISTER

Ministerial Visits to the USA

The FCO have now written to Private Offices to ensure that Ministerial visits to the USA this year are properly planned. Their letter is attached. As you will see, 51 Ministerial visits to the USA were planned last year of which 38 eventually took place.

I think it would be useful if I were to write to Private Offices myself, saying that you endorse the FCO letter, and making four points in particular:-

- a) That you hope that Ministers ~~will exercise restraint,~~ and confine visits to the USA to those that are really necessary;
- b) In particular that Ministers should not commit themselves to accepting invitations to visit the USA without consulting the Foreign Secretary and yourself.
- c) That in seeking your approval for any visits overseas, Departments should set out clearly and succinctly the objectives of the visit, and that this is perhaps particularly important in the case of visits to the USA, which so many Ministers want to visit.
- d) That, like FCO Ministers, you are always pleased to see copies of reports produced by Ministers on their visits overseas, including those to the USA, and that you feel these reports are especially useful when they give an assessment of how far the objectives of the visit have been achieved.

WM

Amad mb

9 February 1982



*Minister*  
Foreign and Commonwealth Office

London SW1A 2AH

5 February 1982

*Dear Private Secretary,*

Ministerial Visits to the USA

In his letter of 26 June 1981, Willie Rickett drew the attention of Departments to the procedures for arranging Ministerial visits abroad. We recently discussed with No 10 the particular concern of the Foreign and Commonwealth Secretary about the continuing high number of visits to the USA. In 1981, fifty-one official Ministerial visits to the United States were planned, of which thirty-eight eventually took place. In September alone, sixteen visits were in prospect; eleven took place. The early summer months were also congested, making the planning and organisation of a worthwhile programme extremely difficult. We already have provisional notification of twenty-three Ministerial visits planned for 1982.

This volume puts considerable strain on our posts in the USA, especially the Embassy in Washington. Equally, unless the flow of visitors is well-regulated, there is a serious risk of over-taxing American hospitality. If the US circuits become overloaded the good-will and co-operation of our contacts may be strained, and a visit can even harm, rather than benefit, transatlantic relations.

The Foreign and Commonwealth Secretary would like to see some streamlining of the procedures to ensure that we get maximum value from Ministerial visits. Apart from avoiding the bunching of visits as far as possible, we need to co-ordinate the purposes and itineraries of different visits so as to minimize duplication between them.

It may be helpful if I draw attention to a few basic points: In the first place, as the Prime Minister has stressed (Clive Whitmore's letter to Private Secretaries of 29 April 1981), the Parliamentary situation is not one which requires Ministers to confine working visits overseas to the Recesses. It should therefore be possible to reduce the concentration of visits at Easter, in the early summer and in September.

/As soon as



As soon as a visit to the USA is contemplated, this Private Office should be consulted in writing. I should like to stress this point. Even where much of the organisation of a visit will be carried out by a section of the Embassy which normally conducts most of its correspondence directly with another Department in Whitehall, it is important to contact the FCO first. We will then consult the Embassy in Washington.

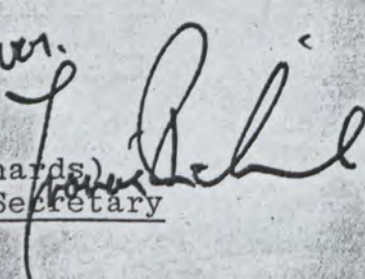
Proposals for visits should be addressed in the first place to me. Follow-up action falls to North America Department (Mr Torlot on 233-4665) and they are always happy to give advice in advance of any formal correspondence. Even after a visit has been approved in outline, Departments wishing to communicate with posts in the USA by telegram are asked to use the FCO communications network, passing messages to North America Department for onward transmission. This ensures that we can keep abreast of arrangements as planning proceeds.

As far as the substance of visits is concerned, experience shows that the more clearly-defined the objective of a visit, the easier it is to get Americans to help set up a worth-while programme. A visitor with a particular item of business to transact or who, for example, wishes to study American experience in a specific field will usually be better served than one who goes for familiarisation or in order simply to make contact with his opposite numbers.

As a final point, may I add that FCO Ministers are always pleased to see copies of reports produced by other Ministers on their visits to the USA.

I should be grateful if you could draw this letter to the attention of all those concerned with Ministerial visits in your Department. I hope that it will be possible to adhere closely to these guidelines in setting up future visits for Ministers.

I am addressing this letter to the Private Secretaries to all Ministers in charge of Departments and sending copies to Willie Rickett (No.10), Barry Hilton (Cabinet Office) and William Austen (Chief Whip's Office).

*Yours ever,*  
  
(F N Richards)  
Private Secretary

Private Secretaries



15 FEB 2



1947

012



Foreign and Commonwealth Office

London SW1A 2AH

4 August 1981

Wm  
4/8

Dear Malcolm

Informal Meeting of European Ministers of Justice,  
Montreux, 10 September

Thank you for your letter of 20 July 1981.

With regard to transport, the Consulate-General in Geneva have confirmed that they will be able to provide one car, capable of accommodating four people and their luggage for the journeys from Geneva airport to Montreux and back. This means that it will be necessary to request the Swiss authorities to provide a further car to accommodate two members of the delegation (assuming that it will comprise six persons in all). We shall ask the Embassy in Berne to approach the Swiss authorities accordingly and in the meantime it would be helpful if each Minister could indicate that the delegation as a whole will require one further car.

On the question of security, we would prefer to leave security arrangements to the Swiss authorities, in accordance with normal practice.

I should be grateful if future correspondence relating to arrangements for the informal meeting could be addressed to Mr J Siddle, FCO Legal Advisers.

I am copying this letter Mike Pattison (No 10), Murdo Maclean (Government Whips Office), Barry Hilton (Cabinet Office), Mrs Pitt (Attorney General's Office) and Margaret McCormack (Home Office).

Yours sincerely  
C. JeBB

(C JeBB)  
Assistant Private Secretary

I Malcolm Esq  
PS/Solicitor General for Scotland  
Lord Advocate's Chambers  
Fielden House  
10 Great College St  
London SW1P 3SL

4 AUG 1981

10 11 12  
9 8 7 6 5  
4 3 2



NORTHERN IRELAND OFFICE  
GREAT GEORGE STREET,  
LONDON SW1P 3AJ

SECRETARY OF STATE  
FOR  
NORTHERN IRELAND

The Rt Hon Lord Carrington KCMG MC  
Foreign and Commonwealth Office  
LONDON SW1

31 July 1981

*Dear Peter,*

MINISTERIAL VISITS TO THE UNITED STATES DURING SEPTEMBER

Several of our Ministerial colleagues are planning to visit the United States before the end of September. I suggest that if the hunger strikes in Northern Ireland are continuing when their visits take place, it will be necessary to let them have some up to date briefing shortly before departure. The Washington Embassy can of course brief them as necessary thereafter. This would be in addition to the material which Francis Pym circulated under cover of his letter of 11 June. I know that you yourself are making such a visit and will of course be fully briefed on this issue.

As you are aware, we face particular difficulties in putting our message across in certain quarters in the United States, notably among Irish Americans, and I am sure you and Francis Pym will agree that our colleagues should take any suitable opportunities to explain the Government's policies on Northern Ireland in general and on the hunger strikes in particular. If the hunger strikes persist, I should be grateful if our colleagues visiting America would get in touch with my office a week or so before their departure so that we can consider what additional material to offer.

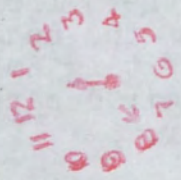
I am copying this letter to Geoffrey Howe, John Biffen, Kenneth Younger, Nicholas Edwards, Douglas Hurd and Tim Raison (all of whom plan to visit the United States before the end of September), and to Francis Pym. A copy also goes to No 10 for information.

*Yours ever*

*Humphrey*



1961 AUG 3







*With the Compliments  
of*

PRIVATE SECRETARY

...20... July.....19 81

LORD ADVOCATE'S CHAMBERS  
FIELDEN HOUSE  
10 GREAT COLLEGE STREET  
LONDON, SW1P 3SL

Telephone: Direct Line 01-212 0800  
Switchboard 01-212 7676



Lord Advocate's Chambers  
Fielden House  
10 Great College Street  
London SW1P 3SL

Telephone: Direct Line 01-212 0800  
Switchboard 01-212 7676

*Mr Garrett*

*Wh*

*20/7*

G.G.H. Walden Esq.,  
Private Secretary to the Secretary of  
State for Foreign & Commonwealth Affairs,  
Foreign & Commonwealth Office,  
Downing Street,  
London SW1A 2AH.

20 July 1981

INFORMAL MEETING OF THE EUROPEAN MINISTERS' OF JUSTICE,  
MONTREAUX, 10 SEPTEMBER 1981

As your department is already aware, there is to be an informal meeting of the European Ministers of Justice in Montreaux on 10th September 1981. The U.K. delegation comprises the Attorney General, Mr. Fairbairn and Mr. Timothy Raison (with officials Mr. Fairbairn will be accompanied by Mr. W. Chalmers, the Crown Agent in Scotland).

I attach a copy of a Questionnaire I have been asked to complete for Mr. Fairbairn's delegation. This shows all the travel times etc. There are however two items which are still to be arranged i.e. security and transport from and to Geneva Airport. Can I assume that your office can make the necessary arrangements through the U.K. Embassy in Switzerland?

Copies of this letter go to Mike Pattison (No.10), Murdo Maclean (Government Whips Office), Barry Hilton (Cabinet Office), Mrs. Pitt (Attorney General's Office) and Margaret McCormack (Home Office).

Ian Malcolm  
Private Secretary

Enc.

INFORMAL MEETING OF THE EUROPEAN MINISTERS OF JUSTICE  
Montreux, 9-10 September 1981  
Q u e s t i o n n a i r e

Delegation (country) : U.K. Telephone Nr. of the Minister's  
assistant : 01-212-0800

1. Arrival

- date of arrival at Geneva-Cointrin : 9 Sept. 1981

(for those delegations that will be arriving in Switzerland by way of Zurich-Kloten, we bring to your attention that approximately fifteen daily flights connect Zurich and Geneva; please consult enclosed schedule)

- approximate time of arrival : 15.20

by air

(flight number arriving at  
Cointrin : BA 624 )

other means of transportation

(please provide specifics) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

place of arrival : Geneva

2. Transfer to Montreux Palace

On arrival at Cointrin Airport, will your Embassy be providing a vehicle to drive you to Montreux Palace ?

yes no

If this is not the case, do you wish to have a vehicle from the Confederation at your disposal ?

yes no

For how many persons (taking into account the accompanying persons) ?

What are your plans for the return trip ?

- Embassy vehicle available
- desire that the Confederation provide a vehicle

turn over, please

3. Reception at the Château de Chillon

Does your delegation plan to attend the reception given by the President of the Confederation K. Furgler on the evening of 9 September 1981 at the Château de Chillon ?

yes                      no

Number of participants : 2  
(including accompanying persons)

4. Departure

- date of departure : 11 Sept. 1981

- approximate time of departure : - from Montreux Palace 9.00?

- from Geneva-Cointrin 10.00

(flight number : BA 621 )

5. Security

Will you be accompanied by your own security service ?

yes                      no

If this is the case, would you please be so kind as to directly contact the service mentioned below so that the usual formalities may be taken care of :

Ministère public de la  
Confédération  
Police fédérale  
à l'att. de M. Martin Peter  
Taubenstr. 16

telephone : 031/61 46 35  
or  
031/61 45 11

telex : 32144

CH - 3003 Berne

The present questionnaire is to be returned as soon as possible (20 August 1981 at the latest) to the following address :

Office fédéral de la justice  
Service du Conseil de l'Europe

CH - 3003 Berne

This service will also reply to any questions you may have concerning the organization of the Informal Meeting (telephone : 031/61 41 85 or 031/61 41 40).

Enclosure

20 JUL 1981



FILE

Copy to Master Set VLS

Minister

Subject



10 DOWNING STREET

From the Private Secretary

26 June 1981

Dear Private Secretary,

Ministers' Visits Overseas

This letter is to remind Departments of the need to consult the FCO at Private Secretary level as early as possible in the planning of Ministerial visits overseas.

On a number of occasions recently, the FCO has only learned relatively late in the day that a Minister from another Department is planning an overseas visit. This is not simply a bureaucratic quibble. Both the Prime Minister and the Foreign and Commonwealth Secretary feel strongly that maximum benefit will only be derived from Ministerial visits overseas if these visits are carefully targetted.

To achieve this, it is essential for all Departments to follow Section VI of "Questions of Procedure for Ministers". As this section makes quite clear, the Foreign Office must be consulted, and through it the diplomatic post concerned, at the outset of planning for a Ministerial visit, by Private Secretary letter.

I should stress that it is not sufficient for Departments to consult posts directly without informing the FCO, to inform the FCO at desk level, or to inform the FCO when formal approval from the Prime Minister and the Whips is requested.

I am copying this to the Private Secretaries to Ministers in charge of Departments and to David Wright (Cabinet Office). I should be grateful if copy recipients could ensure that this letter is shown to all Ministerial Private Offices within their Departments.

Yours sincerely,

William Rickett

The Private Secretary



Foreign and Commonwealth Office

London SW1A 2AH

24 June 1981

PERSONAL

*Dear Wilke,*

Ministers' Visits Overseas

As you know, on a number of recent occasions the FCO has only learnt relatively late in the day that a Minister from another Department is planning an overseas visit. In the case of the recent visits by the Secretary of State and Minister of State for Defence to Washington, HM Ambassador at Washington heard rumours of the visits from the Americans and from members of his defence staff long before we were able to give him official confirmation through FCO channels. Another example was the recent visit to South America by the Parliamentary Secretary at the Department of Transport. The FCO had heard indirectly that Mr Clarke was planning to visit South America long before the first official intimation in Anthony Mayer's letter of 9 April to Mike Pattison. The Department of Transport in fact sent telegrams about the visit directly to our Embassies in Argentina, Chile and Venezuela in March and again in April. A further example has cropped up this week, in the letter from the Department of Energy to you seeking approval for a visit to Japan and India in September. The Department of Energy, like the other Departments mentioned above (and we could quote other examples) have not first consulted the FCO by Private Secretary letter at the earliest possible stage, as laid down in Section VI of "Questions of Procedure for Ministers".

This is not merely a bureaucratic quibble. On a number of occasions the Foreign and Commonwealth Secretary has had doubts about the utility or the timing of a Ministerial visit overseas, but has discovered that arrangements for the visit are so far advanced that it would cause embarrassment to his colleagues and to the host government for him to intervene. If the maximum benefit is to be derived from Ministerial visits  
/overseas



overseas, the visits should be carefully targetted (as the Prime Minister herself pointed out following her tour of the Gulf) and we should seek the advice of our diplomatic posts on the best possible timing. We cannot coordinate our advice effectively if, as in the case of the Department of Transport, Home Departments send telegrams about visits directly to Ambassadors without informing the FCO: or if, as in the case of the Department of Energy, a junior FCO official is told in vague terms that a visit is under consideration, but is specifically enjoined not to consult the Ambassador concerned.

We therefore think it would be useful if you could draw the attention of Private Offices in all Home Departments to Section VI of "Questions of Procedure". Without of course referring to specific examples (for the sinners named above are not alone, but merely those who have come to notice recently) you may wish to stress that it is essential to consult the FCO (and through it, the diplomatic post concerned) at the outset of planning for a Ministerial visit, by Private Secretary letter. It is not sufficient to inform the FCO officially of a visit at the relatively late stage when formal approval from the Prime Minister and the Whips is normally requested.

*yours ever*

*Roderic Lyne*

(R M J Lyne)  
Private Secretary

W Rickett Esq  
10 Downing Street



RESTRICTED

*Mr Pritchard*

*WV  
17/6*

*Amintore*



Foreign and Commonwealth Office

London SW1A 2AH

11 June 1981

*Dear Willie,*

Ministerial Visits to the United States

When we were discussing visits to the United States this morning, I mentioned that 15 Cabinet Ministers either had visited the United States already this year, or had submitted plans to do so. You asked to receive a list. This is attached.

I also attach, for background information, a fuller schedule of forthcoming visits to the United States and Canada, which is used as a working paper by the North American Department. This schedule is not a comprehensive list of all Ministerial visits likely to take place in the course of the year, but will give you some idea of the level of traffic.

*yours ever  
Roderic Lyne*

(R M J Lyne)  
Private Secretary

W Rickett Esq  
10 Downing Street

RESTRICTED

CONFIDENTIAL

30 August - 4 September	<u>Mr Edwards</u> Secretary of State Welsh Office Mr Craig: 0222-824258/823200	X to Lord Carrington direct	Submission	Not Washington Low Key. West Coast on following on from two weeks holiday in Colorado
7 - 16 September	<u>Mr Younger</u> Secretary of State Scottish Office Godfrey Robson 031 556 8400 ex 4001	X	Submission	East Coast. Not Washing New York and San Francis
16 - 29 September	<u>Mr Biffen</u> Secretary of State for Trade	X	X	New York, Boston, Washin (partly private visit).
20 - 25 September	<u>Lord Carrington</u> for UNGA (probable)			
5 - 9 October 72	<u>Mr Jenkin</u> Secretary of State Department of Health and Social Security	X	Submission	Date not good. New York Chicago, Philadelphia Washington (and Private to Toronto). ? Ottawa?
19 - 23 October	<u>Mr D Hurd</u>			Disarmament debate UN related
26 - 1 October	<u>Sir G Howe</u> Chancellor of Exchequer + Governor of Bank of England			Washington (IMF)

8-10 June  
22 June

Trenchard  
Not

CONFIDENTIAL

CONFIDENTIAL

NON MINISTERIAL VISITS

22 - 27 May	Lord and Lady Trefgarne, New Orleans only, British Airways,
30 May - 12 June	House of Commons Select Committee on Education, Science and Arts, Washington, New York, Houston,
16 - 26 June	Select Committee on Energy, Washington, Princeton, Boston, Detroit, San Francisco, Oregon, Seattle, PCCU 3952 3541
17 June	HRH Prince of Wales, New York
12 - 21 July	House of Commons Select Committee on Transport: Toronto, New York, Washington, San Francisco,
24 - 28 October	Chatham House Industrialists,
<del>25-30</del> October	FAC to UN (Firm) PCCU and UND dealing,
October	Lord Limerick (will tack on to Chatham House industrialists and then continue <i>dw.</i> ) Chairman BOTB - tentative,

CONFIDENTIAL

# CONFIDENTIAL

TENTATIVE VISITS (no formal request for FCO approval received).

1981

Mrs Oppenheim  
Minister of Consumer Affairs  
Department of Trade  
Chris Charles  
215 5662

Possibility of visit summer 1981  
Still vague. Could be  
complication since Parkinson  
and Biffen already going. Doubt  
ful at this stage

"October"

*TOMY KING. Min, DO Environment*  
Tebbit ?  
Department of Industry

*Letter coming mid 76  
20 1981*

November

Earl Ferrers  
(Min. (Lords)  
MAFF)

Pegged on Las Vegas Convention.  
Now looking doubtful

*19-20.*

July 1981

Ottawa Economic Summit  
Lord Carrington

## ROYALS

2 - 9 July

Queen Mother

Canada. Firm.

6 - 9 July  
(privately 10-12)

Princess Margaret

Canada

HRH Prince of Wales  
HRH Prince of Wales

USA  
USA

(See other list).

Princess Margaret

Washington

# CONFIDENTIAL

# CONFIDENTIAL

## MINISTERIAL VISITS ALREADY TAKEN PLACE THIS YEAR

JANUARY	Marshall, Department of Industry
FEBRUARY	<i>PM + S of S</i>
MARCH	NOTT } SPEED } Ministry of Defence PATTIE }
APRIL	BAKER } MARSHALL } Department of Industry
MAY	BUTLER - Northern Ireland Office PARKINSON Department of Industry.

*also Solicitor-General for Scotland  
Nicholas Fairbairn*

cc Mr Berthoud  
Mr Berry  
Miss Griffith-Jones  
Miss Hughes

Mr Morland }  
Miss Davis } Washington  
Miss Anderson } BIS New York.

