

Confidential Filing.

Reception Arrangements for
Official Visitors.

Guards of Honour in the
FCO Courtyard.

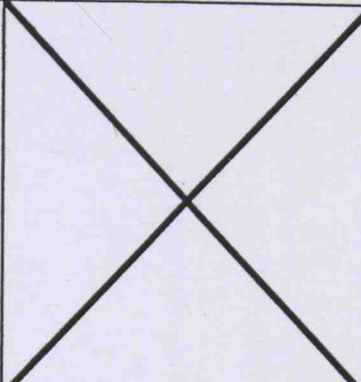
GOVERNMENT

HOSPITALITY.

January 1980

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
9.6.86							
11.11.86.							
6.5.87.							
19.5.87							
18.6.87							
22.6.87							
31.7.87							
6.10.87							
Jan 88							
11-8-88.							
PREM 19/2/89							

A The National Archives

DEPARTMENT/SERIES <i>MEM 19</i> PIECE/ITEM <i>2189</i> (one piece/item number)	Date and sign
Extract details: <i>Powell to Parker dated 11 August 1988</i>	
CLOSED UNDER FOI EXEMPTION	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<i>4/6/2016</i> <i>S. Gray</i>
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

Instructions for completion of Dummy Card

Use black or blue pen to complete form.

Use the card for one piece or for each extract removed from a different place within a piece.

Enter the department and series,
eg. HO 405, J 82.

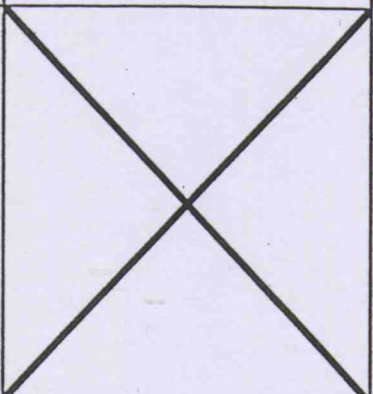
Enter the piece and item references, .
eg. 28, 1079, 84/1, 107/3

Enter extract details if it is an extract rather than a whole piece.
This should be an indication of what the extract is,
eg. Folio 28, Indictment 840079, E107, Letter dated 22/11/1995.
Do not enter details of why the extract is sensitive.

If closed under the FOI Act, enter the FOI exemption numbers applying to the closure, eg. 27(1), 40(2).

Sign and date next to the reason why the record is not available to the public ie. Closed under FOI exemption; Retained under section 3(4) of the Public Records Act 1958; Temporarily retained; Missing at transfer or Number not used.

A The National Archives

DEPARTMENT/SERIES <i>PREM 19</i> PIECE/ITEM <i>2189</i> (one piece/item number)	Date and sign
Extract details: <i>Powell to PM dated 10 August 1988</i>	
CLOSED UNDER FOI EXEMPTION	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<i>4/6/2016</i> <i>G. Gray</i>
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

Instructions for completion of Dummy Card

Use black or blue pen to complete form.

Use the card for one piece or for each extract removed from a different place within a piece.

Enter the department and series,
eg. HO 405, J 82.

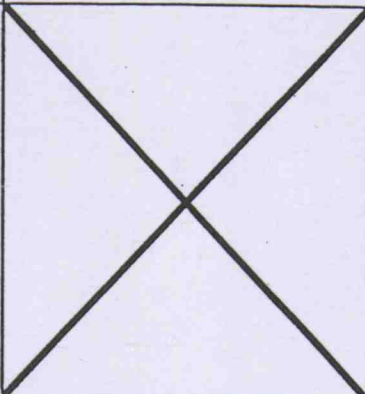
Enter the piece and item references, .
eg. 28, 1079, 84/1, 107/3

Enter extract details if it is an extract rather than a whole piece.
This should be an indication of what the extract is,
eg. Folio 28, Indictment 840079, E107, Letter dated 22/11/1995.
Do not enter details of why the extract is sensitive.

If closed under the FOI Act, enter the FOI exemption numbers applying to the closure, eg. 27(1), 40(2).

Sign and date next to the reason why the record is not available to the public ie. Closed under FOI exemption; Retained under section 3(4) of the Public Records Act 1958; Temporarily retained; Missing at transfer or Number not used.

A The National Archives

DEPARTMENT/SERIES <i>MEM 19</i> PIECE/ITEM <i>2189</i> (one piece/item number)	Date and sign
Extract details: <i>Wall to Wicks dated 29 July 1988</i>	
CLOSED UNDER FOI EXEMPTION	
RETAINED UNDER SECTION 3(4) OF THE PUBLIC RECORDS ACT 1958	
TEMPORARILY RETAINED	<i>4/6/2016</i> <i>S. Gray</i>
MISSING AT TRANSFER	
NUMBER NOT USED	
MISSING (TNA USE ONLY)	
DOCUMENT PUT IN PLACE (TNA USE ONLY)	

Instructions for completion of Dummy Card

Use black or blue pen to complete form.

Use the card for one piece or for each extract removed from a different place within a piece.

Enter the department and series,
eg. HO 405, J 82.

Enter the piece and item references, .
eg. 28, 1079, 84/1, 107/3

Enter extract details if it is an extract rather than a whole piece.
This should be an indication of what the extract is,
eg. Folio 28, Indictment 840079, E107, Letter dated 22/11/1995.
Do not enter details of why the extract is sensitive.

If closed under the FOI Act, enter the FOI exemption numbers applying to the closure, eg. 27(1), 40(2).

Sign and date next to the reason why the record is not available to the public ie. Closed under FOI exemption; Retained under section 3(4) of the Public Records Act 1958; Temporarily retained; Missing at transfer or Number not used.

GENERAL NOTICE

CF
Heathrow

Heathrow Airport Limited

Date: JANUARY 1988

GN/ 1 / 88

Subject: FACILITIES FOR VIPs AT HEATHROW AIRPORT

File: SF/01

1. SUMMARY

This Notice updates the information on facilities available for VIPs using Heathrow Airport and supersedes all earlier instructions; it is effective from 1 February 1988.

2. REASON

To advise Diplomatic Missions, Government Departments and certain Inter-Government Organisations of the system for booking the VIP Suites, including the Southside Suite.

3. ACTION

On request from Royal Households, Diplomatic Missions, Government Departments and certain Inter-Government Organisations, the use of a private suite will be authorised only for those who are listed at Appendix 'A'. It is not possible to reserve a VIP suite or lounge exclusively for any one person or group. The service includes the attendance of a HAL Special Facilities Officer and usually a representative of the appropriate airline. They will attend THIRTY MINUTES before an arrival flight and ONE HOUR before a departing flight to assist with all formalities, eg Customs and Immigration clearances, delivery of baggage etc. VIP's who have booked a Suite for their departure are strongly urged to arrive at the Airport no later than 1 hour prior to the scheduled time of departure of the aircraft due to the time required to clear the Security checks and pre-flight procedures. VIP's arriving after this time run a risk of missing their flight or causing inconvenience to other passengers.

The VIP suites are:-

Hounslow Suite - serving Terminals 1 and 2

Hillingdon Suite - serving Terminal 3

/Spelthorne Suite

- Spelthorne Suite - serving Terminal 4
- Southside Suite - used for special VIP aircraft only, including those of the Queen's Flight

In normal circumstances the VIP suite allocated will be that situated in the Terminal from which the Airline being used operates.