# CONFIDENTIAL

**CONFIDENTIAL**

CABINET RANK US VISITORS TO LONDON

C Weinberger	4 - 5 April
A Haig	9 - 10 April
D Regan	11 - 13 April
Drew Lewis	21 - 24 May
J R Block	27 - 29 May
B Brock	28 - 30 May
Weinburger	10 - 11 May
H Kissinger	20 - 21 May
Tapley (UN Arab NATO)	10 May - 10 May Transit
Baldrige	Transit on 12th

**CONFIDENTIAL**

10 NOV 1981

11 12 1  
2  
3  
4

Ref. A05046

MR ALEXANDER

Top Copy filed  
 Trade: Ministers  
 Co-ordination  
 with businessmen on visits  
 abroad.

Official Committee on Exports

In your letter of 7 May to the Department of Trade you recorded the Prime Minister's views on the need for proper advance preparation of all aspects of Ministerial visits abroad and noted that I was considering the establishment of machinery which might facilitate both this co-ordination and the follow-up to Ministerial visits. I have now had the opportunity of discussing this with the Permanent Secretaries of the departments directly concerned. They agree with me that on balance the establishment of a new Official Committee on Exports would be an improvement to the present co-ordination arrangements.

2. I am therefore making arrangements for this new Official Committee - to be designated EX(O) - to be established immediately with the following terms of reference:-

"To provide for interdepartmental co-ordination of the commercial aspects of Prime Ministerial and other senior Ministerial visits abroad and to report on such export matters as the Ministerial Committee on Exports may refer to it."

3. The Committee will be chaired by a Deputy Secretary from the Department of Trade, and will have representatives, generally at Under-Secretary level, from the Foreign and Commonwealth Office, the Treasury, the Ministry of Defence, the Departments of Industry and Trade, the Cabinet Office, CPRS, the No 10 Policy Unit and the Export Credit Guarantee Department.

4. Day-to-day problems and the detailed planning of Ministerial visits will continue to be handled by the existing machinery. Defence sales matters will be for the newly-established Ministerial Committee on Defence Sales. But the establishment of this new Official Committee should mean that in the future different elements in this country's trading relations with individual countries will be more effectively co-ordinated in planning Ministerial visits, as the Prime Minister has proposed. The Committee will also aim to submit regular reports to Ministers indicating which current contracts are being monitored by the Committee and which are likely to need the assistance of a Ministerial visit.

**ROBERT ARMSTRONG**  
**ROBERT ARMSTRONG**

11 June 1981





*AW seen*  
*Minister*  
Foreign and Commonwealth Office

London SW1A 2AH

3 June 1981

*Dear William,*

Clive Whitmore wrote on 29 May about proposed Cabinet meetings in September. You may wish to know that Lord Carrington, on present plans, is hoping to be at a Foreign Affairs Council meeting in Brussels on 15 September and at the United Nations General Assembly in New York on 24 September. I will, of course, be seeking the Prime Minister's approval for these journeys in due course but I thought you would welcome the advance notice.

I am sending copies of this letter to Barry Hilton (Cabinet Office) and Michael Pownall (Government Whip's Office, House of Lords).

*Yours ever*

*C. Jebb*

(C Jebb)  
Assistant Private Secretary

William Rickett Esq  
10 Downing Street  
LONDON  
SW1



10 DOWNING STREET

CF

file

Minister

From the Principal Private Secretary

29 May 1981

Dear Private Secretary,

I wrote to you on 29 April 1981 to let you know that the Prime Minister proposed to hold Cabinet meetings on 10, 17 and 24 September.

This is to say that the date of the meeting planned for 17 September has had to be changed to Tuesday 15 September. I should be grateful if you would keep this new date clear in your Minister's diary.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Chief Whip and the Attorney General and to David Wright (Cabinet Office).

Yours sincerely,

Alvie Whitmore.

The Private Secretary



Foreign and Commonwealth Office

London SW1A 2AH

13 March 1981

Dear Michael, *MAD*

During the course of the visit which the Prime Minister and the Foreign and Commonwealth Secretary paid to Washington last week, it became clear that the process of nominating and confirming members of the new Administration and of defining new positions on policy issues was still at a relatively early stage and was likely to take some time to complete. While that process is continuing, members of the new Administration are concentrating on the process of the business of settling in and working out their policies; and it became clear that they were likely not to want to receive too many visitors from overseas during this period. If too many visitors go from here, there is a danger of their coming to be regarded as a nuisance and therefore of their being harmful rather than beneficial to British interests, and to the close and cordial relationship which the recent visit by the Prime Minister and the Foreign and Commonwealth Secretary promises has established.

A number of visits have already been planned. Apart from these, the Foreign and Commonwealth Secretary thinks that no Minister should pay an official visit to the United States during this period - say, between now and the end of July - unless he has been invited by his counterpart to do so or has a positive and definite reason for proposing a visit and there is good reason why the visit cannot wait until later in the year. It should also be a general principle during this period that official visits are paid only by Ministers in charge of Departments; visits by junior Ministers clearly ought in these circumstances to be postponed.

These considerations make it the more important that the Foreign and Commonwealth Secretary should be consulted in good time, if a visit to the United States is contemplated (in the first place through the North America Department at the FCO). In considering whether the visit should go ahead he will have the considerations which I have described in this letter very much in mind.

I am sending copies of this letter to the Private Secretaries to all Ministers in charge of Departments, and to David Wright in the Cabinet Office.

M O'D B Alexander Esq  
10 Downing Street

*Z. M. Walden*  
(G G H Walden)  
Private Secretary

CONFIDENTIAL



10 DOWNING STREET

Ministers  
Trade: ministers co-ordinating  
with businessmen on visits abroad:  
Apr 8/81

From the Private Secretary

7 May 1981

Dear John,  
Range to tell John - Rhodes  
had a meeting was not  
possible with ~~Robertson~~ Sanders.  
cf. 8/85.

The Prime Minister has seen the Secretary of State for Trade's minute to her of 1 May about the follow-up to her trip to the Gulf.

The Prime Minister has made one general comment on the question of Ministerial visits overseas. In her view, such visits, including those in which she herself is involved, must be arranged with some particular objective in mind. Visits whose objective is mainly to generate goodwill achieve, in the Prime Minister's view, little if anything. It is firm agreements on policy issues and, above all, contracts that we should be pursuing.

To this end, the Prime Minister believes that more attention should be paid to the preparation of individual visits and to the concerting of series of visits. All the groundwork should be done in advance. Where contracts are at issue, all those aspects which are affected by Government decisions, e.g. ECGD terms; Industry Act aid; contractual conditions for which Government Departments are responsible, etc., need to be cleared up in advance. This will usually mean that serious and co-ordinated preparation for a Ministerial visit should begin many months before the visit takes place. (In this context, I assume that thought is already being given to the commercial aspects of the Prime Minister's forthcoming visits to Kuwait, Bahrain and Pakistan: my letter of today's date to Ian Ellison about a methanol plant project in Bahrain is relevant.) I understand that Sir Robert Armstrong is at present considering the establishment of machinery which might facilitate such co-ordination and, subsequently, follow-up.

On specific points in the Secretary of State's minute:

- (a) The Prime Minister is sceptical about the value of a further Ministerial visit to Kuwait immediately after her own visit there at the end of September;

/ (b)

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- 2 -

- (b) The Prime Minister does not wish to pursue the idea of giving a keynote speech to a CBI seminar on Gulf markets. She will be addressing the CBI in mid-June and will aim to include in her speech on that occasion a passage about trade with the Gulf - and with India;
- (c) The Prime Minister would in principle be prepared to entertain the participants in the FT/CBI seminar on Saudi Arabia. However, diary considerations may make it difficult to arrange this. We will be getting in touch with you.

I am sending copies of this letter to Francis Richards (Foreign and Commonwealth Office), David Wright (Cabinet Office) and Ian Ellison (Department of Industry).


*Yours ever*

*Nicholas Alexander*

John Rhodes, Esq.,  
Department of Trade.

CONFIDENTIAL

010.  
Sas  
Ref: A04349

  
CONFIDENTIAL

MR. ALEXANDER

Letter has come.  
Prime Minister  
I attach a list of the visits  
already 'in the works'. Hope that I  
should write as proposed?  
Am 9/3

I think that those of us who accompanied the Prime Minister and the Foreign and Commonwealth Secretary on their visit to Washington all formed the impression that the new Administration was still very much in the early stages of settling its position on most of the policy issues which faced it, in domestic as well as in international affairs. I also formed the impression that, while they very much welcomed the visit by the Prime Minister and the Foreign and Commonwealth Secretary, and were looking forward to the Secretary of State for Defence's visit in 10 days time, there was a danger that we were at risk of overdoing the number of visits at this early stage in the life of the Administration, to the point where such visits could be regarded by the United States Administration as a nuisance, and could thus be counter-productive to our own interests. This impression was strongly reinforced in a conversation which I had with the Ambassador, who urged that we should keep down the number of Ministerial visitors during the coming months. This applies generally to Ministerial visits, but with particular emphasis to visits by junior Ministers.

2. I think that it would be useful if you or the Foreign and Commonwealth Secretary's Private Secretary (to whom I am sending a copy of this minute) were to send a letter to the Private Secretaries to Ministers in charge of Departments on the lines of the draft attached.

RA

(Robert Armstrong)

3rd March 1981

CONFIDENTIAL



DRAFT LETTER TO THE PRIVATE SECRETARIES TO  
MINISTERS IN CHARGE OF DEPARTMENTS

During the course of the visit which the Prime Minister and the Foreign and Commonwealth Secretary paid to Washington last week, it became clear that the process of nominating and confirming members of the new Administration and of defining new positions on policy issues was still at a relatively early stage and was likely to take some time to complete. While that process is continuing, members of the new Administration are concentrating on the process of the business of settling in and working out their policies; and it became clear that they were likely not to want to receive too many visitors from overseas during this period. If too many visitors go from here, there is a danger of their coming to be regarded as a nuisance and therefore of their being harmful rather than beneficial to British interests, and to the close and cordial relationship which the visit by the Prime Minister and the Foreign and Commonwealth Secretary promises to establish.

The Prime Minister <sup>and</sup> Foreign and Commonwealth Secretary thinks that no Minister should pay an official visit to the United States during this period - say, between now and the end of July - unless he has been invited by his counterpart to do so or has a positive ~~and~~ definite reason for proposing a visit, ~~there is good reason why the visit cannot wait until later in the year,~~ It should also be a general principle during this period that official visits are paid only by Ministers in charge of Departments; visits by junior Ministers clearly ought in these circumstances to be postponed.

These considerations make it the more important that the Foreign and Commonwealth Secretary should be consulted in good time, if a visit to the United States is contemplated. In considering whether the visit should go ahead he will have the considerations which I have described in this letter very much in mind.

I am sending copies of this letter to the Private Secretaries to all Ministers in charge of Departments.



APPROVED MINISTERIAL VISITS: USA

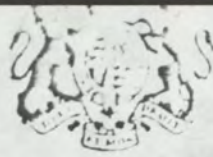
<u>Name</u>	<u>Dept</u>	<u>Dates</u>
Mr Nott	MOD	10 - 12 March
Mr Baker	Dept of Industry	7 - 13 April
Mr Marshall	Dept of Industry	13 - 16 April
Mr Prior	Dept of Employment	23/5 - 2/6
Sir K Joseph	Dept of Industry	22/5 - 8/6

PENDING MINISTERIAL VISITS: USA

Mr Howell	Dept of Energy	2 - 4 April
Mr Butler	N. I. Office	26 April - 2 May
Mr Speed	MOD	19 - 24 March

*Lord Bellevin*





2. 10

10 DOWNING STREET

From the Principal Private Secretary

29 April 1981

Note

Replies are filed on  
individual min Ab file.

This time last year I wrote to you on the Prime Minister's instructions to draw her colleagues' attention to the need to ensure that Government business could continue to be discharged efficiently during the summer recess. She expressed the hope that most senior Ministers would be able to take their holiday in August, soon after the House rose, so that it would be possible to return to a regular pattern of business in Cabinet and its main committees early in September. She asked colleagues to plan their recess movements with this in mind, and she stressed that the Parliamentary situation was not one which required Ministers to confine working visits overseas to the recess.

The Prime Minister would now like to remind colleagues that the same considerations apply this year. It will be still more important to ensure that business can be disposed of effectively in September, as she and the Foreign and Commonwealth Secretary will be away for the Commonwealth Heads of Government Meeting in the first part of October. The Prime Minister's present intention is to hold Cabinet meetings on 10, 17 and 24 September, and she therefore hopes that most Cabinet Ministers can plan to be available in this country on those dates. In the case of those who will need to be abroad in September, the Prime Minister would wish them to ensure that their deputies are available to help maintain the smooth conduct of Government business. I should also be grateful if we here could have early warning of any necessary prolonged absences by Cabinet Ministers in the period from 7 to 25 September.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Chief Whip and the Attorney General and to David Wright (Cabinet Office).

C. A. WHITMORE

The Private Secretary.

Lb

Wednesday 25 February 1981 *Ministers*

House of Lords OFFICIAL REPORT: VOLUME 417 COLUMN 1143

#### MINISTERIAL VISITS ABROAD

**Lord O'Hagan** asked Her Majesty's Government:

How many Ministers have travelled abroad in each of the last five years; where each trip has been; the number of people accompanying the Minister on each occasion; the number and cost of interpreters on each occasion; and the cost of each trip.

**The Lord President of the Council (Lord Soames):** Information in this form is not held centrally and could be obtained only at disproportionate cost. It is for departmental Ministers to account to Parliament for managing their travel arrangements in the most economical and efficient way possible.



✓  
MJD

**with compliments**

**PARLIAMENTARY CLERK**

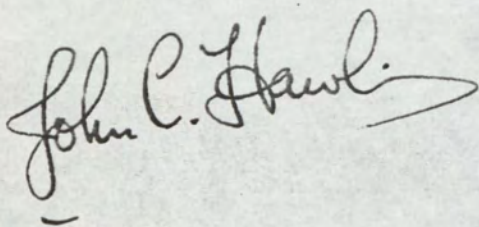
**CIVIL SERVICE DEPARTMENT  
Whitehall, London SW1A 2AZ  
Tel 273 3376 or 273 3709**

PS/LORD PRESIDENT

cc PS/Minister of State  
PS/Permanent Secretary  
PS/2nd Permanent Secretary  
Mr Wilding  
Mr Wollen  
Mr Jarman  
Miss Rolleston (No 10)

LORD O'HAGAN'S PQ: MINISTERIAL TRAVEL ABROAD

... I attach a draft answer for Lord O'Hagan's Written Question for the approval of the Lord President, together with a background note.



J C HAWKINS  
Parliamentary Clerk  
24 February 1981

HOUSE OF LORDS

FOR WRITTEN ANSWER

THE LORD O'HAGAN: To ask Her Majesty's Government how many Ministers have travelled abroad in each of the last five years; where each trip has been; the number of people accompanying the Minister on each occasion; the number and cost of interpreters on each occasion; and the cost of each trip. [19th February.]

THE LORD PRESIDENT OF THE COUNCIL (LORD SOAMES)

Information in this form is not held centrally and could be obtained only at disproportionate cost. It is for Departmental Ministers to account [to my Rt hon Friend the Prime Minister and] to Parliament for managing their travel arrangements in the most economical and efficient way possible.

## BACKGROUND NOTE

1. Lord O'Hagan is the MEP for Devon. He has asked us three previous PQs during the current administration:

- i. How many civil servants are engaged in agriculture, fisheries and tourism.
- ii. How many members of CPRS have experience in Europe.
- iii. A comparison of MPs' and MEPs' pay.

Copies of these questions are at flag A.

2. It is not clear why Lord O'Hagan has asked this Question about the cost of Ministerial travel but there has been some press comment recently:

- a. about the cost of an MEP delegation to *Bagota (South America)*
- b. about the cost of spouses accompanying Ministers abroad.

3. The only centralised record of Ministerial travel is held by No 10 - and this is only maintained for the current administration.

4. CSD tried to keep a record but this was found to be unworkable. It was abolished in August 1980 following discussion between No 10 and Sir Ian Bancroft's Office (flag B).

5. The FCO approves all Ministerial travel (although Cabinet Ministers must seek the Prime Minister's authority) but they do not keep any record of which Ministers went where or when.\* (Information provided by telecon Parliamentary Clerk, FCO to Parliamentary Clerk, CSD 20 February 1981.) *\*Except, of course, for FCO Ministers.*

6. The Prime Minister has made it clear that individual Ministers are responsible for making the most efficient and cost-effective arrangements for travel, and that they should be relied upon to use their commonsense without having every detail checked (C(P)(79)2).

7. A Question from Sir Donald Kaberry was answered by individual Ministers in charge of departments on 21 July 1980 giving details

of Ministerial travel over a 12 month period. At the same time the then Minister of State, CSD, when asked by Michael English for more, central, details stated that "Information in this form is not held centrally and could be obtained only at disproportionate cost" (copies of PQs, flag C). - Mr English subsequently asked each Department for the information.

8. Departmental Ministers are accountable both to the Prime Minister and to Parliament for managing a visit in the most economical and efficient way possible. No 10 have taken the view (Mike Pattison's letter of 8 August, flag D) that we should discourage Questions which make the assumption that there is central responsibility for the cost of travel, and enquiries should be referred to individual departments.

9. Even if a central response could be justified in this case (and No 10 think it is not), the limited records held do not go back before May 1979 and while some departments may be able to provide an answer covering five years it is doubtful whether figures for the Government as a whole could be given with any confidence. This is the more so, given the changes of Ministerial responsibilities of the last two years. The cost of asking departments to provide the information is likely to far exceed the so-called £50 limit.

10. In giving a "no central records" answer there may be criticism that the Government is unable to account for Ministerial travel adequately. If an answer covering the last five years is ruled out on the grounds of cost and validity of the available data, then the other alternative would be to give information in respect of the current administration only. The question is, however, purely factual, and to refuse the earlier data might suggest that the Government had something to hide. The detailed information would still have to be collected from departments, so that this would probably cost just as much as providing all five years.

*Minister*



**Civil Service Department**  
Whitehall London SW1A 2AZ  
01-273 4400

From the Private Secretary

3 September 1980

Mike Pattison Esq  
Private Secretary to the  
Prime Minister  
10 Downing Street  
LONDON SW1

*ST*  
*1. Press Office*  
*to see*

*Dear Mike,*

*2. CF.*

*na*  
*MP 3/1 X*

"WORLD AT ONE" PROGRAMME:  
APOLOGY TO LORD SOAMES

... You wrote to Edward Chaplin on 6 August letting the Lord President know that the Prime Minister was content that he should seek an apology from the BBC. To complete the picture you might like to have the attached copy of the apology which the BBC did transmit on 20 August.

*Yours sincerely,*  
*Jim Buckley.*

J BUCKLEY



# PRESS RELEASE

# FOREIGN & COMMONWEALTH OFFICE

Wednesday 20 August

## LORD SOAMES JOURNEY TO STRASBOURG

STATEMENT MADE BY THE BBC DURING THE 'WORLD AT ONE' PROGRAMME ON WEDNESDAY, 20 AUGUST 1980.

We take this opportunity to apologise to Lord Soames. Our 22nd July programme contained an item about expenditure incurred by Lord Soames on a journey to Strasbourg to represent the Government at the official opening of the newly elected European Parliament.

It was suggested that Lord Soames had spent some £400 of public money on good living while in Strasbourg. In fact this was quite untrue, and moreover the Foreign Office say they communicated the true facts to the programme before the item was broadcast. No one on the programme staff recalls receiving such information.

Save for £24, the cost of the visit consisted only of the charge made by the RAF to the Foreign Office for the use of a communications aircraft to fly Lord Soames to Strasbourg and back within 24 hours, which was necessary to enable him to fulfil engagements.

We therefore unreservedly withdraw the allegations made in the programme and apologise to Lord Soames.



10 DOWNING STREET

From the Private Secretary

8 August 1980

*Handwritten notes:*  
Randy  
JRB  
Minister  
~~BF to MOOBA to~~  
see 1/ix  
MAN  
cc CSD

Thank you for your letter of 31 July to Michael Alexander about journalists accompanying Ministers on overseas visits.

I confirm that we are content for you to operate on the basis of a flexible system which would enable you to price the ticket on the highest rate you think the market could bear depending on the circumstances of the individual visit. I should, however, record the Prime Minister's view that these are usually prestigious flights with comfortable accommodation, and that they have the guarantee that those in the party will arrive at the same time as the Prime Minister. She is therefore firmly of the view that the market will bear a premium of at least 20 per cent.

I am sending copies of this letter to Bernard Ingham and Nick Fenn.

M. A. PATTISON

Miss P.T. Metcalfe, O.B.E.,  
Foreign and Commonwealth Office.



Ministers Rtt  
cc: CO  
FCO

## 10 DOWNING STREET

*From the Private Secretary*

8 August, 1980

BF 29.9.80  
(See penultimate para)

Thank you for your further letter of 7 August about Ministerial travel.

I accept that the only centralised record of Ministerial travel under the current administration will now be that held in No.10. In his minute of the same date, David Wright suggests that we could leave ourselves open to some criticism if the Government could not show that the money spent on Ministerial travel was adequately monitored.

I understand the basis of this argument, but I am not convinced by it. Your record has been shown to be unworkable, and neither the FCO's system nor our own is at present set up to specify the likely costs of travel. When the Prime Minister issued guidance on travel by Ministers at the time of taking office, she concluded that previous guidance was unnecessarily detailed for Ministers. As your records will show, she decided to cover the detailed guidance with a summary making it clear that individual Ministers were responsible for making the most efficient and cost-effective arrangements for travel, and that they should be relied upon to use their commonsense without having to have every detail checked. That guidance is now contained in (C(P) (79)2).

Against this background I think it is clearly reasonable to maintain the view that the Prime Minister and Foreign and Commonwealth Secretary are responsible for approving Ministerial travel, but Ministers as departmental managers are responsible for organising approved travel in the most economic and efficient way possible. This is now implied in the written answer which the Prime Minister is giving today - copy enclosed.

David Wright commented that if detailed records were to be kept in all Government departments in order to make up for the disappearance of the central record, this would not offer any staff savings. We will not be asking Departments to do new work, but simply to keep on their files the cost of completed visits, in order to respond to enquiries. This should not involve new work.

/I hope,

RESTRICTED

R

I hope, therefore, that we can be agreed for the future:-

- (1) that Ministerial travel continues to be approved (a) in the case of Cabinet Ministers and special costs such as wives and PPSs, by the Prime Minister;  
(b) in other cases any other costs by the Foreign and Commonwealth Secretary, whose office will inform No.10 of each visit by copying the approval letter to us;
- (2) that Departmental Ministers are accountable both to the Prime Minister and to Parliament for managing a visit in the most economical and efficient way possible;
- (3) that we discourage questions which make the assumption that there is central responsibility for the cost of travel, and refer enquiries to individual departments;
- (4) that in the event of there being a particular line of enquiry in Parliament which justifies a central response, No.10 will produce a list of the visits in question, and will then require individual departments to put costs to the list.

If these arrangements are acceptable, I agree that we need to advise Departments - perhaps by a Private Secretary letter from No.10. I suggest that this should go round at the beginning of October. It is likely to be overlooked if circulated now.

I am sending copies of this letter to David Wright (Cabinet Office) and Malcolm Adams, (Foreign and Commonwealth Office).

M. A. PATTISON

J G Colman, Esq  
Civil Service Department

(Answered by the Prime Minister on 8 August)

UNSTARRED Mr. Robert Parry: To ask the Prime Minister, if she  
NO. 85 will list the overseas official visits to be made  
(W) by Her Majesty's Ministers during the Summer Recess.

Ministerial visits are announced by the Department concerned. A number of my colleagues will be making overseas visits during the recess, but it is not the usual practice to publish lists of such visits in advance.

*mt*

APPROVED VISITS BY MINISTERS ABROAD9 August - 26 October 1980

<u>MINISTER</u>	<u>PLACE</u>	<u>DATE</u>	<u>REASON</u>
<u>MAFF</u>			
Secretary of State	Venezuela, Argentina, Uruguay	12 - 26 September	Official Visit
Parliamentary Secretary	Mexico & USA	2 - 23 October	Official Visit
<u>DES</u>			
Secretary of State	Sri Lanka	8 Aug - 1 September	Eighth Commonwealth Education Conference
Parliamentary Under- Secretary of State (Dr. Rhodes Boyson)	USA	3 - 16 September	Official Visit
Parliamentary Under- Secretary of State (Mr. Macfarlane)	West Germany, Netherlands and Switzerland	21 - 29 September	Official Visit
<u>D/Energy</u>			
Secretary of State	Mexico, Venezuela, USA	17 - 22 September 22 - 25 September 25 - 26 September	Official Visit
Minister of State	Czechoslovakia	5 - 8 October	Invitation from Dr. Ehrenberger, Minister of Fuel.
Parliamentary Under- Secretary of State (Mr. Moore)	West Germany	1 - 3 September	To attend Fifth International Conference on Coal
<u>DE</u>			
Minister of State	USA	15 - 20 September	Official Visit

<u>MINISTER</u>	<u>PLACE</u>	<u>DATE</u>	<u>REASON</u>
<u>FCO</u>			
Secretary of State	Sweden & Finland	19 - 22 August	Official Visit
	USA	21 - 24 September	UN General Assembly
	Far East	24 Sept - 5/7 Oct	Official Visit
	Italy	14 - 17 October	State Visit
	Luxembourg	25 - 26 October	Informal Foreign Ministers Meeting
Minister of State	Guatamala, Belize and Trinidad	10 - 16 August	Caribbean Heads of Mission Conference
Parliamentary Under-Secretary of State	Africa	15 Sept - 2 Oct	Official Visit
<u>DHSS</u>			
Secretary of State	Iraq and United Arab Emirates	26 Sept - 2 Oct	Official Visit
	Madrid, Spain	16 - 17 October	Speak at Assembly of the International Federation of Pharmaceutical Manufacturers Association
<u>DOI</u>			
Secretary of State	USA	6 - 10 September	To attend opening day of Mount Pelerin Society 1980
<u>Scottish Office</u>			
Secretary of State	Japan	14 - 24 September	To promote inward investment
<u>Welsh Office</u>			
Secretary of State	USA	23 Sept - 8 Oct	Promotional mission on behalf of Development Corporation for Wales

<u>MINISTER</u>	<u>PLACE</u>	<u>DATE</u>	<u>REASON</u>
<u>D/Trade</u>			
Secretary of State	Greece	12 - 15 October	Official Visit
Minister of State (Mrs. Oppenheim)	Paris	16 - 17 October	Conference of European Consumer Ministers and Organisations
Minister of State (Mr. Parkinson)	Hong Kong	31 Aug - 7 Sept	Leading a small mission of senior textile manufacturers to promote UK textile exports
Parliamentary Under- Secretary of State (Mr. Tebbit)	Czechoslovakia	12 - 16 September	Trade promotion
<u>HMT</u>			
Parliamentary Secretary	USA	17 - 25 September	Delegation to Annual Parliamentary Conference of British-America Parliamentary Group
Minister of State (Mr. Rees)	USA and Australia	17 - 24 September	Official Visit



RESTRICTED



CIVIL SERVICE DEPARTMENT  
WHITEHALL LONDON SW1A 2AZ  
Telephone 01 273 5400

*Sir Ian Bancroft G.C.B.  
Head of the Home Civil Service*

M Pattison Esq  
Private Secretary  
Office of the Prime Minister  
10 Downing Street  
LONDON SW1

7 August 1980

*Dear Mike,*

MINISTERIAL TRAVEL

Thank you for your letter of 4 August. I think you will agree that it follows from what you say that it will fall to you in future to provide the answer to queries about the extent or cost of Ministerial travel across Government as a whole.

Unless a review to Questions of Procedure for Ministers is to be made shortly, it would save departments unnecessary work if David Wright could inform them in advance that the requirement to send returns to the CSD, copied to the FCO at the end of each Parliamentary Recess, has been rescinded.

I am copying this letter to John Neilands (Foreign and Commonwealth Office) and David Wright (Cabinet Office).

*Yours sincerely,*

*Jeremy Colman*

J G COLMAN  
Private Secretary

RESTRICTED

- 8 AUG 1980



COPIES



Ref. A02840

MR. PATTISON

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Ministerial Travel

✓  
— Thank you for your minute of 21st July. I have now seen the letters  
— from Jeremy Colman and David Neilands of 28th July and 4th August, as well as  
— your own reply of 4th August to Jeremy Colman.

2. The Cabinet Office has not, hitherto, been directly involved either in the retention of records of travel or in the use of these records to answer Parliamentary Questions or other enquiries about the cost or frequency of Ministerial visits. As you said in your letter of 4th August, we receive copies of letters about Ministerial travel. But these are sent to us to give us the information we need about Ministers' availability for Cabinet Committees. As things are, it is not stored in a form which would make it retrievable for dealing with the sort of enquiries which would normally have been dealt with by a central record. Given the purpose for which it is collected, I am not at all sure that it can be relied upon as comprehensive. It would certainly not allow us to make any judgment about the costs involved. I should not like to think that it was the main source for providing answers to questions about Ministerial travel.

3. Although you spoke of savings in staff likely to flow from dispensing with a central record, it is arguable that the Government could lay itself open to criticism if it was not able to show that money spent on Ministerial travel was not adequately monitored. Even the incomplete record contained in CSD's  
— letter to you of 10th July revealed provisional costs of £270,000 for 64 visits from January to June this year. Your own records produced a figure for visits of twice this level, presumably with a similar increase in overall cost. If the total annual cost of such visits were therefore in the region of £1 million (and that excluding attendance at international meetings on fixed dates) it could be considered unwise not to have a central record of visits and their costs. Equally if detailed records are to be kept in all Government Departments in order to make up for the disappearance of the central record, it is hard to see there being major staff savings overall.

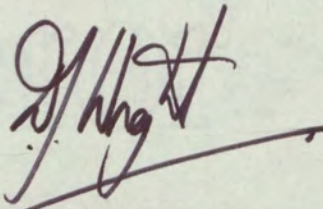
RESTRICTED



4. My own judgment would be that, if a central record can be maintained without appreciable additional staff effort, it should be; and that the Foreign and Commonwealth Office is the Department most likely to have the most complete information coming to it in the normal course of business. It follows that I should be in favour of asking the Foreign Office to accept responsibility for keeping a running central record.

5. Whether or not the central record is discontinued, I agree very strongly with Jeremy Colman's view that Departments will have to ensure that they have their own information about Ministerial travel up to date and in a readily accessible form. For if Parliamentary Questions about travel continue to be put down by Mr. Arthur Lewis and others, Departments themselves will have to provide the Minister responsible for answering the Question with the relevant information.

6. I am copying this minute to Malcolm Adams (FCO) and Jeremy Colman (CSD).

  
D. J. WRIGHT

7th August, 1980

RESTRICTED

6 August 1980

The Prime Minister has seen your letter of 5 August, about Lord Soames's intention to extract an apology from the BBC following the World at One programme of 22 July.

She is content that Lord Soames should proceed as proposed, but would like him to keep the Home Secretary in the picture.

I am sending a copy of this letter to Andrew Jackson (Home Office).

M.A. PATTISON

E.G.M. Chaplin, Esq.,  
Civil Service Department.

*AKB*



Prime Minister

Content that  
had Soames should  
pursue the BBC for  
an apology? He should  
perhaps tell the Home

Civil Service Department  
Whitehall London SW1A 2AZ  
01-273 4400

5 August 1980

M O'D B Alexander Esq  
Private Secretary  
10 Downing Street  
LONDON SW1

Secretary. - *Agreed*  
*mb*

*MAF 5/8*

*Dear Michael,*

MINISTERIAL TRAVEL ABROAD: BBC "WORLD AT ONE"

You will remember that the high cost of a journey by Lord Soames to Strasbourg in July last year, to attend the inaugural session of the European Parliament, recently attracted a certain amount of adverse publicity. In particular the BBC "World at One" programme on 22 July managed to imply that Lord Soames had misused public funds on good living while in Strasbourg (I enclose a copy of the transcript - the offending passage is from page 6 onwards). This was in spite of the fact that FCO News Department had told the BBC before the programme that the high cost of the journey was entirely due to the use of an RAF aircraft.

Having sought legal advice, Lord Soames intends to extract an apology from the BBC, along the lines of the enclosed statement. He has however asked me to warn you of the action he is proposing to take.

*Yours ever,*

*E G M Chaplin*

E G M CHAPLIN  
Private Secretary

I want to apologise to Lord Soames. In the World at One programme on 22nd July I questioned Mr Clement Freud about the level of public expenditure incurred by Lord Soames on a journey to Strasbourg to represent the Government at the official opening of the newly elected European Parliament.

The Question I put to Mr Freud indicated that Lord Soames must have spent a considerable sum of public money - some £400 I suggested - on good living while in Strasbourg.

I in fact knew this was not the case, since before the broadcast this programme was informed by a Foreign Office Spokesman that the high cost of this visit was entirely due to the charge made by the RAF to the Foreign Office for the use of an aircraft to fly Lord Soames to Strasbourg and back again within 24 hours.

I therefore unreservedly apologise to Lord Soames for the suggestions made in the programme as a result of the question I put.

THE WORLD AT ONE

BBC RADIO FOUR

1300 HOURS BST

JULY 22 1980

---

PRESENTER (ROBIN DAY):

The spotlight of parliamentary scrutiny has been cast on ministers' travelling expenses when they go on trips abroad.

The backbench Conservative MP Sir Donald Kaberry, who is chairman of the Commons Select Committee on industry, was planning a trip



PRESENTER (CONT.):

to Japan by his committee to investigate import penetration there, but the Commons Liaison Committee, which deals with trips abroad, has decreed that only half the committee may go, because of the expense.

Sir Donald then asked a series of Commons questions, to discover how much is spent on foreign trips made by ministers. The answers disclosed, for instance, that a one-day trip to Strasbourg by Lord Soames and one official cost nine hundred and ninety-one pounds, and that two days in Copenhagen, for a minister and two staff, cost one thousand five hundred and thirty.

Neil Mackwood asked Mr Clement Freud, the Liberal MP who is a critic of government spending, if he had witnessed excessive extravagance by ministers or by his fellow MPs on official overseas trips:

CLEMENT FREUD:

Well, I have been party to the odd trip, and I've always felt very badly about being made to go first class, being made to stay in very expensive hotels, and then being given about two pounds seventeen and ninepence a day for expenses.

NEIL MACKWOOD:

You say 'made' to go first class. How come made?

CLEMENT FREUD:

Well, I was at the United Nations recently, and I was given a first class return ticket, which cost one thousand one hundred-odd pounds, and put up at the Berkeley Hotel on Fifty-third Street, which again ~~nearly~~ cost nearly ninety pounds a day, and I suggested that if I went to a bucket shop and got a cheap flight or a Laker flight, or ~~or~~ queued

CLEMENT FREUD (CONT.):

up, the government and I could cut the savings, which would have been about fourteen hundred pounds, or seven hundred pounds each, which meant that I could have entertained a lot of the people at United Nations whom I wanted to meet and talk to.

NEIL MACKWOOD:

Perhaps you could give us the attitude of the MPs and ministers who go on these trips. Did they regard it as a bit of a Beano?

CLEMENT FREUD:

I think everyone's always quite pleased to swan off, but I doubt whether responsible MPs do anything but, when they go there, do what they were sent to do.

NEIL MACKWOOD:

Are there any other ways in which money could be saved on the trip?

CLEMENT FREUD:

Well, I'd be very pleased to introduce a bucket shop into the House of Commons. It's one of the many services we don't have. We have a very proper travel agent, but if you go standby, or say, how can one economise on this ticket.

NEIL MACKWOOD:

Do you think all these trips, these parliamentary delegations, are really necessary?

CLEMENT FREUD:

I believe it's right that a member of parliament who takes part in a debate on foreign affairs should have the odd opportunity of leaving Tooting

CLEMENT FREUD (CONT.):

Bec or Wandsworth Common, or whatever his natural habitat is. Again, I don't see why he shouldn't do this is the recess, perhaps combine it with a holiday, perhaps take his wife, for whom, obviously, he would pay, and, quite honestly, the doubtful dignity of travelling first class these days is something which totally escapes me.

The only people who travel first class are people who get it for nothing, airline staff, and the odd Arab prince.

NEIL MACKWOOD:

Can we take the example of Lord Soames? His one-day trip with an official to Strasbourg for the opening of the European Parliament cost, I think, nine hundred and ninety-one pounds.

CLEMENT FREUD:

CLEMENT FREUD:

Yes.

NEIL MACKWOOD:

This is particularly unfair.  
 FCO News Dept. may be  
 BPL before the programme, and  
 made clear that the reason  
 for the high cost was the use  
 of a special aircraft,  
 which was necessary for  
 operational reasons.

G. C. C. C. C.  
 28/  
 17

Well, given that the first-  
 class airfare for both of  
 them is around five hundred  
 pounds, that leaves four  
 hundred and seventy pounds  
 over, if my maths is correct.

Do you have any theory how  
 that money could have been  
 spent.

CLEMENT FREUD:

Well, it's always said that  
 there are cars that run on  
 petrol, and Lord Soames runs  
 on a rather more expensive  
 fuel, and I could lead you  
 to several restaurants where  
 the expenditure of four hundred  
 and forty pounds on a pre-lunch  
 snack would be substantial  
 without being extravagant.

NEIL MACKWOOD:

So are you saying that ministers are indulging themselves to this extent on the taxpayers' money?

CLEMENT FREUD:

Oh, I don't think ministers on the whole. Some of them are very spartan indeed, but I don't think you can bundle Lord Soames in with other ministers, I mean, here is a man of substance, a man at whom head waiters blanch when he enters, and cooks rush out for an extra portion of whatever.

NEIL MACKWOOD:

Can you tell us a little bit about how MPs arrange a trip?

CLEMENT FREUD:

You join the Anglo-Ethiopian parliamentary group, and in

CLEMENT FREUD (CONT.):

God's good time, you will be invited to Ethiopia, and all the good things that go with it.

There is something called the inter-parliamentary union. If you join that, you get to all sorts of messages, like 'Eleven more MPs required to make up a number on a beano to Tunis'.

NEIL MACKWOOD:

So what proportion of these trips do you think are actually necessary?

CLEMENT FREUD:

Well, I believe in the two major parties the trips are very necessary to keep people from doing what the what the whips tell them to do. Almost the only sanction that a whip has is to say 'if you vote against the government once more, we will see that you never get another trip'.

End.



CONFIDENTIAL

*Ministers*



Foreign and Commonwealth Office

London SW1A 2AH

4 August 1980

*Dear Pattison*

Ministerial Visits Overseas

I refer to your letter of 21 July to Mr Wright copied to Malcolm Adams.

A change in "Questions of Procedure for Ministers" as indicated, would be welcomed by the Foreign and Commonwealth Office. The records kept by this Department are considered adequate for internal use. The proposed schedule of inward and outward Ministerial visits distributed by Protocol and Conference Department will continue.

I am sending copies of this letter to Jeremy Colman (CSD) and David Wright (Cabinet Office).

*Yours ever*

*M. Lynch*

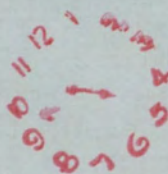
*PP*

(J D Neilands)  
Private Secretary

M A Pattison Esq  
10 Downing Street  
London SW 1

CONFIDENTIAL

- 4 AUG 1980



RESTRICTED



re B.  
Ministers

10 DOWNING STREET

From the Private Secretary

4 August 1980

Thank you for your letter of 28 July about Ministerial travel.

You raised two consequences of a decision to abandon the Departmental returns to CSD. I do not regard the question of a central record as a serious problem. As we noted earlier, there is no central record now, since the attempt to maintain one has shown to be a failure. No. 10 and the Cabinet Office do both have a note of all approved overseas travel, as the Foreign Office still copy to us letters approving visits by Ministers below Cabinet rank. If the need for some central record arose for a particular reason, it should be possible to compile something in No. 10 or the Cabinet Office. This would take some intensive staff work at the moment at which it was required, but there would still be considerable saving over the staff time put into the present inadequate records.

In respect of your second point, I agree that there will be some public interest in the extent and costs of Ministerial travel, and that this should be stressed when Questions of Procedure is revised to take account of the change. No doubt David Wright will be in touch with you for a draft when a further revision of Questions of Procedure is in preparation.