4. APPLICATIONS FOR VIP FACILITIES

The list of persons entitled to VIP facilities has been drawn up by the the Foreign and Commonwealth Office. Authorisation for any person not listed can only be granted by the Foreign and Commonwealth Office, Protocol Department (Telephone 210 6798 or 210 6368)

Applications for bookings should be made either by telephone on 01-745 7171, or telex 934892 BAA LHR or in a letter addressed to the Manager, Special Facilities, Heathrow Airport Limited, D'Albiac House, Heathrow Airport - London, Hounslow, Middlesex TW6 1JH. Bookings for the VIP Suites must be made as far in advance as possible and NOT LATER THAN 1600 HOURS ON THE DAY PRIOR TO TRAVEL. VIP SERVICE MAY NOT BE POSSIBLE FOR BOOKINGS MADE AFTER THIS TIME.

VIP Suite Booking Times

<u>Time</u>	<u>Day</u>	<u>Location</u>
0800-1600 hours	Monday to Friday	Special Facilities Admin Office
1600-2300 hours	Monday to Friday	*Special Facilities Office in VIP Suite
2300-0600 hours	Nightly throughout year	Answering Machine
0600-0800 hours	Daily throughout year	*Special Facilities Office in VIP Suite
0600-2300 hours	Weekends & Public Holidays	*Special Facilities Office in VIP Suite

*Answering machine may be in use.

The following information is required:-

- (a) Name and Status of VIP.
- (b) 1. Date and day of travel, flight number and time of flight arrival or departure.

2. For private aircraft, the registration number/letters, point of origin/destination and Handling Agent whose responsibility it is to obtain operating permission for the aircraft.
 - (c) PRECISE NUMBERS of other passengers travelling with the VIP. A maximum of nine will be permitted to accompany the VIP through the Suite.
 - (d) Names and designations of any dignitary meeting/seeing off the VIP.
 - (e) Office, telephone number and name of person making the booking.

The person receiving the booking will then:-

- (a) Check the flight details.
- (b) Provide a reference number for the booking which should be noted and recorded by the person making the booking.
- (c) Allocate the VIP suite.
- (d) Record and display on BASIS VDU screens.

5. VEHICLES FOR VIPs

- (a) Departments and Missions must restrict vehicles at VIP Suites to the minimum number required to transport the VIP party (and their baggage) and for those Mission staff who are strictly necessary at the VIPs arrival/departure.
- (b) Registration number, make and model of each vehicle, the names of the drivers (and the names and designations of any passengers in the car(s)) must be notified not less than six hours in advance to Heathrow Airport Limited's Security Department, Access Control on 01-745 7518 during normal office hours and on 01-745 4112 at other times.
- (c) Vehicle drivers delivering or collecting VIPs must only use the approved routes shown in Appendix 'B'.
- (d) Vehicles must always be led by Special Facilities Officers for other journeys in the operational areas.
- (e) Drivers should comply with the instructions of Special Facilities Officer or Police when parking outside the VIP Suites.

/(f)

- (f) All road accidents in Airside operational areas must be reported to the PBX and Police in accordance with Operational Safety Instructions 10/87.

6. ACCESS TO VIP SUITES

- (a) Access to VIP Suites is gained through the manned Control Posts shown in Appendices 'B'.
- (b) Entry and exit will be permitted only to the VIPs and up to nine accompanying passengers.
- (c) DEPARTURE/ARRIVAL. The NAMES AND DESIGNATIONS OF THE PRINCIPAL AND THOSE ACCOMPANYING HIM/HER to, or through, the VIP Suite on departure or on arrival, must be notified not less than six hours in advance, to Heathrow Airport Limited's Security Department, Access Control on 01-745 7518 during normal working hours and on 01-745 4112 at other times.
- (d) Members of the VIP's party including drivers and vehicles not identified as set out in para 5(b) above will be refused access to the VIP Suites.
- (e) Only those staff of London Missions who are in possession of airport 'D' Passes together with the blue FCO identification (and Protocol Officers bearing Heathrow Airport Limited's identification documents) will be permitted to proceed beyond the Security Checkpoints to the specific VIP Suite which the Mission has booked in advance for its VIP.
- (f) Members and officers of HM Government who wish to attend the Suites either as travellers or on business will only be admitted on production of their VIP booking reference number and their departmental identification document.
- (g) Similar details of passengers, drivers and vehicles are required from HM Government departments as those required from Diplomatic Missions. Failure to supply these will result in refused access.

7. REFRESHMENTS

Tea, coffee and biscuits are provided free for VIP parties at suites serving Terminals 1, 2, 3 and 4. At the Southside Suite, all types of catering must be reserved and paid for separately by the organisation hosting the VIP guest. Orders to purchase alcoholic or soft drinks and sandwiches may be placed by telephoning catering concessionaires in the appropriate terminals shown below, giving details of flights, times and the intended method of payment.

/Terminals

<u>Terminals 1 and 2</u>	-	Service Partner Restaurants telephone 01-745 4901 or 01-745 4909
<u>Terminal 3</u>	-	Trusthouse Forte Airport Services telephone 01-745 4272
<u>Terminal 4</u>	-	Marriott Catering telephone 01-759 3411
<u>Southside</u>	-	To order all types of refreshment: Trusthouse Forte Airport Services telephone 01-745 4272

8. RECEPTIONS AND FAREWELLS

Those meeting or seeing off a VIP should arrive at the appropriate VIP suite TWENTY MINUTES before the expected time of the flight. Apart from the maximum of nine passengers accompanying the VIP through the VIP suite, a maximum of seven persons per Diplomatic Mission can attend by using 'D' passes in support of their identification document provided by the Foreign and Commonwealth Office. For the first arrival or last departure of Heads of Missions accredited in London, up to ten persons will be allowed to attend by arrangement with the Protocol Department of the Foreign and Commonwealth Office, who will notify the Special Facilities Section.

Greetings and farewells should be completed in or at the entrances to VIP suites. Escorting VIPs to or from aircraft is restricted to Representatives of HM The Queen and/or the Secretary of State's Representative and Head or Acting Heads of Diplomatic Missions.

9. SECURITY AND CLEARANCES

VIPs and accompanying passengers are subject to examinations by HM Customs and Excise and HM Immigration. All passengers may be required to undergo such examinations and must comply with arrangements usually co-ordinated by HAL Special Facilities Officers. Applications for waivers to grant immunity must be made through the Foreign and Commonwealth Office.

Importation into the United Kingdom of firearms, ammunition and explosives is prohibited by law and all such articles must be surrendered immediately upon arrival to HM Customs and Excise. The articles will be handed back upon departure from the United Kingdom. The prohibition applies to all passengers including VIPs.

/Searches

Searches of all intending passengers and their baggage (with the exception of those persons exempt from pre-board searching as advised by the Department of Transport) will be conducted in the areas set aside for this purpose in the VIP Suites. Any passengers (except exempted persons) refusing to be searched may not be permitted to board aircraft on scheduled flights.