I am sending copies of this letter to Malcolm Adams (Foreign and Commonwealth Office) and David Wright (Cabinet Office).

M. A. PATTISON

Jeremy Colman, Esq.,  
Civil Service Department.

RESTRICTED

98



Foreign and Commonwealth Office  
London SW1A 2AH

Telephone 01- 233-4137

*Re Ingham*  
*Confirm para 5? 21/8*  
*N. Alexander*  
*Yes*  
*Print 31/7*

M O B Alexander Esq  
Prime Minister's Office  
No 10 Downing Street, SW1

Your reference

Our reference

Date 31 July 1980

①

Dear Michael

*Prime Minister*  
*Content to charge*  
*journalists on the basis*  
*in paras 3+4 below?*

JOURNALISTS ACCOMPANYING MINISTERS ON OVERSEAS VISITS

1. You asked me to let you know the FCO's views about the proposal that journalists accompanying Ministers on a VC10 flight overseas should be charged a sum, say 20 per cent, over and above the cost of the economy class fare.
2. In our view, while for some visits - particularly those made by the Prime Minister - there would be every justification for charging this extra amount and it would not act as a disincentive, there are others - particularly the longer ones made by Lord Carrington - where a 20 per cent surcharge might mean fewer journalists. This would be counter-productive both in economic and political terms.
3. Our preference, therefore, is for a flexible system which would enable us to price the ticket at the highest rate we think the market could bear depending on the circumstances of the visit, taking into account - among other factors - the type of accommodation offered on board.
4. A figure of 20 per cent above the cheapest commercial rate would be a reasonable guide but we think it would be better not to identify the additional costs in terms of any specific surcharge but to offer the journalists a package deal on each occasion.
5. I understand that Bernard Ingham would be content with this arrangement and I am copying this letter to him and to Nick Fenn.

*MAF*  
*7/8*

*This is a package*  
*flight & a comfortable*  
*one. They benefit of insurance*  
*that they have with same*  
*level as we do. The market*  
*will bear at least 20% extra not*  
*Yours ever*  
*Cecily Metcalfe*

T Metcalfe (Miss)  
Protocol and Conference Department

Handwritten text at the top left, possibly a name or address.

Foreign and Commonwealth Office  
London SW1A 2AA



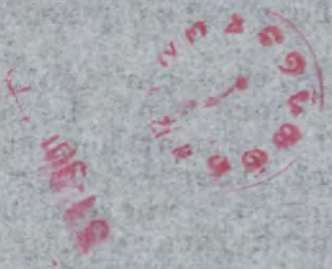
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Dear Sir,

Handwritten notes on the left side, below the middle section.



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Foreign and Commonwealth Office

London SW1A 2AH

29 July 1980

✓ MAP

Dear Mike,

Ministerial Visits to the United States  
(Please refer to Guidance for Ministers  
Section VI)

The USA has proved a particularly popular focus for British Ministerial visits since the present Government took office. To give an indication of the volume, there have been no fewer than 22 Ministerial visitors to Washington alone since mid-July 1979. The popularity of the USA among Ministers has given rise to occasional problems of co-ordination, and it is my object in this circular letter to suggest one or two ways in which things might be improved.

Elsewhere, the fact that the Foreign and Commonwealth Secretary needs formally to be consulted prior to a visit abroad gives the FCO a chance to apply the necessary co-ordination. In the case of the USA, however, the situation has not been quite so easy. There has been such a number of Ministers wishing to visit the States, particularly in the early summer or in the autumn, that the customary Private Secretary letter, often sent fairly near the date of the visit, has given us rather too little notice. As a result, a situation had been reached at the end of last month with regard to this year's autumn season in which a number of at least potentially over-lapping visits had been arranged. As our Posts rightly wish to play their full part in making these visits a success, it is clearly important that the latter should be properly spaced.

In order to ensure that the FCO Department concerned - North America Department (NAD) - can exercise its co-ordinatory role effectively, I would like to make two suggestions. They are:-

- a) Whitehall Departments should consult NAD (Mr Whiteside on 233 4665) as soon as a visit is proposed, and keep them closely informed as plans for the visit proceed;
- b) Departments should invariably use the FCO series of telegrams when telegraphing about visits.

/With



With regard to (b), NAD will do their best to ensure that this stipulation does not give rise to delays.

These arrangements are already working satisfactorily in the case of most of the visits now planned. We shall review the arrangements in a few months' time to see whether any adjustments are needed.

I would be grateful if you could draw this letter to the attention of all those concerned with Ministerial visits in your Department.

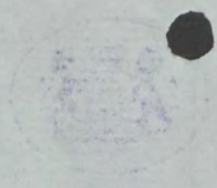
I am copying this letter to all Private Secretaries to Cabinet Ministers, to Barry Hilton in the Cabinet Office and Murdo MacLean in the Chief Whip's Office.

*Yours sincerely*

*J D Neilands*

(J D Neilands)  
Private Secretary

Mike Pattison Esq  
10 Downing Street  
London



*[Faint, illegible handwritten text]*

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29 JUL 1980





## CIVIL SERVICE DEPARTMENT

WHITEHALL LONDON SW1A 2AZ

Telephone 01 273 5400

*Sir Ian Bancroft G.C.B.  
Head of the Home Civil Service*

M A Pattison Esq  
Private Secretary  
Office of the Prime Minister  
10 Downing Street  
LONDON SW1

28 July 1980

*Dear Mike*

## MINISTERIAL TRAVEL

Your minute of 21 July to David Wright refers. This is to let you know that for CSD's part, we are entirely content to dispense with our record of details of Ministerial travel.

We have always had some doubts about whether CSD should have a role in this. It is not easy to question, after the event, the size and cost of delegations. Nor indeed does the data provided by departments allow well-founded conclusions to be drawn on whether economies are being made. The purpose and scope of each visit is different and needs and circumstances change, so preventing meaningful comparisons between departments and between years. The justification for particular visits and the size and composition of delegations is properly a matter for departmental Ministers, subject to the approval of the Prime Minister (now in respect of Cabinet Ministers only).

The other functions served by a central record would be to answer questions from senior management and Ministers, from Parliament and from the public. The failure of the present system to meet that need is attributable to the difficulties it has evidently posed for departments. Some have sent in incomplete returns or failed to copy them to the FCO. More significant, however, has been the genuine difficulty in departments in establishing the full cost of visits for the purpose of their return when, in most cases, these will not be known for some weeks afterwards.

Two points seem to flow from the decision to abandon these departmental returns (assuming they are not to be sent to the FCO either). First, there will no longer be a central record which purports to be a full list of Ministerial visits (other than on EEC business) that have taken place. The revision in May this year to paragraph 45 of Questions of Procedure for Ministers means that No 10 are concerned only with Cabinet Ministers; and FCO exclude from their records Ministerial visits to international meetings on fixed dates. Secondly, and more importantly, some public interest in the extent and cost of Ministerial travel will inevitably remain and I suggest that this be emphasised in the revision to Questions of Procedure. Departments might be asked to ensure that reasonably up-to-date information on Ministerial visits (purpose, date and duration, size and composition of delegation, cost, etc) was kept to hand to answer Parliamentary Questions and other enquiries. CSD would be ready to provide a draft to cover that.

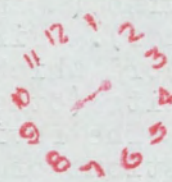
Copies of this letter go to David Wright (Cabinet Office, and Malcolm Adams (FCO).

*Yours sincerely,*

*Jeremy Colman*

J G COLMAN  
Private Secretary

29 JUL 1980



CONQUEROR



## 10 DOWNING STREET

*From the Private Secretary*

MR. WRIGHT

---

I have copied to you some of the correspondence following up the Prime Minister's request for a breakdown of recent Ministerial travel and a forecast of proposed visits.

The arrangements for Ministers' visits overseas, set out in 'Questions of Procedure for Ministers', include a provision that "Ministers should arrange for returns to be sent three times a year to Manpower Central Branch, CSD, with copies to the Secretary to the Ministerial Visits Committee, Protocol and Conference Department, FCO" (paragraph 43). The relevant paragraph goes on to give the timings of these returns.

In the course of compiling the information requested by the Prime Minister, I found that this instruction is wholly inadequately observed. Protocol and Conference Department referred our request for a list of visits in the first six months of this year to the CSD. Although we have not yet reached the summer recess, the disparity between the CSD list and the alternative one we eventually compiled from our own resources seems to indicate a significant gap in reporting. CSD noted 64 Ministerial visits, compared with the 129 shown on our files.

The Prime Minister therefore considers that there is no point in attempting to continue to maintain a record in the CSD. Unless there are strong reasons for attempting to repair this gap by getting the requirement observed, I would be grateful if you could arrange for 'Questions of Procedure for Ministers' to be appropriately revised at a convenient moment.

I am sending copies of this letter to Malcolm Adams (FCO), and Jeremy Colman (CSD).

M. A. PATTISON

21 July 1980

Keep handy  
— mb.

PRIME MINISTER

You asked for a note on recent Ministerial travel, a comparison with travel in a previous period, and a forecast of visits now planned.

Flag A is our list of visits undertaken in the first 6 months of this year. Flag B is the Foreign Office forecast of proposed visits for the second half of the year.

There is no readily accessible complete record of visits under a previous administration, as our record is only kept for a few months. Travel in the first two months of 1979 appears to have been at about the same rate as for January/February 1980. We think that the Callaghan Administration generally had a little less travel, but this is most likely to be a reflection of the different Parliamentary situation.

On the basis of the scale of travel indicated in these lists, you may want to consider some further guidance - either directly to Cabinet or through the FCO - about the volume of overseas visits. One administrative point has emerged from this exercise. Departments are supposed to report to the Civil Service Department, all overseas visits, with a return of the cost. After much delay, the CSD produced for me a record of travel in the first 6 months of this year: this comprised 64 visits: the list which I have since compiled from our own records shows 129 visits. I suggest that we dispense with the attempt to keep a record in the CSD forthwith, since the procedure is clearly most honoured in the breach.

Agreed!  
— mb.

MPD

18 July, 1980

PROPOSED MINISTERIAL VISITS ABROAD

July - December 1980

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
Lord Chancellor	Late November	Norway
Lord Carrington	30 July - 8 August	Latin America
	? August	Austria
	21 - 22 August	Finland and Sweden
	19 - 21 September	France
	25 September - 6 October	Far East Tour
	14 - 17 October	Italy
	28 - 31 October	Hungary and Poland
	17 - 18 November	Germany
Sir I. Gilmour	30 June - 10 July	Japan and Korea
F. Pym	19 - 21 September	France
	Autumn	Austria, FRG and Berlin
	October - November	Iraq and Oman
	Second half 1980	Nigeria
J. Nott	7 - 11 July	Nigeria
	September	Various European Capitals
	October	Greece
	October	? Thailand and Indonesia
P. Walker	10 July	Munich
	14 - 15 July	Spain
	28 - 30 July	Washington
	12 - 26 September	? Venezuela, Argentina and Uruguay
	November	Greece
D. Howell	22 - 23 July	France
	15 - 30 September	USA, Venezuela and Mexico
P. Jenkin	26 September - 2 October	Iraq and UAE

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
M. Carlisle	5 - 13 August Autumn/Winter	Sri Lanka Spain
N. Edwards	23 September - 8 October	USA
G. Younger	14 - 24 September September	Far East USA
F. Pym	14 - 23 September  Autumn November - December	Thailand, Malaysia and Australia  Oman Portugal

Junior Ministers

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
<u>FCO</u>		
D. Hurd	16 - 18 July December '80 - January '81	Iraq Jordan, Oman and Saudi Arabia
P. Blaker	28 - 30 July  September - October Autumn	New Hebrides, New Guinea and Fiji Czechoslovakia GDR
N. Ridley	10 - 17 August	Guatemala, Belize and Trinidad
R. Luce	15 September - 2 October 7 - 8 November	Central and Southern Africa Nairobi
Lord Trefgarne	26 July - 5 August	Peru, Paraguay and Uruguay

MINISTERDATEPLACEMOD

Lord Strathcona

August - September

Canada

K. Speed

5 - 15 September

USA

October

Hong Kong

G. Pattie

Autumn

Egypt

B. Hayhoe

1 - 4 August

Canada

ENERGY

H. Gray

25 - 28 August

Norway

5 - 8 October

Czechoslovakia

November/December

Trinidad, Ecuador and  
Columbia

N. Lamont

27 September -  
10 OctoberUAE, Qatar, Saudi Arabia  
and Iraq

J. Moore

10 - 21 November

USA

TRADE

C. Parkinson

4 - 15 August

Argentina and Chile

31 August - 7 September

Hong Kong

Summer Recess

Far East Tour

29 September -  
5 October

East Africa

13 - 17 October

Romania

20 October

Spain

26 - 31 October

Israel

10 - 14 November

Poland

20 November -  
7 December

Central Africa

Late 1980/early 1981

Southern Africa



MINISTER  
TRADE (Cont)

DATE

PLACE

N. Tebbit

Dates uncertain  
Dates uncertain  
12 - 16 September

China  
India and Pakistan  
Czechoslovakia

R. Eyre

26 - 30 September

Bulgaria

MAFF

Lord Ferrers

8 - 19 September

Singapore, Indonesia  
and Malaysia

A. Buchanan-Smith

October

Canada

J. Wiggins

2 - 23 October

USA and Mexico

HOME OFFICE

T. Raison

15 - 25 September

Hong Kong and Thailand

NIO

G. Shaw

13 - 17 October

USA

SCOTTISH OFFICE

A. Fletcher

October

USA

DHSS

R. Prentice

22 - 23 July  
September (2 weeks)

Republic of Ireland  
Australia

D/EMPLOYMENT

P. Mayhew

September (2 weeks)

Australia

MINISTER

DATE

PLACE

DES

Lady Young

17 - 18 July

Denmark

Dr. R. Boyson

Autumn

USA

N. Macfarlane

21 - 29 September

FRG and Switzerland

HMT

P. Rees

September/October

Canada and USA

DOE

J. Stanley

14 - 21 September

USA

TRANSPORT

K. Clarke

September

Venezuela and Brazil

18.7.80.



*Minister*

Foreign and Commonwealth Office

London SW1A 2AH

16 July 1980

*Dear Pattison*

Ministerial Travel

Thank you for your letter of 1 July.

I enclose a list of proposed Ministerial visits abroad for the remainder of the year. I believe that CSD have provided the information for Ministerial travel for the previous administration and for Ministers for the first six months of 1980. The names of Cabinet Ministers are underlined.

The visits are shown in geographical areas as follows:

A.	Africa	Central	Page 1
		East	" 2
		Southern	" 3
		West	" 4 & 5
		North & Near East	" 6 & 7
B.	Middle East		Pages 8, 9 & 10
C.	Far East		Pages 11 & 12
	Asia	Hong Kong	Page 13
		South Asia	" 14
		South East Asia	" 15 & 16
		South Pacific	" 17 & 18
D.	Europe	Eastern	Pages 19, 20 & 21
		Rep of Ireland	" 22
		Southern	" 23 & 24
		Western	" 25-29
E.	The Americas		
		North America	Pages 30, 31 & 32
	Caribbean	Mexico & Caribbean	" 33 & 34
	Atlantic	West Indies & Atlantic	" 35
		South America	" 36 & 37

*Yours Sincerely  
K Lynch*

M Pattison Esq  
10 Downing Street

*PP* (M C Adams)  
Asst Private Secretary

1. *[faint mirrored text]*

2. *[faint mirrored text]*



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11 6 JUL 1980

11 6 JUL 1980

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

CENTRAL AFRICA

<u>Outward</u>		<u>Inward</u>		<u>Lead</u>	<u>Dept</u>
<u>Angola</u> (/Gabon/Cameroon/Senegal)		<u>Angola</u>			
Mr Parkinson (DOT) Tentative	20 November- 7 December	Faustino Muteka Minister of Transport Tentative	second half of year	GHF	FCC
<u>Mozambique/Zimbabwe</u> (/Swaziland/Lesotho/South Africa)		<u>Zimbabwe</u>			
Mr Luce (FCC) Tentative	15 September - 2 October	Mr Norman Minister of Agriculture	July		FCC/ NAFF
<u>Mozambique</u> (/South Africa)					
Mr Parkinson (DOT) Tentative	late 1980 - early 1981				

(1)

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

EAST AFRICA

Outward

Inward

Lead  
Dept

Kenya

Mr Parkinson (DCT)  
 Nairobi Show/  
 Trade Promotion  
 Firm

29 September-  
 5 October

Mr Luce (FCC)  
 African Heads of Mission Meeting  
 Nairobi  
 Fairly Firm

7-8 November

Lauritius

Sir V Ringadoo  
 Minister of Finance  
 Firm

30 July-  
 5 August

CDA

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits  
 and "private" visits with official context)

SOUTHERN AFRICA

Outward

Inward

Lead  
Dept

Malawi

Hon E B Muluzi  
 Minister without Portfolio &  
 Secretary-General of Malawi Congress Party  
 Category I Visit  
 Tentative

late Autumn

FCO

South Africa (/Mozambique)

Mr Parkinson (DOT)      late 1980-  
 Tentative                      early 1981

Swaziland/Lesotho/South Africa (/Mozambique/  
 Zimbabwe)

Mr Luce (FCO)              15 September-  
    2 October

Swaziland

Prince Gabheni  
 Minister of Home Affairs  
 Category I Visit  
 Firm

October-November

FCO

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

WEST AFRICA

Outward

Inward

Lead  
Dept

Gabon/Cameroon/Senegal (/Angola)

Mr Parkinson (DOT)                      20 November-  
 Tentative                                      7 December

Ghana

Dr Amon Nikoi  
 Minister of Finance

20-26 July

FCO

Guinea

Ismail Touré  
 Minister of Mines  
 Category I sponsored visit  
 Invitation accepted

?second half 1980

FCO

/Nigeria



## BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

## WEST AFRICA

OutwardNigeria

Sir Ian Gilmour (FCO)  
Tentative

second half 1980

InwardLead  
DeptNigeria

Professor Ishaya Audu  
Foreign Minister  
Firm

13-18 July

GHF

FCO

Dr I C Madubuike  
Minister of Education

?August

FCC

Dr Wyas  
President of Senate  
COI Category I sponsored visit

October

FCC

President Shehu Shagari  
Tentative

?late 1980

FCC

Senegal

Minister of Tourism  
Category I sponsored visit  
Tentative

late 1980

FCO

Sierre Leone

President Stevens  
Guest of Government  
Firm (precise dates not decided)

November-December GHF FCO

## BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

## NEAR EAST &amp; NORTH AFRICA

OutwardInwardLead  
DeptAlgeria

HM The Queen & HRH Prince Philip 25-27 October  
 State Visit

Egypt

Mr Fattie (MOD) Autumn  
 Tentative

Egypt

Mr H Mubarak 1-4 September FCC  
 Vice President  
 Official Visit

Israel

Mr Parkinson (DCT) 26-31 October  
 Trade Promotion

Jordan (/Cman/Saudi Arabia)

Mr Hurd (FCC) December-  
 Tentative January

Jordan

H E Ali Nsour ?13-19 September DOT  
 Minister of Trade & Industry  
 Tentative

\* 6

Morocco

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

NEAR EAST & NORTH AFRICA

Outward

Inward

Lead  
Dept

Morocco

HM The Queen & HRH Prince Philip  
 State Visit 27-30 October

Syria/Jordan

Mr Parkinson (DCT) early 1981  
 Very Tentative

Syria

H E Dr Muhammed al-Altrash late summer DCT  
 Minister of the Economy & Foreign Trade  
 Tentative

Tunisia

HM The Queen & HRH Prince Philip  
 State Visit 23-24 October

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
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 and "private" visits with official context)

MIDDLE EAST

Outward

Inward

Lead  
Dept

Saudi Arabia (visits must now be in doubt)

Prince Saud al Faisal  
 Minister of Foreign Affairs

Summer/Autumn

FCC

Sheikh Mohammed Aba al Khaill  
 Minister of Finance

will be invited to call on Chancellor on his next visit

UAE/Bahrain/Qatar

Mr Howell (D/Energy)  
 Very Tentative

January

UAE

H E Seid Ghubbash  
 Minister of Planning  
 Tentative

1980

FCC

UAE/Qatar/Saudi Arabia/Iraq

Mr Lamont (D/Energy)

27 September-  
 10 October

Yemen Arab Republic/Bahrain

Mr Parkinson (DCT)  
 Trade Promotion

1981

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

MIDDLE EAST

Outward

Inward

Lead  
Dept

Bahrain

Shaikh Khalifa Bin Sulman al Khalifa  
 Prime Minister 16-17 September GHF / FCC  
 Firm

Dr Ali Fakhro  
 Minister of Health November-December. FCC

Iraq

Mr Hard (FCO) 16-18 July  
 National Day Celebrations  
 Firm

Iraq

H E Hassan Ali ?late 1980 DCT  
 Minister of Trade

H E Hamid Alwan ?late 1980 FCC  
 Minister of Foreign Affairs

Iraq/Oman

Sir Ian Gilmour (FCO) October-November  
 Tentative

Iraq/UAE/?Qatar or Bahrain

Mr Jenkin (DHSS) 26 September-2 October  
 Baghdad Fair

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
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 and "private" visits with official context)

MIDDLE EAST

Outward

Inward

Lead  
Dept

Kuwait

Mohammed Yusef al Adasani Minister of Public Works	1980		FCC
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Mr Salim Ibrahim al Mudhaf Minister of Planning Tentative	1980	GHF	DCE
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Khalaf al Khalaf Minister of Electricity and Water	1980		FCC
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Shaikh Sabah al Ahmad al Sabah	?(postponed from May/June)		FCC
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Oman

Mr Fym (MCD) National Day Tentative	Autumn		
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Oman/Saudi Arabia (/Jordan)

Mr Hurd (FCO) Tentative	December-January		
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BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

FAR EAST

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>China</u>		<u>China</u>	
Lord Mayor of London	30 July-8 August	Liang Lingguang Minister of Light Industry	?1980 DCI
Mr Parkinson (DOT) Very Tentative	?Summer Recess	Tentative	
Lord Carrington (FCC) Firm	2-6 October	Huang Zhen Minister of Culture	?1981 DES
Mr Pattie (MCD) (/Hong Kong)	1981	Han Kehua Vice Minister for Foreign Affairs	?1981 FCC
Mr Butler (DCI) Tentative	early 1981	Tentative	
Mr Blaker (FCC)	1981	Gu Mu Vice Premier	?1981 FCC
Mr Tebbit (DOT) BA Inaugural Flight	date uncertain	Tentative	

/Japan

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits  
 and "private" visits with official context)

FAR EAST

Outward

Inward

Lead  
Dept

Japan

Mr Younger (SO) 15-23 September  
 Promote inward investment  
 Tentative

Lord Carrington (FCO) 28 September -  
 Firm 2 October

South Korea/Japan

Mr Blaker (FCO) Early 1981  
 Very Tentative



## BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits  
 and "private" visits with official context)

## HONG KONG

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
Lord Mayor of London	8-9 August		
Mr Parkinson (DCT) Promote textile exports	31 August - 7 September		
Mr Raison (HC) (/Thailand)	15-22 September		
<u>Lord Carrington (FCC)</u> (/Japan/China)	25/26 - 28 September		
Mr Speed (MCD)	early October		
Mr Fattie (MCD) (/China)	1981		

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits  
 and "private" visits with official context)

SOUTH ASIA

Outward

Inward

Lead  
Dept

India

Mr Nott (DOT)  
Tentative

February

India

Mr Narasimha Rao  
Minister for External Affairs  
Tentative

September

?GHF

FCO

India/Pakistan

Mr Tebbit (DOT)  
Tentative

date depends on  
BA inaugural flight  
to Feking

Pakistan

General Shiahid Hamid  
Minister of Tourism (in UK 10-20 July privately)  
Firm

20-?July

FCC

Sri Lanka

Mr Carlisle (DES) 5-13 August  
8th Commonwealth Education Conf  
& possibly bilateral talks  
Firm

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

SOUTH-EAST ASIA

Outward

Inward

Lead Dept

Malaysia

Datuk Taib  
 Minister of Defence

21-25 July

MOD

Philippines /Thailand/Other ASEAN countries

Lord Carrington (FCO)      early 1981  
 Tentative

Singapore/Indonesia/Malaysia

Lord Ferrers (MAFF)      8-19 September  
 Firm

Thailand (/Hong Kong)

Mr Raison (HO)      22-25 September

/Thailand/Indonesia

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

SOUTH-EAST ASIA

Outward

Inward

Lead  
Dept.

Thailand/Indonesia

Mr Nott (DOT)  
Trade Promotion

October

Thailand/Malaysia/Singapore/Indonesia (/Australia/  
New Zealand)

Mr Pym (MOD)  
Tentative

14-23 September

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

SOUTH PACIFIC

<u>Outward</u>		<u>Inward</u>			<u>Lead Dept</u>
<u>Australia</u>		<u>Australia</u>			
Lord Mayor of London Firm	20-27 August	The Hon Sir Charles Court Premier State of Western Australia Tentative	July	?GHF	FCC
Mr Prentice (DHSS) Not yet announced	September for 2 weeks				
Mr Mayhew (D/Employ) Study Australian labour legislation	end September for 2 weeks				
Lord Limerick (EOTB)	12-25 October				
<u>Australia/New Zealand/Fiji</u> (/Thailand/Malaysia/Singapore/Indonesia)		<u>New Zealand</u>			
Mr Pym (MCD) Tentative	first half September	Mr Justice Beattie Governor-General designate	October		FCC
		<u>Fiji</u>			
		Sir George Cakombau Governor-General	12 July for ? days		FCC

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

SOUTH PACIFIC

Outward

Inward

Lead  
Dept

New Hebrides /?Australia, Papua New Guinea & Fiji

Mr Blaker (FCO)                      28-30 July  
 New Hebrides Independence Celebrations  
 Tentative

Tuvalu

Rt Hon Toalipi Lauti  
 Prime Minister  
 Firm

20 July-4 August

ODA

## BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

## EASTERN EUROPE

<u>Outward</u>		<u>Inward</u>			<u>Lead Dept</u>
<u>Bulgaria</u>					
Mr Eyre (DCT) Plovdiv Fair	26-30 September	Mr Lukanov Deputy Prime Minister	late 1980	?GHF	DCT
		Mr Khristov Minister of Foreign Trade Tentative	probably 1981	?GHF	DCT
<u>Czechoslovakia</u>					
Mr Tabbitt (DCT) Erno Fair	12-16 September	Mr Chalupa Minister of Telecommunications Tentative	1980		DCI
Mr Blaker (FCC) Tentative	September-October				
Mr Gray (D/Energy) As guest of Government Tentative	5-8 October				
					<u>/Hungary</u>

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

EASTERN EUROPE

Outward

Inward

Lead Dept

Hungary

Lord Carrington (FCO) 28-29 October  
 Tentative

Hungary

Mr Pullai  
 Minister of Transport  
 Tentative

1980

DOT/  
 D/Tran

Mr Veress  
 Minister of Foreign Trade

December 1980

LCT

Poland

Lord Mayor of London September

Lord Carrington (FCO) 30-31 October  
 Tentative

Mr Parkinson (DOT) 10-14 November

Romania

Mr Parkinson (DOT) 13-17 October  
 Bucharest Fair

Romania

Mr Burtica  
 Deputy Prime Minister &  
 Minister of Foreign Trade

?week beginning ?GHF  
 17 or 24 November

DCT



BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
(INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
and "private" visits with official context)

EASTERN EUROPE

Outward

Inward

Lead  
Dept

Yugoslavia (/Greece)

Prime Minister

24-26 September

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

REPUBLIC OF IRELAND

Outward

Inward

Lead  
Dept

Mr Prentice (DHSS)                      22-23 July  
 To meet war pensions &  
 disablement organisations  
 Firm

19 22

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

SOUTHERN EUROPE

Outward

Inward

Lead  
Dept

Cyprus

Mr Alecos Michaelides November  
 President of House of Representatives  
 COI Category I Visit  
 Tentative

FCO

Greece

Prime Minister (Yugoslavia) 22-24 September

Mr Nott (DOT) mid-October  
 Tentative

Mr Walker (MAFF) third week in November  
 Tentative

Sir Ian Gilmour (FCO) Spring 1981  
 Tentative

Greece

Mr G Apostolatos 1980  
 Deputy Minister of Social Services  
 Tentative

DHSS

Malta

Mr Wistin Abela deferred from June  
 Minister for Development, Energy,  
 Posts & Telecommunications  
 Tentative

DOT

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
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 and "private" visits with official context)

SOUTHERN EUROPE

Outward

Inward

Lead  
Dept

Portugal

Mr Fym (MOD)  
Tentative

November-December

Mr Parkinson (DOT)  
Agreed in principle

Spring 1981

Spain

Mr Walker (MAFF)  
Firm

14-15 July

Mr Parkinson (DCT)  
Trade Promotion  
Firm

week beginning 20 October

Mr Carlisle (DES)  
Tentative

Autumn/Winter

Spain

Sr Rodriguez Sahagun  
Minister of Defence  
Firm

week beginning  
28 July

MOD

Sr Suarez  
Prime Minister  
Very Tentative

?Autumn

GHF

FCO

Sr Roson  
Interior Minister  
Firm

Spring 1981

HC

Turkey

Mr Ian Gilmour (FCO)  
Tentative

Spring 1981

Mr Walker (MAFF)  
Tentative

Spring 1981

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead  
Dept

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>Austria</u> Lord Carrington (FCO) Tentative Salzburg August		<u>Austria</u> Dr Fahr Foreign Minister Tentative	November-December FCO
<u>Sir Ian Gilmour</u> (FCO) Tentative	Autumn (reinstatement of earlier visit)		
<u>Belgium</u> Mr Edwards (WC) Discussions with EEC Commissioners on current problems of Wales Tentative	? 2 days in early July	<u>Belgium</u> M Foswick Minister of Defence Tentative	Autumn MOD
<u>Denmark</u> Baroness Young (DES) Copenhagen Firm	17-18 July		

/Finland

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead  
Dept

Finland (/Sweden)

Lord Carrington (FCO) 21-22 August  
 Firm

France

HRH Prince of Wales 21-23 July  
 Official Visit

Prime Minister 18-19 September  
Lord Carrington (FCO)  
 Anglo-French Summit  
 Firm

Prime Minister 19 September  
Sir Ian Gilmour (FCO) 19-21 September  
 Franco-British Council:  
 The Bordeaux Conference  
 Firm

German Democratic Republic

Mr Blaker (FCO) ?Autumn  
 Tentative

German Democratic Republic

Herr Axen ?Autumn ?GHE FCO  
 Senior Politbüro member  
 Tentative

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead  
Dept

Federal Republic of Germany & Berlin

Sir Ian Gilmour (FCO)            ?Autumn  
 Berlin  
 Tentative

Prime Minister                    17-18 November  
Lord Carrington (FCO)  
UK/FRG Consultations  
 Firm

Federal Republic of Germany/Switzerland

Mr Macfarlane (DES)            21-29 September

Italy

HM The Queen & HRH Prince Philip  
 State Visit to Italy & The Holy See  
Lord Carrington (FCO)            14-17 October  
 Firm

Italy

Signor Lelio Lagorio                    ?November            MOD  
 Defence Minister  
 Invitation issued

Signor Rognoni                            open                    ?GHF    HC  
 Minister of Interior  
 Invitation issued

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead  
Dept

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>Norway</u>		<u>Norway</u>	
Mr Gray (D/Energy) 25-28 August Offshore North Sea Exhibition, Stavanger/ Offshore companies, Harstad Firm		Mr Gjerde 16-17 July Minister of Oil & Energy UK/Norway Co-ordinating Committee Firm	D/Energ
Lord Chancellor late November Address Meeting of the Round Table Oslo Tentative			
Lord Strathcona (MOD) March Tentative			

<u>Sweden (/Finland)</u>		<u>Sweden</u>	
Lord Carrington (FCO) 19-20 August Firm		Mr Kronmark 1-4 September Minister of Defence For Farnborough Tentative	MOD

/European Capitals



BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

WESTERN EUROPE

<u>Outward</u>	<u>Inward</u>	<u>Lead Dept</u>
<p><u>European Capitals</u></p> <p>Mr Eyre (DOT)                      July                      Company law discussions                      Tentative</p> <p>Mr Nott (DOT)                      September                      Trade promotion &amp; talks on air services</p>		

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

NORTH AMERICA

Outward

Inward

Lead  
Dept

Canada

HRH Princess Margaret Anniversary Celebrations in Saskatchewan & Alberta Official Visit	July	
Mr Hayhoe (MOD)	1-4 August	
Lord Mayor of London	31 August-6 September	
Lord Strathcona (MOD) Tentative	August-September	
Mr Buchanan-Smith (MAFF)	Summer Recess	

Canada and United States

Mr Rees (Tsy) Washington, Ottawa & California Tentative	late September- early October	
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/United States

## BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

## NORTH AMERICA

OutwardInwardLead  
DeptUnited States

Mr Walker (MAFF)  
 Washington

28-30 July

Sir Ian Gilmour (FCO)

?July

Mr Speed (MOD)  
 Firm

5-15 September

Sir Keith Joseph (D/Industry)  
 Firm

7-19 September

Mr Stanley (DOE)  
 Washington, Baltimore & Sarasota

14-21 September

Firm

Mr Edwards (WO)  
 Promotional mission organised  
 by Development Corp'n of Wales  
 Firm

23 September-  
8 October

Mr Howell (D/Energy)  
 (/Venezuela/Mexico)

September

Mr Younger (SO)  
 Very Tentative

late September

Mr Wiggins (MAFF)  
 (Mexico)  
 Firm

September-October

172

United States contd

## BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

## NORTH AMERICA

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>United States</u> (contd)			
Mr Shaw (NIO) Firm	13-17 October		
Mr Fletcher (SO)	early October	Tentative	
Dr Rhodes Boyson (DES) San Francisco, Utah & Washington Tentative	Autumn		
Mr Moore (D/Energy) Assess new developments in sources of energy New York, New Jersey, Washington, Alabama, Colorado & Wyoming	10-21 November		

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

MEXICO & CARIBBEAN

Outward

Inward

Lead  
Dept

Guatemala & Belize

Mr Ridley (FCO) 10-14 August  
 Talks on Belize  
 Tentative

Mexico

Lord Limerick (BOTB) 21-25 July  
 (/Colombia)  
 Tentative

Mr Howell (D/Energy) 15-25 September  
 (/Venezuela/USA) (dates for entire tour)  
 Tentative

Mr Wiggin (MAFF) 13-22 October  
 (/USA)  
 Firm

Mexico

Lic Andres de Cteyza date uncertain GHF DOT  
 Minister of Natural Resources  
 and Industrial Development  
 Invitation issued but not yet accepted

Lic Mujica Montoya date uncertain DOT  
 Minister of Transport and  
 Communications  
 Invitation issued but not yet accepted

/Mexico/Barbados

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

MEXICO & CARIBBEAN

Outward

Inward

Lead  
Dept

Mexico/Barbados (/Brazil/Venezuela)

Lord Carrington (FCO) Barbados 2-3 August  
 Firm Mexico 5-8 August

Trinidad

Mr Ridley (FCO) 15-17 August  
 Caribbean Heads of Mission Conference  
 Tentative

Mr Gray (D/Energy) November/December/January  
 (/Ecuador/Colombia)  
 Tentative

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

WEST INDIES & ATLANTIC

<u>Outward</u>	<u>Antigua</u>	<u>Inward</u>	<u>Lead Dept</u>
<u>Antigua</u> FCO Minister Independence Celebrations Tentative late 1980/ early 1981	<u>Antigua</u> Constitutional Conference Tentative	September	<del>GHF</del> FCO
	<u>British Virgin Islands</u> Chief Minister Aid Talks Tentative	mid-August	<del>GHF</del> FCO
	<u>Turks &amp; Caicos Islands</u> Constitutional Conference Tentative	late 1980- early 1981	<del>GHF</del> FCO

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits  
 and "private" visits with official context)

SOUTH AMERICA

<u>Outward</u>	<u>Inward</u>	<u>Lead Dept</u>
<p><u>Argentina/Chile</u>                      Mr Parkinson (DOT) 4-15 August                      Trade Promotion                      Firm</p>		
<p><u>Brazil/Venezuela (/Barbados/Mexico)</u>                      Lord Carrington (FCO) 29 July-5 August                      Firm</p>		
<p><u>Colombia (/Mexico)</u>                      Lord Limerick (BCTB) 16-25 July                      Firm</p>	<p><u>Colombia</u>                      Minister of Finance October                      Firm</p>	DOT
<p><u>Ecuador/Colombia (/Trinidad)</u>                      Mr Gray (D/Energy) November/December/                      Tentative January</p>		

/Peru/Paraguay



BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)  
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits )  
 and "private" visits with official context)

SOUTH AMERICA

Outward

Inward

Lead Dept

Peru/Paraguay/Uruguay/?Bolivia for Presidential Inauguration  
 Lord Trefgarne (FCO) end July-early August  
 Presidential Inauguration Peru  
 Firm

Paraguay  
 Dr Alberto Nogues  
 Foreign Minister  
 Tentative

end July

FCO

Venezuela/Argentina/Uruguay

Mr Walker (MAFF) 14-26 September  
 Firm

Venezuela

Dr Luis Ugueta  
 Minister of Finance  
 or Dr Angel Senior  
 Vice Minister of Finance  
 & Dr Manuel Quijada  
 Minister of Development  
 Tentative

November

DCT

Venezuela/Brazil

Mr Clarke (D/Transport) September  
 Very Tentative

Dr Ricardo Martinez  
 Minister of Coordination & Planning  
 Tentative

November

DCT

Venezuela (/Mexico/USA)

Mr Howell (D/Energy) 23-24 September  
 Firm

Minister of Urban Development 1980  
 Dr Calderon Berti  
 Minister of Energy & Mines  
 Tentative

?1980

DOE

D/  
 Energ.

VLB

Minister



10 DOWNING STREET

From the Private Secretary

16 July 1980

Dear Malcolm

I wrote to you on 1 July about the pattern of Ministerial travel.

You will have seen a copy of the C.S.D. letter to me of 10 July setting out the central record of Ministerial travel in the first six months of this year. This included 64 visits. All concerned recognised that this was incomplete. I had a quick check run against our own records, and it was clear that there were very large gaps. We have therefore compiled a list here. I enclose a copy, which you will see records 129 visits other than those for European Councils or on private business.

I now await a note from you about visits abroad planned for the second half of this year. It seems that there is no readily accessible record of visits for an earlier comparable period.

One obvious conclusion is that the attempt to keep a central record in the C.S.D. should be abandoned, given that the system is not properly operated. But I will come back to this point when I have had a word with the Prime Minister on the basis of our return and the one we await from you.

I am sending copies of this letter to Jim Buckley (Lord President's Office) and David Wright (Cabinet Office) (who has not previously been involved in this correspondence).

Yours ever

Mike Paterson

Malcolm Adams, Esq.,  
Foreign and Commonwealth Office.

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MINISTERS' ABSENCES ABROAD

JANUARY - JUNE 1980

(Excluding European Councils & Private Visits)

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
<u>Lord Carrington</u>	9-17 January	Turkey, Oman, Saudi Arabia & India
	2-3 February	Paris
	26 February	Bonn
	5-8 March	Kuala Lumpur
	12-14 March	Romania
	16-18 April	Rhodesia
	3-6 May	Washington
	15-16 May	Vienna
	21-23 June	Venice
	24-26 June	Ankara
<u>Sir I. Gilmour</u>	10-11 January	Bonn
	14-15 January	Brussels
	17-18 January	Bonn
	21-23 January	Paris and Copenhagen
	8-12 May	Cairo and Tunis
<u>F. Pym</u>	25-27 February	Berlin
	23-31 March	China
	22-29 April	Oman and Saudi Arabia
	11-14 May	Brussels
	2-6 June	Norway
<u>Sir K. Joseph</u>	14-16 February	Copenhagen
	26 May-7 June	USA & Mexico
<u>Sir G. Howe</u>	8 January	The Hague
	20 January	Frankfurt
	4 June	Paris
<u>J. Prior</u>	15-22 June	USA
<u>J. Nott</u>	18-30 January	Japan and Korea
	7-9 February	Switzerland
	20-22 March	USA
	4-16 May	Brazil and Nigeria
<u>P. Walker</u>	12-13 February	Italy
	5-6 March	Paris
	10 March	Paris
	15 April	Paris
	30 April	Copenhagen
<u>D. Howell</u>	4-11 January	Middle East
	21-22 May	Paris
	2-4 June	Bonn
<u>G. Younger</u>	10-14 April	Geneva and Oslo
<u>Lord Hailsham</u>	26-30 June	Switzerland

/Contd.