10. PRESS/TELEVISION INTERVIEWS, FILMING, PHOTOGRAPHY

Three Press and Television interview rooms are available - one in the Queens Building between Terminals 1 and 2 - one next to the Hillingdon VIP Suite in Terminal 3 and the third next to the Spelthorne Suite in Terminal 4. Filming and photography is not permitted inside the VIP suites but is unrestricted on the forecourts. Short interviews with a maximum of three reporters can be arranged in a Suite at the request of a VIP after completion of clearances by HM Customs and Excise and HM Immigration. Questions on Press matters should be referred to the HAL Senior Public Relations Officer on 01-745 7224.

11. "HELP THROUGH" FACILITIES

Staff from Diplomatic Missions in London who hold 'D' passes and blue Diplomatic Cards may give "help throughs" to non-VIP passengers in the terminals. They can escort such a passenger to or from a gate but must use Airport staff channels themselves while the passenger proceeds alone through HM Immigration examination points and outbound security checks. No booking is required as private suites are not provided. Diplomatic Mission staff should make their own arrangements for surface transport using public car parks and can check gate numbers for arriving aircraft with HAL staff in the terminals. It is strongly recommended that Mission staff undertaking "help throughs" notify the airline concerned that they will be carrying out this operation.

12. SOUTHSIDE VIP SUITE

Bookings for Southside Suite may only be authorised by the Manager Special Facilities as it is necessary to restrict the facility to one VIP party at a time.

The Suite is in a remote location so arrangements for the opening of the entrance gates and the building, HM Customs, HM Immigration attendance, and the provision of catering has to be made in advance. An absolute minimum limit of 24 hours advance notice will be required.

/The ...

The aircraft parking apron associated with the Suite is capable of accommodating aeroplanes up to and including Boeing 747 aircraft size but VIP groups should not number more than 20 persons. The building has insufficient space and facilities for larger groups. When parties in excess of 20 persons wish to use the VIP Suite it may be necessary to transport by coach the less important people in the group to one of the main Terminal Buildings for clearance by HM Customs and HM Immigration.

12.1 Vehicle Access

On almost all occasions the Metropolitan Police will open and maintain control of vehicles and persons gaining access to the Suite by the main entry gate. It is therefore essential that vehicle registration numbers, make and model details, together with the names of drivers and passengers, are given in advance to the Metropolitan Police, on those rare occasions when the Metropolitan Police are not manning the gate they will pass on the vehicle and occupants details to HAL Security for their action. This information will be accepted in the Police Station Security Section on telephone (01)897 7426. Failure to provide these details within the required timescale may result in a refusal or delay to those wishing to be admitted.

In the interests of security it may be necessary to insist that a person from the appropriate Diplomatic Mission or Government Department be delegated the role of assisting the Police Officers or HAL staff to identify vehicles and persons at the entrance gates.

12.2 Restriction of Access to the Suite

Only those persons who have a need to be in the VIP Suite during the progress of a VIP movement will be admitted. Vehicle drivers and other non authorised persons will be expected to remain in vehicles.

12.3 Times

The entrance gates are usually opened and manned 1 hour before an arrival or departure of a VIP movement. If baggage has to be delivered earlier than this time arrangements can be made for entry via Control Post 10 by giving vehicle and driver details to HAL Security on (01) 745 4112 the sponsor should also arrange with the appropriate airline/handling agent to have an escort car available.

12.4 Suite Access

The Southside VIP Suite is usually opened 2 hours before a movement. Keys for the Suite are only held by:-

- HAL General Services Section, Extn 7716
- HAL Manager Special Facilities, Extn 7146
- HAL Airport Duty Manager, Extn 7229

13. QUESTIONS

Any questions about this General Notice should be referred to:-

Manager Special Facilities
Heathrow Airport Limited
D'Albiac House
Heathrow Airport - London
Hounslow, Middlesex
TW6 1JH
Telephone 01-745 7146

14. Director's Notice DN/9/86 dated 27 October 1986, is hereby cancelled.

Alan C. Tricker

For and on behalf of
Managing Director
Heathrow Airport Limited

APPENDICES

- Appendix 'A' - List of persons entitled to VIP facilities
Appendix 'B' - Plan with location of VIP suites in the
Central Area, Terminal 4 and Southside

DISTRIBUTION

Internal

Lists 1-5

Resident Director THFAS (2 copies)

Resident Director Service Partners Restaurants

Resident Director Marriotts Catering

External

Heads of Diplomatic Missions in London as per Diplomatic List

The Secretary, all Government Departments

Protocol Department, Foreign and Commonwealth Office (6 copies)

Inter-Governmental Organisations

Corporate Office

External Relations

RECEIVED
CROXLEY

UK (DOMESTIC) LIST

VIP facilities are available on request for persons of the following status who are travelling by air:-

Notes
Applicable

- | | | |
|-----|--|---|
| 1. | Members of the British Royal Family | |
| 2. | The Prime Minister and ex-Prime Ministers of the United Kingdom and of Northern Ireland | |
| 3. | HM Ministers | 1 |
| 4. | British Ambassadors, High Commissioners and Governors | 2 |
| 5. | Heads of British Defence Services, Members of the United Kingdom Defence Council | |
| 6. | Speaker of the House of Commons | |
| 7. | Leaders of Political Parties represented in the United Kingdom Parliament | 3 |
| 8. | Permanent Secretaries of HM Government Departments | |
| 9. | Governor of the Bank of England | |
| 10. | Leader of the UK Parliamentary Delegation to the Council of Europe | |
| 11. | Lord Chief Justice, Master of the Rolls
Scottish Judges: Lord President of the Court of Session:
Lord Justice Clerk | |
| 12. | Archbishops of Canterbury and Westminster,
Moderator of the Church of Scotland,
Chief Rabbi of the United Kingdom and the
General of the Salvation Army | |
| 13. | Lord Mayor of London | |
| 14. | Chairman of Surrey County Council | |
| 15. | Mayors of Hillingdon, Hounslow and Spelthorne | 4 |
| 16. | Lord Lieutenant of Greater London | |

NOTES to Appendix 'A'

NOTE 1

Her Majesty's Ministers including both senior and junior Ministers and Government Whips in the House of Commons and the House of Lords.

NOTE 2

On first departure and last return to UK only.

NOTE 3

These are currently, in addition to the Prime Minister:

Labour
Social Democratic
Liberal
United Ulster Unionist
Scottish Nationalist
Plaid Cymru

NOTE 4

Heathrow Airport only.