<u>Atkins</u>	14-15 April	Dublin
<u>N. Fowler</u>	1-14 January 3-14 April	USA China

Junior Ministers

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
<u>FCO</u>		
<u>D. Hurd</u>	15 January 18-25 January 6-14 March 17-18 March 18-20 April 8-9 May 3 June	Brussels Gulf Tour Middle East Geneva Aachen Nairobi Paris
<u>P. Blaker</u>	24-26 January 29 April - 2 May	India Switzerland
<u>N. Ridley</u>	17-19 January 26 Feb. - 14 March 28 April - 9 May 17-21 May 16-21 June	USA South America USA and Central America Bermuda Canada
<u>N. Marten</u>	17-26 January 21 February-1 March 18 March - 3 April 2-6 May 20-25 June	Tanzania, Malawi & India Caribbean India, Sri Lanka and Pakistan Nassau Sudan
<u>R. Luce</u>	24 April - 1 May 11-17 May 10-17 June	Kenya and Somalia Sierra Leone and Ghana Mauritius and Seychelles
<u>MOD</u>		
<u>Lord Strathcona</u>	14-24 April <u>19-30 May</u> 24-27 June	Hong Kong USA West Germany
<u>G. Pattie</u>	6-10 February 16-19 March 13-20 June	West Germany Norway USA
<u>K. Speed</u>	18-20 February 28 March - 1 April 1-3 June 20 June	Norway Gibraltar Netherlands Brussels
<u>B. Hayhoe</u>	5-7 March	Berlin

/Contd.

ENERGY

<u>N. Lamont</u>	8-9 January 4-8 February 17-20 May 16-17 June	France USA Montreux Stockholm
<u>H. Gray</u>	6-8 February 2-9 May	Norway USA
<u>J. Moore</u>	18-19 February	Eindhoven

TRADE

<u>C. Parkinson</u>	6-10 February 10-12 March 11-18 April 28 April - 4 May 21-31 May	Algeria East Germany Kuwait Egypt Zimbabwe
<u>S. Oppenheim</u>	5-7 March	Rome
<u>N. Tebbit</u>	12-21 June	USA
<u>R. Eyre</u>	25 March - 3 April 16-17 April 18-23 May	<u>Tunisia, Oman and Bahrain</u> Finland Norway and Sweden

MAFF

<u>A. Buchanan-Smith</u>	22-23 January 12-13 February 15 April 30 April	Rome Italy Paris Copenhagen
<u>J. Wiggin</u>	11-13 June	Portugal

INDUSTRY

<u>A. Butler</u>	4 March	Brussels
<u>M. Marshall</u>	12-14 March 9-10 April	Sweden and Germany Netherlands
<u>D. Mitchell</u>	4 March	Luxembourg

N. IRELAND

<u>M. Alison</u>	30 Jan. - 1 Feb.	Switzerland
<u>G. Shaw</u>	5 February 4-8 May 12-19 May	Dublin Brussels and Amsterdam USA
<u>P. Goodhart</u>	21-23 March	Switzerland

/Contd.

MISS

Dr. G. Vaughan 2-7 February Ivory Coast  
9-17 March China  
2-5 June Kuwait

L. Chalker 28 March - 13 April China

D/EMP

Lord Gowrie 16-20 April Paris  
4-6 June Dortmund

J. Lester 25-27 April W. Germany  
11-12 June Geneva

DOE

H. Monro 15-22 February USA  
20-23 June Italy

M. Fox 6-7 May Paris

T. King 21-23 May Madrid

G. Finsberg 24 June Bonn

SCOTTISH OFFICE

Lord Mansfield 11-15 February USA

DES

Lady Young 9 June Paris

Dr. R. Boyson 7-15 May USA and Canada  
11-14 June Sofia

LAW OFFICERS

Sir M. Havers 24 April - 6 May Barbados

I. Percival 25-27 January Paris  
5-6 February Luxembourg  
10-11 June Luxembourg

Lord Mackay 25 April - 2 May Barbados

JULY 1980



Civil Service Department  
Whitehall London SW1A 2AZ

Telephone (Direct dialling) 01-273 4587  
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*Minutes*

M Pattison Esq  
10 Downing Street  
LONDON SW1

Your reference

Our reference M311/43/01

Date 10 July 1980

*Dear Pattison*

MINISTERIAL TRAVEL

We had a word about your letter of 1 July to Malcolm Adams, FCO. I outlined the arrangements we have for collecting information on this and you described the scope of the data you would want from CSD's records.

2. The origins of the present arrangements were in a Prime Ministerial minute of August 1975 which directed Departments to provide CSD and FCO with delegation lists and costs of Ministerial travel overseas. The returns were irregular and incomplete. In May 1979 a revised and formal procedure was incorporated in Questions of Procedure for Ministers (paragraph 43). That new instruction provides for Departments to send a return to CSD and copied to FCO three times a year, after each Parliamentary Recess. This details by Minister the country visited, date and duration, purpose, numbers travelling at public expense and cost. Regular and formal EEC council and ministerial meetings are excluded.

3. The system as it now operates is undoubtedly an improvement but the returns remain incomplete on cost and coverage. In part this is ascribable to the fact that the full costs of a visit will not usually be known for some time after the return was due. In many cases estimates of costs would be too unreliable. And a further difficulty is that some Departments have overlooked the need to send in returns, necessitating a reminding letter from the Lord President's Office.

4. The upshot of all this is that since May 1979 we have a tolerably full account of Ministerial visits, in the details sought in Questions of Procedure. For the period before that comparable data is not available centrally.

5. I have attached a schedule compiled from CSD records and covering the period January-June 1980. This shows a total of some 64 visits to more than 90 countries, the provisional costs for which are reckoned at £270,000. As we agreed, the schedule records the Minister (with Cabinet Ministers underlined), and the date and duration of the visit. In respect of three visits (all by

Lord Carrington) we have been told that the Minister was accompanied by his wife. Other returns have not specified whether a wife or a Parliamentary Private Secretary travelled with the Minister. None of the visits was for other than an obviously official engagement.

6. For the previous Administration, such information as we have has generally had to be collected as a specific response to particular Parliamentary Questions, usually from Mr Arthur Lewis. Copies of the most useful of these are attached. As you will see, the volume of visits has shown considerable variation. The largest number occurred in the twelve months ending September 1977, and the smallest, at 25 according to central records, in the six months from February 1978.

7. I hope this information will be of some help to you. Copies of this letter go to Malcolm Adams (in Sir Michael Palliser's Office), Miss Chaplin (Protocol and Conference Department), FCO and to Jim Buckley in the Lord President's Office.

*Yours sincerely  
Matthew Young*

M J YOUNG  
Manpower 1 Central Branch



MINISTERIAL VISITS OVERSEAS

1 JANUARY-30 JUNE 1980

MINISTER		COUNTRY VISITED	DATE/DURATION
<u>Lord Carrington*</u>	FCO	Turkey, Oman, Saudi Arabia, Pakistan, India	9-18 January
<u>Sir Ian Gilmour</u>	FCO	Denmark, France	22 & 23 January
<u>Sir Ian Gilmour</u>	FCO	Ireland	21 January
<u>Sir Ian Gilmour</u>	FCO	W Germany	17 & 18 January
<u>Sir Ian Gilmour</u>	FCO	Belgium	14 & 15 January
<u>Sir Ian Gilmour</u>	FCO	Italy, Holland, Luxembourg	6-9 January
Mr Douglas Hurd	FCO	Bahrain, Doha, Abu Dhabi, Dubai	18-24 January
Mr Nicholas Ridley	FCO	USA	17-19 January
Mr Peter Blaker	FCO	Malaysia, Thailand, India	12-26 January
Mr Douglas Hurd	FCO	W Germany	11-13 January
Mr Peter Blaker	FCO	France	8 January
Mr Neil Marten	FCO	Tanzania, Malawi	18-26 January
<u>Sir Geoffrey Howe</u>	Tsy	Holland	8 January
<u>Sir Geoffrey Howe</u>	Tsy	Germany	20 January
<u>Mr John Nott</u>	DT	Tokyo, Hong Kong	18-31 January
Lord Trenchard	DI	W Germany	17-18 January
Mr J Wiggin	MAFF	W Germany	24-26 January
<u>Mr John Nott</u>	DI	Switzerland	7-9 February
Mr C E Parkinson	DT	Algeria	6-10 February
<u>Sir Keith Joseph</u>	DI	Denmark	14-16 February
<u>Lord Carrington</u>	FCO	W Germany	26 February
<u>Lord Carrington</u>	FCO	France	2-3 February
Earl of Mansfield	SO	USA	10-15 February
<u>Mr Peter Walker</u>	MAFF	Italy	12-13 February

MINISTER		COUNTRY VISITED	DATE/DURATION
Mr Neil Marten	FCO	Caribbean	21-27 February
Mr Geoffrey Pattie	MOD	Germany	6-10 February
<u>Mr Francis Pym</u>	MOD	W Germany	25-27 February
Mr M Marshall	DI	Paris	26-28 February
Mr Nicholas Ridley	FCO	Venezuela, Bogota Quito, Lima, La Paz, Rio de Janeiro	26 February- 14 March
<u>Mr Peter Walker</u>	MAFF	France	4-6 March
<u>Lord Carrington*</u>	FCO	Romania	12-14 March
<u>Lord Carrington</u>	FCO	Kuala Lumpur	7 March
Mr Douglas Hurd	FCO	Switzerland	17-18 March
Mr Douglas Hurd	FCO	Saudi Arabia, Yar, Kuwait	6-13 March
Mr Douglas Hurd	FCO	France	4 March
Mr Peter Blaker	FCO	France	28 March
Mr Peter Blaker	FCO	Kuala Lumpur	7 March
<u>Mr Peter Walker</u>	MAFF	France	10 March
Lord Ferrers	MAFF	France	4 March
Mr Geoffrey Pattie	MOD	Norway	16-19 March
Mr Barney Hayhoe	MOD	Germany (Berlin)	5-7 March
Mr Neil Marten	FCO	India, Sri Lanka, Nepal, Pakistan	19 March-3 April
<u>Mr Francis Pym</u>	MOD	China, Hong Kong	22 March-1 April
<u>Mr John Nott</u>	DT	Washington, USA	20-23 March
Mr C E Parkinson	DT	Leipzig, E Germany	10-12 March
Mr R Eyre	DT	Bahrain, Oman, Egypt	23 March-1 April
Mr D Mitchell	DI	Luxembourg	4 March
Mr M Marshall	DI	Sweden	12-13 March
Mr M Marshall	DI	W Germany	13-14 March
Sir George Young	DHSS	Switzerland	9 April
Sir George Young	DHSS	Norway	14 April

MINISTER		COUNTRY VISITED	DATE/DURATION
<u>Lord Carrington*</u>	FCO	Portugal	9-11 April
Lord Strathcona	MOD	Hong Kong	15-20 April
Mr Barney Hayhoe	MOD	Cyprus	8-11 April
Lord Mackay of Clashfern	LAD	Luxembourg	21-22 April
Lord Mackay of Clashfern	LAD	Barbados	25 April-7 May
Mr M Marshall	DI	Holland	9-10 April
Mr Barney Hayhoe	MOD	Belgium	21-23 May
Mr Geoffrey Pattie	MOD	Cyprus	27-30 May
Lord Mackay of Clashfern	LAD	Luxembourg	19-22 May
Lord Strathcona	MOD	USA	19-30 May
Mr Geoffrey Pattie	MOD	USA	13-20 June
<u>Mr Francis Pym</u>	MOD	Norway	5-6 June

SOURCE: Departmental returns  
to CSD, M1 Division

NOTE: Entries for Cabinet Ministers have been underlined.

\*Denotes those returns which specified that the Minister was  
accompanied by his wife.

Chuan — | —



EXTRACT FROM HANSARD

DATE ..... 24.11.77 .....  
VCL. .... 939 .....

Cols 827-828

Ministerial Visits Overseas

Mr. Arthur Lewis asked the Minister for the Civil Service, further to his Written Answer, *Official Report*, 9th November, column 97, whether he will publish in the *Official Report* a summary of the information supplied to the hon. Member for Newham, North-West in his letter of 1st November 1977, giving the total number of overseas visits by Ministers and their entourages, the number participating, the costs and as much additional information as may be readily available.

Mr. Charles R. Morris: A summary of the table, copies of which are available in the Library of the House, is given below:

SUMMARY OF MINISTERIAL OVERSEAS VISITS DURING THE YEAR ENDING 30 SEPTEMBER 1977

	Number of Visits	Number of Visits made by Ministers	Number of Accompanying Officials	Cost £
United Nations ...	7	8	45	48,720
EI-C ...	81	124	383	95,250
Diplomatic ...	39	45	196	158,430
Economic and Trade	22	24	98	50,120
Others ...	10	10	17	10,200
<b>Totals ...</b>	<b>159</b>	<b>211</b>	<b>739</b>	<b>362,720</b>

COL  
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CIVIL SERVICE  
Ministerial Travel

Mr. Arthur Lewis asked the Minister for the Civil Service whether he will publish in the *Official Report* a detailed list of overseas visits made by Ministers dur-

ing the Christmas Adjournment, the countries visited, the object of the visits, who accompanied the Minister and the cost involved.

Mr. Charles R. Myers: The information requested is set out in the table below:

Minister	Dates of visit	Countries visited	Object of visit	Minister accompanied by	Cost (rounded to nearest £10)
Minister of State, Foreign and Commonwealth Office.	12th-19th December.	U.S.A. Mexico. Panama. Argentina.	Anglo-Argentine talks.	6 Officials.	£18,250.
Minister of State, Foreign and Commonwealth Office.	19th-20th December.	Belgium.	EFC Council of Foreign Ministers.	1 Official.	£330 (of which £240 is reclaimable from the E.C.)
Secretary of State for Trade.	19th-21st December.	Belgium.	EFC Council of Foreign Ministers.	4 Officials.	£2,000 (estimated).
Parliamentary Under-Secretary of State for Transport.	20th-21st December.	Belgium.	EFC Council of Transport Ministers.	4 Officials.	£750.
Secretary of State for Defence.	2nd-9th January.	Italy.* Egypt. Jordan. Greece.	Official Visit.	1 Parliamentary Secretary. 3 Officials. 1 Other.	£10,000 (estimated).
Secretary of State for Prices and Consumer Protection.	3rd-5th January.	U.S.A.	Economic discussions.	3 Officials.	£3,160.
Under-Secretary of State for Trade.	3rd-5th January. 5th-10th January.	Greece. Israel.	Shipping and general trade matters. Aviation and general trade matters (at invitation of Israeli government).	1 Official. 2 Officials.	£1,600.
Prime Minister.	3rd-13th January.	Bangladesh. India. Pakistan. Egypt.	Official Visit.	1 Parliamentary Secretary. 16 Officials. 6 Others.	£60,000 (estimated).
Minister of State for Overseas Development.	4th-17th January.	Costa Rica. Venezuela. Guyana. Barbados. Jamaica.	Aid Talks.	3 Officials (4 for part of visit).	£7,760.
Parliamentary Under-Secretary of State for Health (Disablement).	7th-15th January. 15th-19th January.	Australia. Philippines.	Preliminary discussions with President of Rehabilitation International. Rehabilitation International Conference.	1 Other† plus 1 Official (15th-19th January only).	£3,200 (estimated).

\* Overnight stay only.

† At no cost to public funds.

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Written Answers

18 JANUARY 1978

Written Answers

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House of Commons - Hansard

HOUSE OF COMMONS - HANSARD  
COLS. 158 - 160

158 Minister (Overseas Visits)

Mr. Arthur Lewis asked the Minister for the Civil Service what has been the cost to public funds of visits to foreign countries undertaken by each of Her Majesty's Ministers between February 1977 and February 1978.

Mr. Charles R. Morris, pursuant to his reply [Official Report, 23rd March 1978; Vol. 946, c. 681], gave the following reply:

From records held centrally, it is estimated that the cost to public funds of overseas visits for the Minister leading each visit during the period February 1977 and February 1978 inclusive is as follows:

	£
<i>Agriculture, Fisheries and Food</i>	
Minister ... ..	54,000
Minister of State ... ..	250
Parliamentary Secretary ... ..	1,300
<i>Civil Service Department</i>	
Lord Privy Seal ... ..	1,400
<i>Defence</i>	
Secretary of State ... ..	57,350
Minister of State ... ..	10,150
Parliamentary Under-Secretary of State (RN) ... ..	9,750
Parliamentary Under-Secretary of State (A) ... ..	9,450
Parliamentary Under-Secretary of State (RAF) ... ..	4,900

159 Written Answers

<i>Duchy of Lancaster</i>	
Chancellor ... ..	250
<i>Education and Science</i>	
Secretary of State ... ..	250
Minister of State ... ..	3,750
Minister for the Arts ... ..	2,600
<i>Employment</i>	
Secretary of State ... ..	4,800
Minister of State ... ..	500
Joint Parliamentary Under-Secretary of State ... ..	4,950
<i>Energy</i>	
Secretary of State ... ..	17,150
Minister of State ... ..	16,100
Parliamentary Under-Secretary of State ... ..	7,650
Parliamentary Under-Secretary of State ... ..	5,900
<i>Environment</i>	
Secretary of State ... ..	3,350
Minister for Housing and Construction ... ..	1,200
Minister of State ... ..	4,050
Parliamentary Under-Secretary of State ... ..	300
Parliamentary Under-Secretary of State ... ..	200
<i>Foreign and Commonwealth Office</i>	
Secretary of State ... ..	207,450
Minister of State ... ..	11,450
Minister of State ... ..	11,300
Minister of State ... ..	63,850
Parliamentary Under-Secretary of State ... ..	4,350
Parliamentary Under-Secretary ... ..	3,800
<i>Health and Social Security</i>	
Secretary of State ... ..	12,250
Minister of State ... ..	250
Minister of State ... ..	3,000
Parliamentary Under-Secretary of State ... ..	11,900
Parliamentary Under-Secretary of State ... ..	3,750
<i>Home Office</i>	
Secretary of State ... ..	500
Minister of State ... ..	1,400
<i>Industry</i>	
Secretary of State ... ..	1,800
Minister of State ... ..	6,250
Minister of State ... ..	10,750
Parliamentary Under-Secretary of State ... ..	500
Parliamentary Under-Secretary of State ... ..	1,250
<i>Law Officers' Department</i>	
Attorney-General ... ..	2,700
Solicitor-General ... ..	350
<i>Lord Advocate's Department</i>	
Lord Advocate ... ..	1,550
Solicitor-General ... ..	250

19 APRIL 1978

Written Answers

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<i>Lord Chancellor's Department</i>	
Lord Chancellor ... ..	2,800
<i>Northern Ireland Office</i>	
Secretary of State ... ..	8,200
Minister of State ... ..	9,100
Parliamentary Under-Secretary of State ... ..	450
<i>Overseas Development</i>	
Minister for Overseas Development	35,500
Parliamentary Under-Secretary of State ... ..	10,000
<i>Prices and Consumer Protection</i>	
Secretary of State ... ..	11,300
Minister of State ... ..	6,850
Parliamentary Under-Secretary of State ... ..	1,550
<i>Prime Minister's Office</i>	
Prime Minister ... ..	90,000
<i>Privy Council Office</i>	
Minister of State ... ..	2,050
Parliamentary Secretary ... ..	450
<i>Scottish Office</i>	
Secretary of State ... ..	12,850
Minister of State ... ..	4,900
Parliamentary Under-Secretary of State ... ..	1,500
Parliamentary Under-Secretary of State ... ..	800
Parliamentary Under-Secretary of State ... ..	1,450
<i>Trade</i>	
Secretary of State ... ..	55,700
Parliamentary Under-Secretary of State ... ..	9,450
Parliamentary Under-Secretary of State ... ..	10,200
<i>Transport</i>	
Secretary of State ... ..	7,800
Parliamentary Under-Secretary of State ... ..	1,600
<i>Treasury</i>	
Chancellor ... ..	36,100
Chief Secretary ... ..	5,550
Financial Secretary ... ..	2,150
Minister of State ... ..	350
<i>Welsh Office</i>	
Secretary of State ... ..	2,250

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HOUSE OF COMMONS HANSARD

DATE 2.8.78

VOL 955

61336

**Ministers (Overseas Visits)**

**Mr. Arthur Lewis** asked the Minister for the Civil Service whether he will give, for the year 1974, the total number of overseas visits made by Ministers and their total costs and similar details for the year 1978.