FOREIGN AND COMMONWEALTH LIST

VIP facilities are available on request for persons of the following status who are travelling by air:-

	<u>Notes Applicable</u>
1. Members of Foreign and Commonwealth Royal Families	
2. Presidents and other Heads of State	1
3. Foreign and Commonwealth Prime Ministers	
4. Governors - General	1
5. Governors of Australian States and Lieutenant-Governors of Canadian Provinces	
6. Ambassadors and Charges d'Affaires, High Commissioners and Acting High Commissioners of Foreign and Commonwealth Diplomatic Missions in London	1
7. Commonwealth Ambassadors and High Commissioners to Third countries.	
8. Senior Ministers of Foreign and Commonwealth countries (ie Ministers who are in the Cabinet or are of equivalent status and who are Head of any Government Department with which they may be associated)	
9. Premiers of Dependencies, Australian States, Canadian Provinces and Governors of the States of the Federal Republic of Nigeria	
10. Agents-General of Australian States and Canadian Provinces	2
11. Heads of Foreign and Commonwealth Defence Services	
12. Speakers (or that person exercising the role of Chairman in a national parliamentary body)	
13. Chief Justices (or the occupant of the highest judicial office in each country)	
14. Governors of Foreign and Commonwealth Central Banks	

FOREIGN AND COMMONWEALTH LIST (cont'd)

Notes
Applicable

- | | | |
|-----|---|---|
| 15. | Commonwealth Secretary-General and Deputy Secretaries-General | 1 |
| 16. | a. Secretary-General of the International Maritime Organisation and the Secretary-General of the Western European Union | 1 |
| | b. Secretaries-General of: NATO; the United Nations; the Organisation for Economic Co-operation and Development; the Council of Europe; the European Communities Commission; the Arab League; the African, Caribbean and Pacific Group of the Lome Convention | |
| 17. | Chairman of NATO Military Committee | |
| 18. | President, Vice President and Commissioners of the European Communities | |
| 19. | President of European Parliament | |
| 20. | President of the Council of Europe Parliamentary Assembly | |
| 21. | President of EC Economic and Social Committee | |
| 22. | President and Judges of the International and European Courts of Justice | |
| 23. | Important Guests of HM Government | |

NOTES



NOTE 1

Spouses when travelling alone will have VIP status.

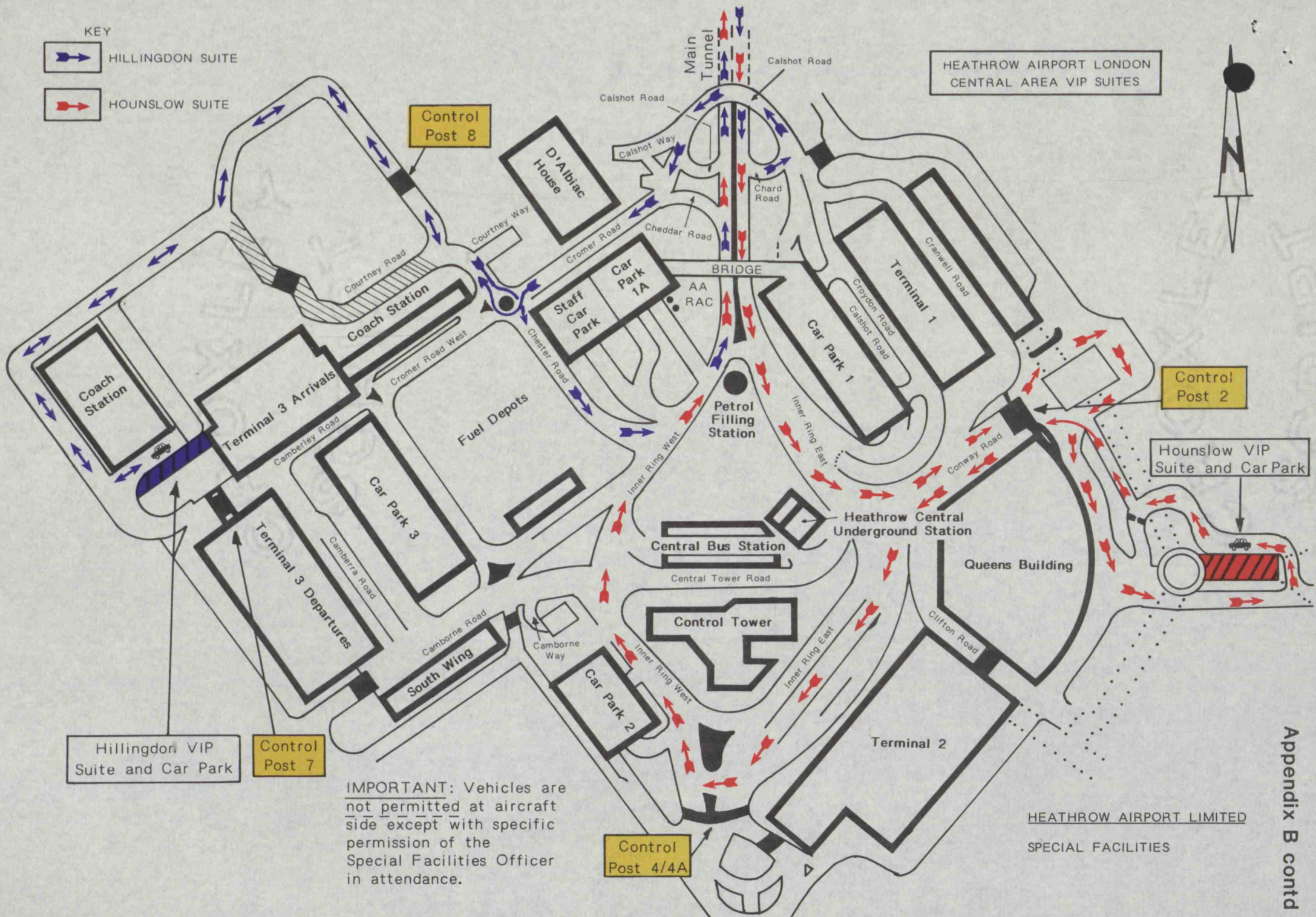
NOTE 2

First arrival and last departure from UK only.

KEY

-  HILLINGDON SUITE
-  HOUNSLOW SUITE

HEATHROW AIRPORT LONDON
CENTRAL AREA VIP SUITES



Hillingdon VIP Suite and Car Park

Control Post 7

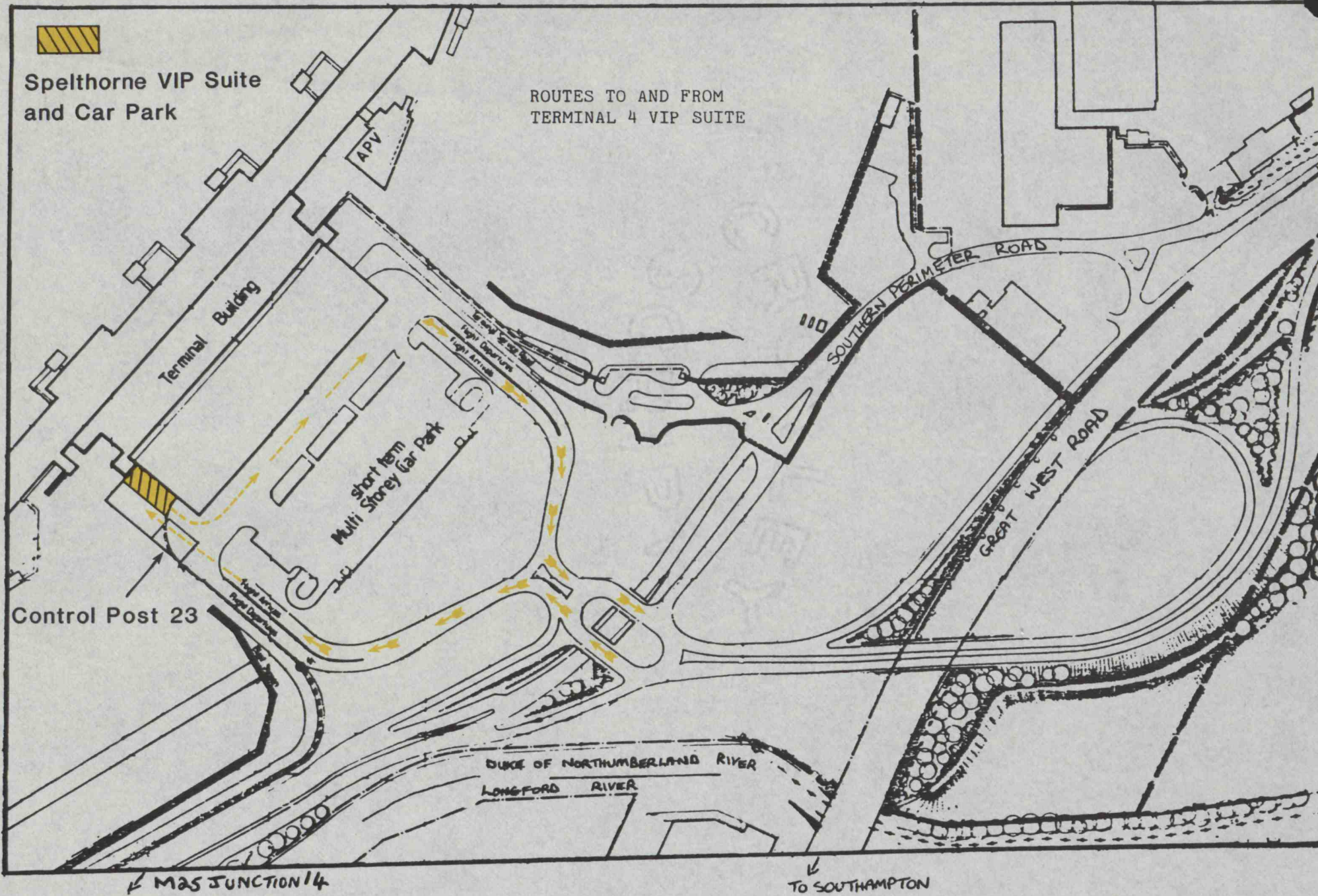
IMPORTANT: Vehicles are not permitted at aircraft side except with specific permission of the Special Facilities Officer in attendance.

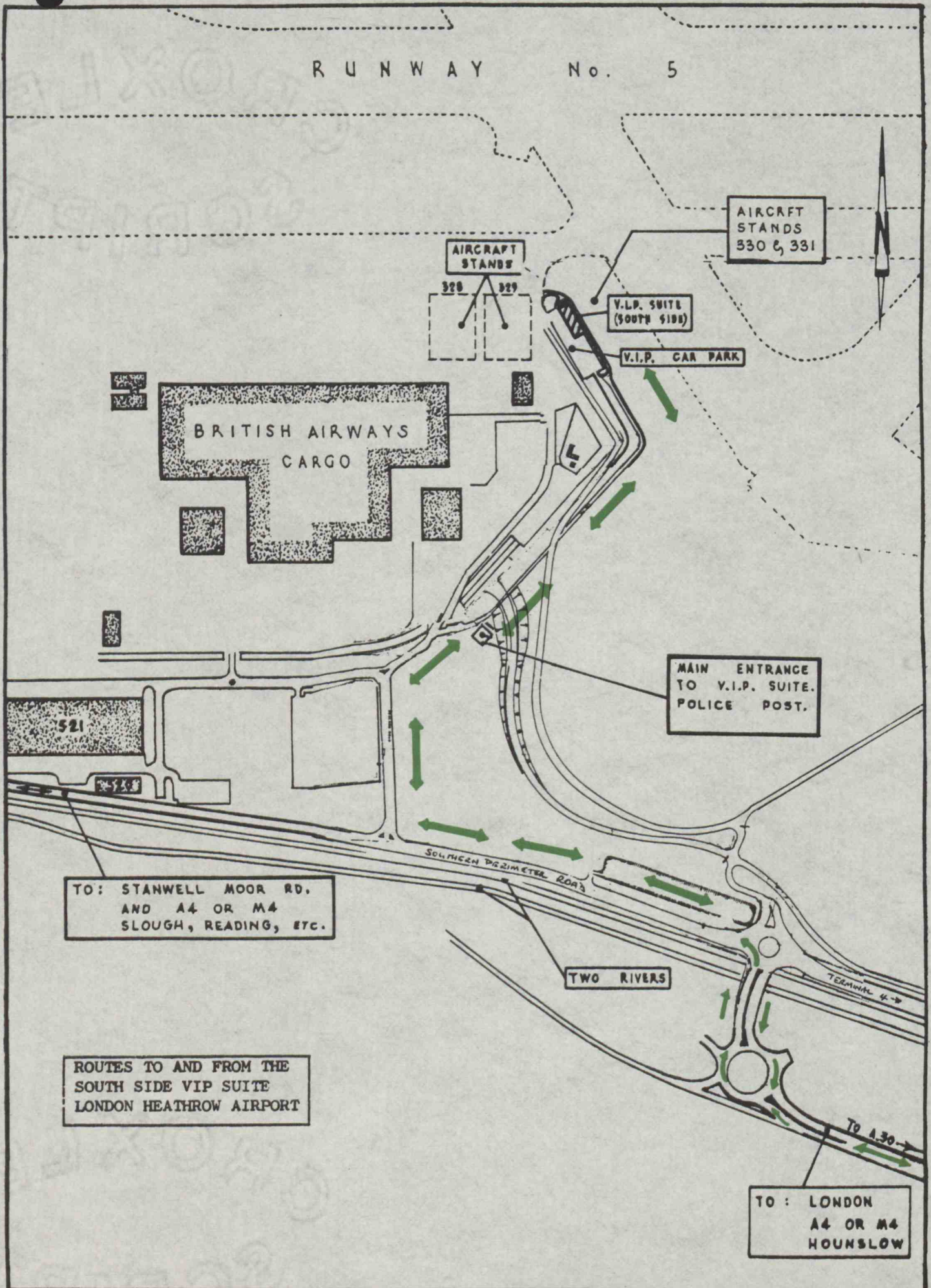
Control Post 4/4A

Control Post 2

Hounslow VIP Suite and Car Park

HEATHROW AIRPORT LIMITED
SPECIAL FACILITIES







Foreign and Commonwealth Office

London SW1A 2AH

6 October 1987

Dear Charles

top enc.

CDP/ck.

Proposed new VIP suite at Heathrow Airport, Southside

I am sorry that you have not previously received a reply to your letter of 31 July.

The Foreign Secretary wrote to the Chairman of BAA on 2 September to convey our agreement that construction of the new VIP Suite should proceed. He explained the Prime Minister's views. He asked to be kept informed of progress and to see any designs and plans, so that he could pass on details to the Prime Minister.

As you requested, we will keep the Prime Minister in touch with developments.

I am copying this letter to the Private Secretary in the Department of Transport.