**Mr. Charles R. Morris:** As I told my hon. Friend on 28th July 1977, records of ministerial visits overseas were not held centrally before August 1975. On 19th April 1978 I gave my hon. Friend details of the cost to public funds for each Minister leading visits overseas between February 1977 and February 1978. Since February 1978 my Department has been notified of some 25 further visits at an estimated cost of £39,800.

Mr. Arthur Lewis asked the Secretary of State for Foreign and Commonwealth Affairs if he will list the overseas visits made during the Christmas Adjournment by Ministers of the Crown, together with the reasons for such visits and the costs involved.

Mr. Charles R. Morris: I have been asked to reply.

The information is set out in the table below:

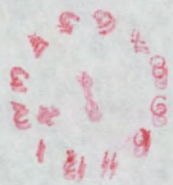
MINISTER	DATE OF VISIT	PLACE OF VISIT	OBJECT OF VISIT	COST £
Minister of Agriculture, Fisheries and Food	17th-20th December 1978	Brussels	EEC Council of Ministers	2,045
Minister of State for Foreign and Commonwealth Affairs.	17th-20th December 1978	Geneva	Falkland Islands talks	3,043
Minister of State for Foreign and Commonwealth Affairs.	19th December 1978	Brussels	EEC Council talks	517
Secretary of State for Energy	20th-21st December 1978	Brussels	EEC Energy Council	1,640
Minister of State for Energy	20th-21st December 1978	Brussels	EEC Energy Council	
Parliamentary Under Secretary of State for Energy.	20th-21st December 1978	Brussels	EEC Energy Council	
Minister of State for Foreign and Commonwealth Affairs.	21st December 1978	Brussels	Africa, Caribbean, Pacific, Lome	422
Secretary of State for Foreign and Commonwealth Affairs.	28th-29th December 1978	Algiers	Funeral of President	3,200
Minister for Overseas Development	2nd-13th January 1979	West Africa	Aid Negotiations	6,300
Secretary of State for Trade	2nd-11th January 1979	Singapore, Malaysia, Thailand	Trade talks	8,000
Secretary of State for Social Services	2nd-5th January 1979	United States of America	Inward investment	2,100 (estimate)
Minister for Disabled	2nd-13th January 1979	Hong Kong	Facilities for Disabled People	3,800 (estimate)
Parliamentary Under Secretary of State for the Army.	2nd-4th January 1979	Gibraltar	Visit to British Forces	3,040
Minister of State for Foreign and Commonwealth Affairs.	2nd-19th January 1979	Rio de Janiero	Falkland Island talks	4,000
Minister of State, Civil Service Department	3rd-5th January 1979	West Germany and Holland	Discussions on the recruitment and training of civil servants.	750 (estimate)
Minister of State for Foreign and Commonwealth Affairs.	3rd-9th January 1979	Yugoslavia and Lebanon	Bilateral talks	2,000
Minister of State for Defence	3rd-9th January 1979	Hong Kong	Visit to British Forces	8,930
Prime Minister	4th-8th January 1979	Guadeloupe	Four Power consultation official visit...	28,000
	9th January 1979	Barbados		
Parliamentary Under Secretary of State for the Royal Navy.	5th-15th January 1979	United States of America		
Minister of State for Energy	6th-8th January 1979	Los Angeles	Visit to United States Navy and Marine groups.	1,440
Minister of State for Energy	8th-15th January 1979	Mexico	Discussions with oil companies and offshore industry.	4,880
			Discussions with Mexican Government and industry re: co-operation of oil and nuclear matters.	
Minister of State for Industry	8th-13th January 1979	United States of America	Inward Investment	4,500
Secretary of State for Foreign and Commonwealth Affairs.	15th January 1979	Brussels	EEC Council of Foreign Ministers	1,059
Minister of State for Foreign and Commonwealth Affairs.	15th January 1979	Brussels	EEC Council of Foreign Ministers	

Written Answers

23 JANUARY 1979

Written Answers





11 JUL 1980

MR. PATTISON

*MP*

*Minister*

OVERSEAS VISITS BY MINISTERS' WIVES

I had a word with the Prime Minister about overseas visits by Ministers' wives at public expense in the light of her comments on the request from Mr. Howell and Mr. Luce to be allowed to take their wives with them overseas in September.

The Prime Minister does not wish to pursue the thought that, as a general rule, every Minister should be allowed to take his wife abroad once at public expense. We should therefore continue to treat applications from Ministers on their merits.

In Mrs. Howell's case the PM said that she should be allowed to go if there was a wives' programme for her to carry out but if not, not. You told me that there is no such programme; and this means that Mr. Howell cannot take her at public expense.

As regards Mrs. Luce, the Prime Minister agrees that Mr. Luce should pay his wife's fare from London to Johannesburg and back but that local travel should be at public expense.

*AWL.*

9 July 1980



Foreign and Commonwealth Office  
London SW1A 2AH

Telephone 01- 233 5037

Ma is 673

✓ MAF

Mrs Pat Neighbour 273 5247  
Civil Service Department  
Room 389  
Old Admiralty Building  
London

Your reference

Our reference

Date 2 July 1980

Dear Mrs Neighbour

MINISTERIAL TRAVEL

1. I enclose a copy of a letter dated 1 July from Mr Pattison asking for information about Ministerial travel. As your Department maintain the Central Record of Overseas Visits made by Ministers, I hope it will be possible for you to produce the details requested about overseas travel in the first six months of 1980 and a suitable comparative period, say 1978. Knowing how difficult it is to produce accurate lists of Ministerial visits, we would be glad to help check the list at draft stage if that would be helpful to you, as we get a certain amount of information through the Ministerial Visits Committee.
2. Could you contact Mr Pattison at No 10 so that he can tell you precisely how he would like the list to be presented.
3. This Department will produce the list of bids received so far for overseas visits during the rest of this year.

Yours sincerely

Brenda Chaplin

E B Chaplin (Miss)  
Protocol & Conference Department

→ cc: Mr M Pattison  
No 10 Downing St

Mr M Adams  
Private Office

Miss Gale



10 DOWNING STREET

From the Private Secretary

1 July 1980

BF 11-7-80

MINISTERIAL TRAVEL

As you know, the Foreign and Commonwealth Secretary had a word with the Prime Minister yesterday about the pattern of ministerial travel.

As a result of this conversation, the Prime Minister would like to see a breakdown of travel undertaken by Ministers in the first six months in 1980, and a comparative breakdown of a suitable period during a previous administration - the first six months of 1978 might be most appropriate. I think we need to differentiate between visits by Cabinet Ministers and visits by Junior Ministers: to treat separately brief visits for routine European Community meetings in Europe; and to take account of the frequency with which wives and PPS's have travelled under the current administration by comparison with their predecessors. The Prime Minister would also like to see a list of bids so far received for overseas visits in the remainder of this year.

I understand that Protocol and Conference Department should be able to put this together without too much difficulty. I would be happy to have a word with whoever will be preparing the lists if that would be helpful.

Could we have something from you by the end of next week?

M. A. PATTISON

Malcolm Adams, Esq.,  
Foreign and Commonwealth Office.

R.



10 DOWNING STREET

*From the Private Secretary*

13 June, 1980

Thank you for your letter of 9 June, with information about plans for Ministerial visits to Mexico.

The Prime Minister was grateful to see the programme now in hand, and is content with the plans you have in mind.

**M. A. PATTISON**

M C Adams, Esq  
Foreign and Commonwealth Office

JS



MA 9/1/80  
Foreign and Commonwealth Office

London SW1A 2AH

9 June 1980

Dear Mike,

Ministerial Visits to Mexico

You asked for a note about Ministerial visits to Mexico.

There were no visits from August last year, when Mr Ridley and Mr St John Stevas attended an Anglo-Mexican festival, until Sir Keith Joseph's visit on 3-5 June, which was essentially opportunistic since he was going to the United States anyway. We have a number of visits lined up for the summer. Lord Carrington hopes to go to Mexico as part of a wider tour on 5 - 8 August. Apart from Sir Keith's, this will be the first visit by a British Cabinet Minister since Mr Dell's as Secretary of State for Trade in August 1977. It will be the first time that a Foreign Secretary in office has visited Mexico for well over ten years. Mr Howell has tentative plans for a visit from 15 - 25 September and Mr Wiggin will go from 13 - 22 October, extending a visit to the West Coast of America. We initially expressed reservations about the last as it might have conflicted with a visit which Mr Nott was hoping to make but this has fallen by the wayside.

This year's programme reflects an increased interest in Mexico which we feel to be entirely warranted. Mexico's economy, primed by vast new oil discoveries as well as the exploitation of substantial other mineral resources, is set for considerable expansion and the opportunities for business are substantial. (Some measure of this may be gauged by the fact that Pemex, the state oil agency, has a total budget of around US\$25 million per day for the five years to mid 1982).

On the political side Mexico is emerging as a force to be reckoned with internationally. While it has strong economic ties with the United States and the West and in many ways its development is cast in a capitalistic mould, its ideological projection tends to be radical and is influenced by a need to dissociate itself from the United States. It is influential with the Third World but it is not immune from Western influence; and it currently occupies a seat in the Security Council.

For these reasons we are happy with the present programme of Ministerial visits which, without being excessive, will make up some leeway in the development of our own relations with Mexico and, we hope, give the prospects of British firms bidding for valuable contracts a needed boost.

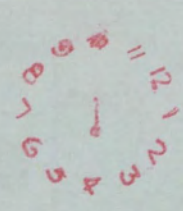
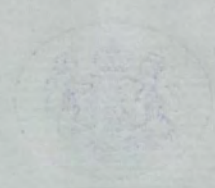
Yours Ever,

Malcolm Adams

(M C Adams)  
Private Secretary

Mike Pattison Esq  
10 Downing Street

OFFICE OF THE ATTORNEY GENERAL  
STATE OF TEXAS



69 (REV. 1980)

FILE

VLB

*Minister*

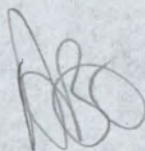
28 May 1980

I see that Ministers are now beginning to submit plans for summer holidays overseas.

The Prime Minister would be grateful if Lord Carrington could consider and authorise the holiday visits overseas for junior Ministers in the same way as he now does for official visits. We would like to see a copy of your letter giving approval so that we have a picture of Ministerial movements.

M A PATTISON

Malcolm Adams, Esq.,  
Foreign and Commonwealth Office.





E.R.

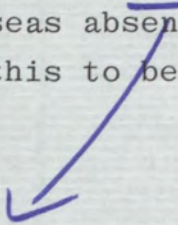
1.

PRIME MINISTER

We are now getting summer holiday bids.

In the case of Junior Ministers, are you content to leave it to Lord Carrington to give approval for overseas absences on holiday, or would you prefer this to be done by No. 10?

Yes



MAD

mt

27 May 1980

*Ministers*



**10 DOWNING STREET**

PRIME MINISTER

We have now written to Cabinet Ministers' offices about your wish to ensure that there can be "business as usual" in September.

Bids for holidays in August are beginning to come in. May we give your approval to these without submitting them to you individually?

*[Handwritten initials]* *[Handwritten initials]*

12 May 1980

*David Paul*

*To note* *[Handwritten initials]*

Minutes

EXTRACT FROM PRIME MINISTERS PERSONAL MINUTE  
(M 10/80) to S/S TRADE DATED 10 APRIL 1980

I am content not to be consulted about overseas visits by Ministers other than Cabinet Ministers, provided that such visits are approved by the Ministerial head of the department concerned, the Foreign and Commonwealth Secretary and the Chief Whip. I gather that at least one Department has introduced a cash limit on travel by Ministers; that is an example that others could well follow, to keep this expenditure in bounds. This change of procedure does not affect the requirement for my approval to be sought for official visits overseas by Ministers' spouses and by Parliamentary Private Secretaries (see paragraphs 54 and 55 of Questions of Procedure for Ministers (C(P)(79)1)).

Subject filed on  
Govt Mach: Promotion of  
efficiency and elimination  
of waste: PT6.

SECRET

Minutes  
/

Extract from meeting PM, M/s CSD, Sir Derek Rayner etc on  
31. 3. 80.

Waste in Government

The Prime Minister said that she had a good deal of sympathy for the points made in Mr. Nott's minute. In particular, she believed there was too much overlapping of functions between Departments. In some cases, staff in one Department seemed to be monitoring the work of other Departments quite unnecessarily; in other cases, for example as between ODA and FCO and as between the Departments of Industry and Trade, there seemed to be unnecessary duplication of work. She also agreed that the appointment of deputy chairmen of nationalised industries and public boards should not need to be cleared with her; nor should it be necessary for holidays and trips abroad by Junior Ministers to be cleared with No. 10. It would be right for Cabinet Ministers in future to be responsible for visits away from London by their Junior Ministers, though they would need to ensure that official visits were fully justified and that their Departments were always left with adequate Ministerial cover.

Subject file Rayner.  
Govt Mach - Pt 5.

SECRET

12 Downing Street,  
Whitehall,  
London, S.W.1

20  
/

*For information*

*With the Compliments*

*of the*

*Chief Whip*

~~MAP~~  
MS MS



Government Chief Whip

12 Downing Street, London SW1

For Information

ALL MINISTERS (COMMONS)

MINISTERS' VISITS

I feel I should warn colleagues that after Easter and for the remainder of the Session I expect there to be heavy whipping on later stages of Bills.

The number of visits abroad made by Ministers has steadily increased since we came into office. While not questioning the importance of these visits, there are some which could possibly be arranged during the Recess. Therefore, in order to avoid the inconvenience which is caused when Ministers are recalled from abroad, or their visits are cancelled at short notice, I hope that Ministers will, whenever possible, arrange overseas visits at times when Parliament is not in Session, in accordance with paragraph 41 of Questions of Procedure for Ministers.

13th March 1980.

David Paul noted DJF 3/3 1,

To note  
blanket  
approval



Ministers

MAP

10 DOWNING STREET

PRIME MINISTER

Easter Holidays

Mr. Heseltine intends to be in the Virgin Islands from 3-13 April. Sir Michael Havers wants to be in the South of France from 3-9 April.

1. Agree to these absences?
2. May I give your approval to other Recess absences without referring to you?

Yes  
MAP

27 February 1980

Subject file  
Pym Mini Ab

RESTRICTED

FL

LR



10 DOWNING STREET

*From the Private Secretary*

1 February 1980

The Prime Minister has seen a copy of your letter of 29 January to Brian Norbury, about the proposal that Mr. Pym should visit China in March to open the SBAC Exhibition in Shanghai. She has agreed to this visit but, as I mentioned to Ray Pringle earlier in the week, she is concerned that the present pattern of visits to China is unduly extravagant.

In addition to Mr. Pym, she has now agreed that Mr. Fowler, Dr. Vaughan, and Mrs. Chalker should go. If the Foreign and Commonwealth Secretary is also to go to China himself, I hope that you will give very careful thought to the justification for additional visits by Mr. Heseltine, Mr. Parkinson, Mr. Tebbit, and a DES Minister, all of whom were mentioned in Ray Pringle's letter to me of 25 January.

M. A. PATTISON

R M J Lyne Esq  
Foreign and Commonwealth Office.

RESTRICTED



*Minister*  
jfh


31 January 1980

I spoke to your office and to the Pairing Whip a few days ago about the Prime Minister's concern to ensure that Ministers travelling overseas were paired.

I have since explained to the Prime Minister that you have not been able to guarantee pairs on all occasions, but have felt able to carry a small drop in the Government vote if necessary. The Prime Minister has confirmed that she is content with such arrangements provided the Chief Whip is himself satisfied.

MA PATTISON

Murdo Maclean, Esq.,  
Chief Whip's Office.



PRIME MINISTER

c. Mr. Gow

Ministers' Overseas Visits

You have several times asked us to ensure that an absent Minister is paired.

The Chief Whip's Office tell me that they have not been able to guarantee pairs for all absent Ministers all the time. They have worked on the basis that the Government has a comfortable majority, and can therefore afford to see it reduced by one or two votes when the Ministers are abroad on duty if pairs are not readily obtainable.

The Chief Whip may already have raised this with you, following my talk with his office. If not, and if you are uneasy about this kind of arrangement, should we ask him to raise it with you at his next meeting?

*Paired or not.  
We will, however  
check with the Chief Whip.*

*MA*

30 January 1980



Foreign and Commonwealth Office

London SW1A 2AH

25 January 1980

Dear Mike,

## MINISTERIAL VISITS TO CHINA

You asked for a note on proposed Ministerial visits to China, together with any preliminary FCO views.

You will recall you accepted our suggestion that this Department should take the lead in coordinating the various proposals for Ministerial visits to China (my letter to you of 9 November). We subsequently convened an interdepartmental meeting to discuss the question, at which it was agreed that we should aim for a steady flow of Ministerial visits, and that with this objective all departments would keep the FCO informed of their plans.

I attach a checklist of current proposals. You will see that a number of these are still tentative. But they represent a substantial programme, and a notable increase on last year (when no Conservative Ministers visited China).

There is something of a bunching of Ministerial visits in March/April. This is to some degree inevitable given that there will be at least two, and possibly three, occasions at which Ministerial attendance would be desirable: the Medical Technology Exhibition (12-22 March), the SBAC exhibition (27 March-5 April) and possibly an inaugural British Airways flight to Peking. Unfortunately the dates for Mrs Chalker's proposed visit do not coincide with the dates for the Medical Technology Exhibition and I understand that the Department of Health and Social Security are proposing that this should be opened by Dr Gerard Vaughan.

It is important that the SBAC exhibition should be opened by a senior Government Minister. The Prime Minister was not content with the original proposal that Sir Keith Joseph should undertake this and the Foreign and Commonwealth Secretary is now considering a proposal that Mr Pym should visit China for the purpose.

Lord Carrington has endorsed the proposal for a visit by Mr Fowler in early April (my letter of 24 January). He has also suggested (Paul Lever's letter of 7 January) that the Prime Minister take up her invitation to visit China this year or, alternatively, that he should do so himself. I assume that the only period during which the Prime Minister might be able to contemplate a visit would be the Summer Recess.

Yours sincerely,  
Ray Pringle

(R E Pringle)

Mike Pattison Esq  
10 Downing Street

Society of  
British  
Aerospace  
Companies



## PROJECTED MINISTERIAL VISITS TO CHINA IN 1980

? Dr Gerard Vaughan, to open Medical Technology Exhibition (12-22 March)	9-17 March
? Mrs Lynda Chalker, as Vice President of Tory Reform Group	28 March- 13 April
? Mr Pym, to open SBAC Exhibition (27 March-5 April)	March/ April
? Mr Norman Tebbit, for inaugural British Airways flight to Peking	? April
? Mr Norman Fowler	? (around) 8-14 April
[Duke of Gloucester, leading British Consultants Bureau mission	21-28 April]
? Prime Minister (or Lord Carrington)	? Summer Recess

Possible visits by Mr Heseltine, Mr Parkinson and a Department of Education and Science Minister are also under consideration for later in the year



235 JAN 1980

91 8 7 6 5 4 3 2 1

CF.

For approval drafts, etc

1.  
Minister

MAP  
14/1

PRIME MINISTER

Travel proposals for your approval:

1. Hector Munro: to visit the USA from 15-22 February for the Winter Olympics;
2. Mr. Pym: holiday "abroad" 3-8 April - destination as yet undecided;
3. Sir Keith Joseph: California/New York or Chicago for speaking engagements and discussions on co-operation with US industry and inward investment, 27-30 May (Whitsun Recess).

MAP

11 January 1980

MS

PRIME MINISTER

You queried the arrangements under which Cabinet Ministers seek your permission to travel overseas, where this is for a routine European meeting.