Yours ever

(R N Culshaw)
Private Secretary

C D Powell Esq
PS/No 10 Downing Street



10 DOWNING STREET
LONDON SW1A 2AA

31 July 1987

From the Private Secretary

PROPOSED NEW VIP SUITE AT HEATHROW AIRPORT

Thank you for your letter of 30 July about the proposed new VIP Suite at Heathrow Southside. I have shown the description and the plans to the Prime Minister. Her only comment concerns the furnishing of the two reception lounges. She would like these to be a showpiece for good British design in the field of furniture, carpets and textiles and believes that we should approach people of the reputation of Mr. Makepeace and Viscount Linley, and ask them to submit proposals. She would like to be kept closely informed of how this develops and would like to see any designs or plans submitted. I should be grateful if you could arrange this.

I am returning the various documents.

I am copying this letter to Roy Griffins (Department of Transport).

(CHARLES POWELL)

R. N. Culshaw, Esq., MVO,
Foreign and Commonwealth Office.

dg



Foreign and Commonwealth Office

London SW1A 2AH

30 July 1987

Prime Minister

Dear Charles

I am putting the photograph & floor plan up in the file, for you to see. They do not reveal much.

Proposed New VIP Suite at Heathrow Airport

As you know, a new VIP Suite at Southside has been planned for some considerable time. A note setting out the history of the project is attached. Plans have now reached the stage at which the Foreign Secretary thinks it would be appropriate to inform the Prime Minister about the progress of the project.

A brief description of the proposed new building and of the facilities it is designed to provide is attached. A photograph of the maquette produced by the architect accompanies this, together with the plans. The building has been designed to high standards in the light of the recommendations of an Interdepartmental Committee. Careful account has been taken of the security requirements. There is provision for those not exempted from customs and immigration formalities to be processed separately from their principals. The new building will include an area and facilities for use by the press. There will be adequate parking for official and private vehicles.

Sir Geoffrey Howe has been in touch with the architect and the Chairman of the British Airports Authority about certain aspects of the original design. Modifications have been made to take account of suggestions he put forward to improve the design layout, the landside access and the parking facilities. Sir Geoffrey Howe believes that in its present form the proposed new building will be a great improvement over its predecessor. In his view it will meet the security and representational requirements well.

The British Airports Authority estimate the cost of the new Suite as £1.86 million. The FCO has agreed to pay half the capital cost in the form of depreciation over the 40 year notional life of the building. The total depreciation will be some £46,000 per year of which the charge to the FCO in the first year will be £23,000. In future years it will increase to take account of the new current replacement value which will be recalculated every 5 years and index-linked in years

/between.

do not reveal much.
Do you feel strongly?
COP 30/7
No - me



between. The existing building has a book value of zero and no depreciation is currently payable. The new building will of course be much larger. The annual running cost will increase by approximately £40,000 from £70,000 to £110,000.

British Airports Authority estimate that the new building will take some 22 months to build from the moment they are given the green light to proceed. They are naturally anxious to make a start soon. They have told us they will do all they can to minimise any inconvenience that may arise from the fact that the new site adjoins that of the present VIP building at Southside. Wooden screens would be erected while construction work at the new site is in progress.

I am copying this letter and enclosures* to Roy Griffins (Department of Transport).

Yours ever

A handwritten signature in blue ink, appearing to read 'R N Culshaw', with a long, sweeping flourish extending to the right.

(R N Culshaw)
Private Secretary

C D Powell Esq
PS/10 Downing Street

(*except maquette and plans)

PROPOSED NEW VIP SUITE, HEATHROW SOUTHSIDE

DESCRIPTION AND FACILITIES

A single story building of 580 square metres (cf existing building 206 square metres) located adjacent to the present building. It will contain two reception lounges each of 74 square metres, a central link area and separate rooms for the press, for customs and for immigration procedures. There will be a small kitchen, lavatories a store and a plant room.

The two lounges will have their own sets of lavatories and will be carpeted and furnished to a high standard with folding doors giving access to the main hallway which will permit both rooms to be used as one large area if necessary.

The building will be air conditioned and double glazed and the entrance and exit doors and central link area will permit four persons to walk abreast comfortably.

There will be parking for four cars immediately outside the landside access with parking opposite for a further ten cars drawn up 'Le Mans' style to ensure prompt departures. There will be additional parking nearby for other official and private vehicles.

TXC 182/10
07 JUL 1987

BACKGROUND NOTE ON THE PROPOSED NEW VIP SUITE AT HEATHROW SOUTHSIDE

1. The special facilities for VIP visitors who come to this country by private aircraft were originally situated in The Queen's Lounge on the north side of Heathrow Airport. The Queen's Lounge was closed in 1970 to make way for re-development. Pending the building of a new suite (at an estimated cost of £470,000) it was decided to make temporary use of a pre-fabricated building on the south side of the airport. However, the plan for a new suite was abandoned in 1973 because the UK construction industry had over-full order books. The temporary building was then spruced up at a cost of £14,500, paid by the FCO.
2. The proposal for a new building at Southside was revived in 1981. The Interdepartmental Working Party which had been set up to review VIP facilities generally at Heathrow decided not to endorse the proposal concluding that, because relatively little use (237 movements in 1980/81) was made of the facility, construction of a new Suite would not justify the cost. The Working Party proposed instead that an extension be built to the existing building for use by the visitor's lesser entourage, the control authorities (Police, Immigration and Customs) and the press. FCO Ministers turned this proposal down for lack of funds.
3. By October 1982 the British Airports Authority (BAA) were becoming increasingly concerned by the condition of the building at Southside which was now in need of regular maintenance. They felt that the time would soon come when it was no longer safe and a new VIP facility would have to be built. For their part, the Home Office recorded that the layout of the building inhibited the control authorities from carrying out their responsibilities efficiently and properly. In the same month, the Prime Minister asked (in the context of a visit by the Crown Prince of Saudi Arabia) how our reception ceremonies for official guests might be improved. When she was told, inter alia, about the need for a new facility at Southside at a cost of about £1,000,000, she expressed the hope that the possibility of providing the new suite could be speedily examined.
4. In July 1983, in a letter to the Secretary of State, the Secretary of State for Transport said that progress with the new suite could only be made if it was agreed that a new purpose-built facility was needed and that the Government would meet the bulk of the cost. The Secretary of State agreed on both counts but warned that he could identify no available funds from the financial resources under his control.
5. In March 1984, officials from the Department of Transport and the FCO attended a presentation by the BAA of their proposed new building. It would be purpose-built and, while not lavish, would

/be

be suitable for The Queen and senior Ministers to receive their guests for a brief private talk on arrival and prior to their departure. There would be a separate lounge for this purpose; accommodation for the visitors' entourage; facilities to enable the control authorities to fulfil their responsibilities quickly and efficiently and a press room. The cost was estimated to be £1 million.

6. A bid for £1 million was submitted by FCO in the Public Expenditure Survey 1984 for the 1985/86 financial year for the construction of the new suite. Subsequently the Secretary of State agreed to give up the bid as part of the overall settlement with the Treasury.

7. The Inter-Departmental Committee on VIP facilities looked again at the Southside problem in 1985. They doubted whether the building, as proposed, would give value for money and suggested as an alternative a suitably prestigious but small and cheap building for the VIP and his suite and a purely functional adjacent building for the remainder of the visiting party in which there would be provision for baggage clearance, weapon search, customs and immigration. The building of the VIP facility should take place soon; if necessary, the existing building could serve as the second facility for the time being. The Committee's recommendation was that, as a minimum requirement, a new facility should be built capable of accommodating the VIP and official suites.

8. Sir Norman Payne, Chairman of BAA, replied that the original proposals were by no means extravagant and included redevelopment of the surrounding car parking and manoeuvring areas, roadways and landscaping. The compromise of a new building alongside the old was unacceptable to his Board and any savings were likely to be lost by having to add to and make good the surrounds of both buildings and altering and maintaining the old. Halving the size of the building would not, of course, halve the cost. Although no cost ceiling had been mentioned in the Committee's report, their proposal might cost £3/4 million. Such a proposal would not, in BAA's view, be cost effective.

9. BAA, therefore, submitted a fresh plan for the VIP suite. Based, to some extent, on the original proposal it would be simpler, somewhat cheaper (at constant prices) but would meet the needs of Guest of Government. The proposed new building covered an area of 580 sq metres (existing building 206 sq m); provided 2 lounges each of 74 sq m in addition to a central link area; an area for customs and immigration examination and weapons search and press facilities. The building would be double glazed and air-conditioned.

10. Meanwhile, the question of how the capital cost of the new building would be met was being reconsidered. FCO could not see their way clear to providing funds, nor did BAA (with privatization on the horizon) wish to enter into such a commitment. Eventually, agreement was reached, and endorsed by Mr Eggar on 16 December 1986, under which BAA would fund the capital cost of the building with half being met by a depreciation charge to FCO over the 40 year life of the new suite.

11. In February 1987 BAA and the architect mounted a presentation to the Secretary of State of the proposed new suite. The Secretary of State made a number of points which were followed up by officials.

Protocol Department

Foreign & Commonwealth Office

24 June 1987



K
cpc

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

22 June 1987

Reception of Heads of Government

Thank you for your letter of 17 June giving an estimate of the costs of greater use of helicopters in connection with visits by Heads of Government. The Prime Minister thinks the costs are reasonable and would like to see more use made of helicopters as proposed.

(CHARLES POWELL)

R.N. Culshaw, Esq., MVO,
Foreign and Commonwealth Office.

R.N.



Foreign and Commonwealth Office

London SW1A 2AH

18 June 1987

Dear Charles

*Good
CM*

hap.

Visiting Heads of Government: Arrangements at London Airport

Your letter of 14 October 1985 on reception arrangements for visiting Heads of Government at Heathrow suggested replacement of the red carpet.

We now have a new red carpet in use at Southside VIP Suite and as necessary at other airports. It was first used for the arrival of President Chissano of Mozambique on 6 May, when the President was welcomed at Southside by Mrs Chalker.

I attach some colour photographs: you will see that the carpet does now stretch from the aircraft to the VIP lounge as the Prime Minister suggested. At twice the previous width (now 12') it can comfortably accommodate the visitor and welcoming party without overcrowding. It is also fastened on each occasion to the tarmac so that the RAF Guard of Honour need no longer stand with their toes on it in high winds. Significant progress, in fact.

Yours ever

Adrian (signature)

(R N Culshaw)
Private Secretary

C D Powell Esq
10 Downing Street

Govt Hosp: Reception for

STATE OF NEW YORK

IN SENATE

Visitors Jan '80





Foreign and Commonwealth Office

London SW1A 2AH

17 June 1987

cc/c
(2)

mt
jat
Dear Charles

Prime Minister
This seems
reasonable.
CDP 19/6

Reception of Heads of Government

In your letter of 19 May you asked for estimates of the costs of greater use of helicopters in connection with visits by Heads of Government.

The FCO review team looked into helicopter costs and I attach a note of their findings which formed an Annex to the report.

In most recent years there have been 15/20 visits to Britain by Heads of Government. Rapid transfer to and from Central London is not always a major requirement and some of the visitors go elsewhere, eg Chequers. Assuming that travel into and out of central London would be appropriate in, say, 15 cases and on average one large helicopter, eg a British International Helicopter's 18-seater Sikorski 61, was required for 2½ hours on each occasion, the total annual cost would be in the order of £45,000.

Yours ever

(R N Culshaw)
Private Secretary

C D Powell Esq
10 Downing Street

HELICOPTER HIRE CHARGES (FEBRUARY 1987)

ANNEX

Organisation	Type of Helicopter	Cost per hour/ journey	Relocation Time
Queen's Flight	Twin engine Wessex; 6 seater	Free of charge (for use by Heads of State only)	
Royal Air Force Helicopters	Twin engine Puma; 12 seater	£730 per hour	(Odiham/Gatwick 1 hour (
	Twin engine Chinook; 24 seater (not recommended for central London)	£2350 per hour	(Odiham/Heathrow 50 mins ((
British International Helicopters	Twin engine Sikorski 76; 12 seater	£800 per hour	(From East Anglia and (undertake the movement: (Total time 2 hours
	Twin engine Sikorski 61; 18 seater	£1200 per hour	(Total time 2½ hours (
British Caledonian	Twin engine Sikorski 76; 12 seater	£750 per hour plus landing fee	(From Aberdeen and (undertake the movement: (Total time 5½ hours
	Twin engine Sikorski 61; 18 seater	£1000 per hour plus landing fee	(Total time 7hours (
Air Hanson	Twin engine Sikorski 76; 12 seater	Heathrow/Central London £478 + VAT + landing fee	
		Gatwick/Central London £642 + VAT + landing fee	
Star Aviation	Twin engine Squirrel; 4/5 seater	Heathrow or Gatwick/ Central London £600 + VAT	

GHIADT



File Kls
cc to PC

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

19 May 1987

RECEPTION OF HEADS OF GOVERNMENT

Thank you for your letter of 18 May enclosing a summary of the FCO review of arrangements for the reception of Heads of Government. The Prime Minister is content with the proposals but has asked to see estimates of the cost of greater use of helicopters before formally endorsing them. I should be grateful if you could let me have a costed proposal after 11 June.

BF ||

CHARLES POWELL

Robert Culshaw, Esq., M.V.O.,
Foreign and Commonwealth Office.

NR



Prime Minister
 This summarizes the outcome
 of a review of arrangements
 for welcoming Heads of Government. The main
 changes are:

cc PC
 ①

Foreign and Commonwealth Office

London SW1A 2AH

- use of helicopters as a general rule from Heathrow to Central London.
- arrival at Chelsea Barracks.
- more use of the welcoming ceremony in the Dear Charles FCO Quadrangle.

18 May 1987

Reception of Heads of Government

your thinking.

Your letter of 6 May asked for a further, shorter, summary of the FCO review of arrangements for the reception of Heads of Government. I now attach it.

The Foreign Secretary feels that the review draws attention to the main options which might be pursued. You will understand that no firm decisions have yet been taken to implement the conclusions and recommendations in the review, especially those, such as the greater use of helicopters, which would involve additional expenditure.

We would welcome the Prime Minister's views before deciding how best to implement the review and draw up guidelines for the future.