It is necessary for us and the Cabinet Office to know of these travel arrangements, to ease the scheduling of meetings. The Minister's office write one letter of request, which comes here as well as to the Cabinet Office, the Foreign Office and the Whips Office. In future, I will respond once we know that the Foreign Office are content and that there are no major scheduling problems over Cabinet and committees, but I will not trouble you with the requests unless there is something unusual - e.g. proposal that a PPS or a wife should go, or an extravagant number of Ministers attending the same meeting.

MAP      Speed orb

5 December 1979

C.F. 7/11

To note that you can now let me have approval drafts when you first show me Cabinet Minister's EEC visits, subject only to FCO clearance.

MAP 7/11

Ministers!



10 DOWNING STREET

PRIME MINISTER

We are now getting bids for holiday trips abroad by Ministers during the Christmas Recess. May I take it that you would like to approve personally absences by Cabinet Ministers, but that you do not need to be troubled with Junior Ministers provided they have been cleared by their Secretary of State and the Foreign Secretary? I will, of course, include the latter in the usual weekly list of absences.

*Handwritten initials*

*MAD*

*David Paul*  
*To note*

27 November 1979

*MAD*

*i.e. we clear without reference to PM. MAD.*





Ministers  
copied to  
Sir K.J. Min A

10 DOWNING STREET

*From the Private Secretary*

22 November 1979

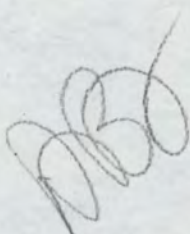
In your letter to me of 9 November, you indicated that several Ministers are interested in visits to China in 1980, some as a result of invitations issued by Premier Hua.

It would certainly be sensible to co-ordinate these various visits as far as possible. The Prime Minister would appreciate Lord Carrington's advice on a sensible pattern of visits, and I look forward to hearing the results of his consideration of various proposals through the ad hoc arrangements which you propose to put in hand.

I am sending a copy of this letter to William Austen (Government Whips' Office) and Martin Vile (Cabinet Office).

M. A. PATTISON

Ray Pringle, Esq.,  
Foreign and Commonwealth Office.



n.a

MAD

PRIME MINISTER

Ministers' Visits

1. Giles Shaw (Northern Ireland Office) proposes to spend a week in the USA, promoting Northern Ireland as an investment prospect, from next Monday.

2. Norman Lamont proposes to visit the USA from 3 - 6 December, for discussions on Energy. This will focus on an invitation from the Heritage Foundation to speak about UK energy policy. In addition to discussions with various people, he will visit Three Mile Island.

Agree to both these visits?

Yes out

Agree that you should continue to give personal approval for less routine visits, such as these, by Junior Ministers?

3. John Nott already has your permission to be in the Middle East from 23 - 28 November. As Cabinet has been brought forward to Wednesday, 28 November, he has asked whether you will agree to allow him to miss Cabinet. (You have already agreed to Mr. Howell's absence for similar reasons). Agree subject to any additions to the Agenda which would require his presence?

Yes out

MAD

n

21 November 1979



Ministers  
↓

10 DOWNING STREET

*From the Private Secretary*

15 November 1979

We spoke about a change we wish to introduce in the system for approving overseas visits. I attach a copy of a letter which is going to all Ministers' offices, explaining that the Prime Minister is delegating to the Foreign and Commonwealth Secretary the approval of short visits to Europe by junior Ministers.

As I told you, I would be grateful if you would keep a careful eye on the European meetings which are to be attended by Ministers from several Departments. This is the only area in which the Prime Minister has expressed any interest in respect of the sort of visits for which you will now be giving approval. If you have any doubts about particular cases, do of course speak to us about them before conveying the Foreign and Commonwealth Secretary's approval.

I am sending a copy of this letter to Willian Austen in the Chief Whip's Office, who will in future need to inform you if the Whips wish to object for Parliamentary reasons to a particular visit. As you know, the Whips' Office is not giving formal written approval at present, as part of our efforts to cut down the paperwork on overseas visits.

M. A. PATTISON

Ray Pringle, Esq.,  
Foreign and Commonwealth Office

DJG



10 DOWNING STREET

*From the Private Secretary*

15 November 1979

The Prime Minister was grateful for Mr. Nott's suggestion that approval for some junior Ministers overseas visits could be devolved. She agrees with this, and we will shortly be circulating instructions to allow certain brief visits to be undertaken without prior clearance from No. 10.

M. A. PATTISON

Stuart Hampson, Esq.,  
Department of Trade.

255

COVERING CONFIDENTIAL



*Mr Paterson  
I am content.*

10 DOWNING STREET

*Mr.  
15/11*

*From the Private Secretary*

MR. VILE

CABINET OFFICE

CABINET OFFICE
A 6295
15 NOV 1979
FILING INSTRUCTIONS
FILE No. ....

We spoke about Mr. Nott's suggestion for simplifying the procedure for clearing short visits overseas by Junior Ministers. As you know, the Prime Minister is attracted by Mr. Nott's suggestion.

Subject to your views, I would propose to promulgate the change by a circular letter as in the attached draft.

*MAJ*

14 November 1979

COVERING CONFIDENTIAL

file  
COVERING CONFIDENTIAL



10 DOWNING STREET

*From the Private Secretary*

MR. VILE

CABINET OFFICE

We spoke about Mr. Nott's suggestion for simplifying the procedure for clearing short visits overseas by Junior Ministers. As you know, the Prime Minister is attracted by Mr. Nott's suggestion.

Subject to your views, I would propose to promulgate the change by a circular letter as in the attached draft.

M. A. PATTISON

14 November 1979

COVERING CONFIDENTIAL KR

CONFIDENTIAL



10 DOWNING STREET

From the Private Secretary

14 November 1979

*Alan Martin,*

Overseas Visits by Junior Ministers

Paragraph 45 of "Questions of Procedure for Ministers" requires Junior Ministers to clear their visits overseas with the Prime Minister, the Foreign and Commonwealth Secretary and the Chief Whip, and to inform the Secretary of the Cabinet of their plans.

The Prime Minister has concluded that it is not necessary for all such visits to come to her personal attention. In future, paragraph 45 of "Questions of Procedure for Ministers" should be interpreted as follows.

Junior Ministers should first seek the approval of their Secretary of State for any proposed overseas visit. Where the visit is for a routine business meeting within Europe, and would involve an absence of no more than two nights, the Prime Minister is content to accept the Foreign and Commonwealth Secretary's judgement that the visit should go ahead. In these cases, the Minister's Private Office should therefore write to the Foreign and Commonwealth Secretary's Private Secretary seeking approval for his absence, copying his letter to the offices of the Chief Whip and the Secretary of the Cabinet. When the Foreign and Commonwealth Secretary gives his approval, his Private Secretary will record this in a letter to the Minister's office, the offices of the Chief Whip and the Secretary of the Cabinet and to No. 10.

In the case of visits which do not qualify as routine visits involving absences of no more than two nights, Junior Ministers should continue to seek clearance as in paragraph 44(1) of "Questions of Procedure for Ministers".

I am sending copies of this letter to the Private Secretaries to all Ministers, and to David Laughrin (Civil Service Department).

*Yours sincerely*

*Mike Pattison*

Martin Vile, Esq.,  
Cabinet Office

CONFIDENTIAL

PRIME MINISTER

John Nott suggests below that it is unnecessary for all Ministerial visits overseas to be cleared by No. 10. He considers that junior Ministers could make short overseas visits with the approval of their Secretary of State, subject to F.C.O. and Whips clearance. It would be possible to agree that junior Ministers could travel to routine meetings within Europe for absences of, say, no more than two nights, without your formal approval. The only occasions on which I have felt it unnecessary to draw your attention to such visits was when a number of Departments are sending Ministerial representatives to the same meetings - usually an EEC meeting. Other less routine visits by junior Ministers do sometimes require closer checking e.g. Mr. Lamont's recent visit to the USSR for an energy symposium.

In practice, the visits where one might allow delegated authority do not cause a great deal of unnecessary work. The Minister has to clear his lines with the F.C.O. and the Chief Whip, and we then clear with a routine letter.

It would be attractive to do away with this paperwork. But this takes up a minimum of staff time here, and you may therefore think that No. 10 should continue to be aware of all Ministerial absences. A change would not greatly reduce the paperwork but would limit the picture you get of the activities of all your colleagues.

Would you like us politely to decline Mr. Nott's suggestion?

*I agree with John Nott* *MAF*  
*am.*

13 November 1979





*From the Secretary of State*

PRIME MINISTER

MINISTERIAL VISITS OVERSEAS

I saw recently a letter which Norman Tebbit's Private Secretary sent to yours about Norman's 1-day visit to Brussels to attend a meeting of Eurocontrol (the European Organisation for the Safety of Air Navigation) on which he is our representative. I was surprised that it was necessary for him to seek your approval for a visit of this kind although my attention has been drawn to paragraph 45 of "Questions of Procedure for Ministers".

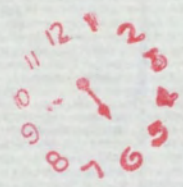
I can well understand the need for the Foreign Office and the Chief Whip's Office to be kept informed of visits by all Ministers, the former to ensure that our posts are able to carry out a co-ordinating role and the latter to avoid any Parliamentary problems. I can also understand the need to exercise financial discipline and avoid wasteful public expenditure. In the case of visits by Heads of Departments it is therefore appropriate that your approval should be sought. I do question, however, whether it is essential that you should be troubled with every request by a junior Minister for even a short official visit overseas. The advance approval of the Secretary of State concerned will in any case have been obtained. Is this possibly an area where we could set an example by cutting down on bureaucracy? - and paper.

I am copying this minute to Robert Armstrong and Ian Bancroft.

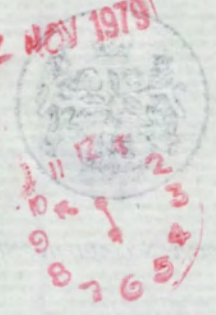
J. N.

Department of Trade  
November 1979

7 ✓ 1979



12 NOV 1979



CONFIDENTIAL

Minister

subject file  
Walker Min Ab



10 DOWNING STREET

*From the Private Secretary*

MR LAUGHRIN

I attach a copy of a letter I have sent to the Ministry of Agriculture. You may like to have this for your records, as it reinforces the line the Prime Minister has been taking in response to requests for Parliamentary Private Secretaries to travel overseas with Ministers at public expense. To date, she has only been prepared to agree this where arrangements can be made which do not increase the journey costs, or in the case of meetings which are essentially political, where a PPS can replace a Private Secretary.

M. A. PATTISON

6 November 1979

*K.P.S.*



10 DOWNING STREET

*From the Private Secretary*

6 November 1979

Thank you for your letter of 5 November, about the Minister of Agriculture's plans to attend the Council of Ministers (Agriculture) meeting in Brussels on 12/13 November.

The Prime Minister is content with the arrangements for Mr. Walker and Mr. Buchanan-Smith to attend, subject to Parliamentary and Government business.

The Prime Minister has also consider Mr. Walker's request to include his Parliamentary Private Secretary in the delegation. She has decided that she cannot agree to this on this occasion. If there is an occasion in the future when Mr. Walker travels to a similar meeting by RAF plane, she would consider the proposal to include his PPS, as there would be no additional charge to public funds for fares.

I am sending copies of this letter to Ray Pringle (Foreign and Commonwealth Office), Murdo Maclean (Chief Whip's Office) and Barry Hilton (Cabinet Office).

M. A. PATTISON

Miss R.A. Bratley  
Ministry of Agriculture, Fisheries and Food.

ministers

2

PRIME MINISTER

You asked about requests from Ministers for their wives to travel on public expense on overseas visits. I attach a list of the requests which we have received since May.

As you will see, your suspicions about the Ministry of Agriculture are well justified. In the particular case of Mr. Walker's trip to the Netherlands tomorrow, I understand that he has now decided that his wife should not accompany him. It has also become clear that only the return trip was to be by RAF aeroplane, and that - despite the impression which had been given earlier - the outward leg of the trip will be on a commercial flight. Mr. Walker was unwilling to meet the cost himself.

We will keep this list up to date.

A.S.

MS

19 September 1979

Ministers seeking Prime Minister's approval to be accompanied by their wives on official visits abroad, their expenses being met from public funds.

	M. Martin	Zambia + Zimbabwe	17 Sept - 4 Oct 1980	PM approved.
	R. Howe	S. Africa	15 Sept - 2 Oct 1980	only approved within S.A.
<u>FCO</u>	Sir I. Gilmour	Cyprus	19-23 Apr 1980	PM approved.
	N. Ridley	Latin America and the Caribbean	July 1979	PM approved
	Lord Carrington	USA	3-6 May 1980	PM app'd.
	P. Baker	Paris Air Show	13-14 June	PM did not approve
<u>Treasury</u>		Poland + Yugoslavia	18-25 Nov 79	PM approved.
	Sir G. Howe	Malta	25-28 September	PM approved
		Belgrade	28 Sept. - 5 October	PM approved
		Luxembourg	9-10 June	
<u>Energy</u>				
	D. Howell	USA	27 Sept. - 3 October	PM approved
		Mexico, USA + Venezuela	September 1980	PM refused.
<u>Defence</u>	B. Thompson	H. Kong	25 Sept - 10 Oct 80	
	K. Speed	USA	3-9 August 79	PM did not approve
		USA	5-15 Sept 80	PM approved.
<u>MAFF</u>				
	P. Walker	France	13-15 May	PM approved
	(PM + A.B. Smith)	Italy	3-5 June 1980	PM app'd.
		Latin America	21 October - 2 Nov.	PM approved, but visit later cancelled
		Netherlands	20 September	PM did not approve
		Dublin	26-28 September	PM did not approve but wives did not wish to go
	Lord Ferrers	Kenya and Sudan	22 Sept. - 4 October	PM did not approve
	J. Wiggins	Canada + Cologne	31 Aug - 11 Sept	PM did not approve
<u>Trade</u>				
	J. Nott	New Zealand, Australia and USA	13 Sept. - 4 October	PM approved
	Attorney General	Barbados	24 April - 5 May	PM approved.
	Scotland			
	K. Younger	Bonissel	3-4 Dec	PM, not approve



10 DOWNING STREET

From the Private Secretary

4 September 1979

B/F 10.9.79

tw

Ministers

Action taken on  
min. ab.

You will have seen a copy of Ros Bratley's letter to me of 31 August, seeking approval for the Minister of Agriculture and Mr. Buchanan-Smith, with wives, to travel to Dublin from 26 to 28 September.

The Prime Minister is not disposed to agree to such a large group travelling at public expense, but is prepared to consider precedents for such European meetings before she takes a final decision. Could you please let me know whether there are precedents for this level of attendance at public expense for similar meetings in the recent past.

I am sending a copy of this letter to Ros Bratley (Ministry of Agriculture, Fisheries and Food) and Barry Hilton (Cabinet Office).

M. A. PATTISON

Ray Pringle, Esq.,  
Foreign and Commonwealth Office.

lg

PRIME MINISTER.

1.

Agriculture want two wives to travel at public expense for one meeting Are you prepared to agree?



Ministry of Agriculture, Fisheries and Food  
Whitehall Place London SW1A 2HH

MAF  
31ix

From the Minister's Private Office

Mike Pattison Esq  
Private Secretary  
10 Downing Street  
London SW1

I should like further details of previous meeting.  
31 August 1979  
over the MAF

No department has asked for such a large party and 2 wives to public expense for a meeting

Dear Mike

I am writing to seek the Prime Minister's permission to my Minister visiting Ireland from 26-28 September. The visit is at the invitation of the Irish Government who are the present holders of the Presidency of the EEC Council of Ministers. As you will know it has become normal practice for the Presidential country to hold an informal Council to enable discussions to take place in a more relaxed atmosphere than is normally the case. It also gives an opportunity for each country to show something of its agricultural system.

that kind  
was  
formed  
—  
out.

The Minister will travel by schedule flights leaving for Ireland on the morning of 26 September and returning on the afternoon of 28 September. The invitation extends to the Minister of State (C), a private secretary and the Permanent Secretary and also to the Minister's wives. I should be grateful for permission for the travel costs for Mrs Walker and Mrs Buchanan-Smith being met from public funds.

I am copying this letter to Ray Pringle (FCO) Murdo Maclean (Government Chief Whip's Office) and Barry Hilton (Cabinet Office).

Yours ever  
R A Bratley

Miss R A Bratley  
Assistant Private Secretary



*Minister*



10 DOWNING STREET

Prime Minister

*See Mr Nott's  
Min' Ab.*

I have put to you separately a proposal that four Ministers should represent the UK at the EEC Council of Ministers on Tuesday 12 June.

You have now moved the Budget Cabinet to that morning. If you approve the visits it will mean that Messrs. Nott and Gilmour will miss Cabinet. This is obviously unavoidable for at least one and probably both for this particular meeting.

*✓ MAF*  
*I really think* *MAF*

*Mr. Nott should be at the*

*Budget speech & therefore  
at the Cabinet meeting*

7 June 1979

*and*

PRIME MINISTER

The attached letter sets out Mr. Lester's proposals for a summer visit to the USA financed by the US State Department.

He has not yet had clearance from the Whips or the FCO. But if you wished to instruct that Ministers should not travel under sponsorship of a foreign government (as in the cases of foreign corporations, in relation to Mr. St. John-Stevas' request earlier this week) I can make this known now, and therefore prevent further time being spent on clearing and planning this trip.

I believe Sir George Young wishes to take up a similar invitation, although he is now investigating ways of travelling within the American Government's International Visitor Programme, but with expenses met by the Department here.

Can you please say whether:

- i. you are prepared to permit Ministers to travel under any form of foreign financial sponsorship?
- ii. you are prepared to let Ministers travel under such programmes even if they refuse to accept finance from foreign sources?

1 June 1979

P.S.O.

MAD

This just initiates,

Little M.P. are backbench  
members - when their minds are  
available. On they go as junior  
of the U.S. Govt. changed through  
the Foreign Office. There is no  
hybrid animal.

Further - there will be various  
responsibilities for Ministers in the  
House at that time.

He cannot be a Minister or  
Junior M.P. The same applies to  
Sir George Young.

Art.

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PRIME MINISTER

✓ MAD

Ministers' Movements

I intend to put in your box each Friday a list of Ministerial absences overseas for the next seven days.  
Is the attached format convenient?

*in separate folder at back of file*

The Cabinet Office prepare a list of the exact whereabouts of all Ministers over the weekend. This also takes account of the likely timing of any journey, at home or abroad, which they may be making during the weekend. It gives telephone numbers for all available points. Our switchboard have a copy of this list. At the weekend, they can therefore either obtain any Minister by telephone, or tell you how soon they will be able to do so. In future, when you ask the switchboard to obtain a Minister whom they know to be overseas, they will ask you whether you would like to be put through to him overseas or whether you want to speak to someone else at home.

MAD

*Parlyson - the new movements look nice. as!*

1 June 1979

*CF to see + return*  
*MAD 28/5*  
*Minister*



10 DOWNING STREET

Prime Minister

You have agreed that I may give your approval to short business trips, and to holiday trips in the forthcoming recess, without reference to you provided that the Chief Whip and the Foreign Office are content.

I take it that you would like to see all visits which require an absence from Cabinet, and all longer overseas visits on business. I will also put to you any visits which look out of the ordinary, and of which you should therefore be aware before they are approved and publicised.

We are now beginning to get bids for summer holiday travel plans. Where these are likely to be in the recess and do not involve Cabinet Ministers, should I give your approval without further reference to you?

*MAD* *Yes please*  
*out.*

24 May 1979

FILE Ministers

DS



Albans

10 DOWNING STREET

*From the Private Secretary*

10 May 1979

*Dear Tony,*

David Holt has now left the Private Office here. Caroline Stephens, the Prime Minister's Personal Assistant, is now working from the Private Office, and she will keep the diary. I will handle Ministerial absences.

I am sending copies of this letter to Private Secretaries to all members of the Cabinet, Genie Flanagan (Transport), Murdo Maclean (Chief Whip's Office), Martin Vile (Cabinet Office) and David Laughrin (Civil Service Department).

*Yours ever*

*Mike Pattison*

Tony Butler, Esq.,  
Home Office.