Yours ever

(R N Culshaw)
 Private Secretary

C D Powell Esq
 PS/10 Downing Street

But we need some ~~smaller~~ smarter helicopters: a more frequent use will have expenditure implications.

Agree:

- no endorse the proposals in principle?
- no ask for realistic estimates of the cost of greater use of helicopters.

A final decision would wait until after the election: Yes no CD 10/5



Reception of Heads of Government

Summary of main findings and recommendations in the FCO Review

1. Arrival at Airport
 - a) Heathrow. Plans for a new Southside are under consideration. The new suite will not be operational before late 1988. Even then Southside will not be an ideal reception point.
 - b) Gatwick offers advantages and should be preferred - especially where full airport ceremonial is desired.
 - c) Other airports including RAF Northolt, RAF Benson and (possibly, in the future) London City Airport (Stolport) are further options.

2. Travel from Airport

Traffic congestion is the problem and helicopters the key to avoiding it.

Helicopters should be used whenever possible. If Ministers need to greet visitors at an airport they should travel both ways by helicopter.

3. Arrival in Central London

Standard point of arrival should be Chelsea Barracks.

Alternatives are Royal Hospital, Chelsea; Kensington Palace; Horse Guards Parade.

4. Ceremonial Welcome

Should not be at airports but in central London.

The best venue is the FCO Quadrangle (with the addition of ceremonial swags and flags) or, if ceremony is required at helicopter arrival point, Royal Hospital Chelsea.

Other options are Treasury Circle; Lancaster House and Horse Guards Parade.



Greeting, Escorting and Farewells

The existing arrangements are generally satisfactory.

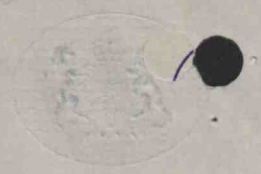
There is no case for more frequent visits to airports by the Prime Minister.

Ministers might consider more farewell calls at visitors' hotels.

Entertainment

The FCO Durbar Court should be used for receptions with music provided by military musicians.

GOVT HOSPITALITY Reception Arrangements Jan 80





SM

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

6 May 1987

RECEPTION OF HEADS OF GOVERNMENT

Thank you for your letter of 5 May giving the summary of the review which has been conducted of the arrangements for welcoming Heads of Government visiting this country. It looks to be very much on the right lines. But there are a number of points on which the Prime Minister would like to see future intentions set out with greater clarity (bearing in mind the general point about the need for flexibility in the arrangements).

BF

I attach an example of what I think she would hope to see. I do not know to what extent it is in accordance with the recommendations (though they are all points on which the Prime Minister has firm views). May I suggest that you put the various recommendations, so far as possible, into this form, so that she can see clearly what it is intended to do differently.

(C.D. Powell)

A.C. Galsworthy, Esq., C.M.G.,
Foreign and Commonwealth Office

SPW

Brc(65)

SUMMARY OF IMPROVED ARRANGEMENTS FOR RECEPTION
OF HEADS OF GOVERNMENT

1. Arrival at Airport

- improvements are being made to arrival/departure suite at Heathrow Southside. They will be complete by 19? ;

- nonetheless Gatwick offers many advantages and is to be preferred where possible;

- but generally our aim is to minimise ceremony at airport and transfer it to point of arrival in central London.

2. Travel from Airport

- the intention is to resort to more frequent use of helicopters from airport of arrival to central London. They will be the norm for Heads of State or Government on official visits;

- standard point of arrival will be Chelsea Barracks, with Royal Hospital and Kensington Palace as possible alternatives;

- improvements will be made to the standards of comfort of designated VIP helicopters.

3. Arrival in Central London

- welcome by Cabinet Minister;

- escorted to hotel.

4. Ceremonial welcome

- more frequent use of welcoming ceremony in FCO Quadrangle



Foreign and Commonwealth Office

London SW1A 2AH

5 May 1987

Dear Charles,

GOVT HOSP
SHEF
7/79

Reception of Heads of Government

My letter of 26 January said that we would be looking further at the arrangements to welcome Heads of Government visiting this country. An FCO team has now completed a review of these arrangements and I attach a short summary of the main findings and recommendations.

The team took as their starting point the problems outlined in your letter of 13 April 1986 and considered ways in which the reception of Heads of State or Government visiting this country as guests of HMG could be improved or diversified, at airports, and in central London.

The Foreign Secretary thinks this a workmanlike study, which looks sensibly at the possibilities open to us. On ceremonial, he thinks the Report is right to draw attention to the suitability of the Foreign Office courtyard. Improvements recommended to the decoration of the FCO courtyard can be implemented at relatively little cost.

On transport, the Report suggests that we should make greater use of helicopters. It might perhaps have made more of this: The Foreign Secretary is impressed by the extent to which helicopters are routinely used in some other capitals, for instance Bonn. This would apply particularly at times of day when traffic conditions from Northolt and Southside are bad. Greater use of Chelsea Barracks and the Royal Hospital, Chelsea, seem attractive options; it might even be possible to make more use of the Horse Guards parade ground.

The attached summary gives the general picture. I can of course send you the complete, but rather bulky, Report if you wish. Subject to your views, we would propose to use the Report as a guide in drawing up arrangements from now on for visiting Heads of Government.

Yours ever,
A C Galsworthy

(A C Galsworthy)
Private Secretary

C D Powell Esq
10 Downing Street

RECEPTION OF HEADS OF GOVERNMENT:
A REVIEW BY THE FOREIGN AND COMMONWEALTH OFFICE

INTRODUCTION

1. The paper is a review of the framework of reception arrangements for Heads of State or Government visiting this country as guests of HMG. It covers such matters as airport arrivals, welcoming ceremonial and the attentions paid to visitors. The operations of the Government Hospitality Fund were reviewed separately in 1986.

2. The report reviews the adequacy of our arrangements against the background of those made by other governments to receive their guests, notably our Prime Minister. It suggests that by drawing on our facilities and known strengths in a flexible manner, we might arrange programmes of rather greater variety, colour and operational effectiveness. Its recommendations should be seen as options for consideration when planning individual visits rather than as a new framework to fit all occasions.

KEY POINTS FROM THE REPORT:

3. (a) we should broaden the options available for reception, ceremonial and hospitality and then select what is most apt on each occasion.
- (b) improvements being planned for Heathrow are necessary but other airports will still meet some needs better, certainly for ceremonial.
- (c) the use of helicopters would overcome problems hindering prompt arrival in central London.
- (d) the best place for Guards of Honour is the FCO Quadrangle, but there are alternatives.
- (e) more use could be made of historic parts in the Old Public Office (FCO).
- (f) more variety, colour and music can be injected into our reception arrangements.

CONCLUSIONS AND RECOMMENDATIONS

4. (a) General

Our standards are expected to be high, without being extravagant, but there are points of potential slippage due to inherent difficulties in arranging programmes in London. The distinction between State ceremony and Government formality has to be broadly preserved but

government hospitality can incorporate some extra traditional features, use newer developments to better advantage and be rather more varied in its venues or location. A more striking variation, such as a return to the historic river approach to London, though attractive, is not yet feasible. Given the complexity of London and its traffic patterns there is merit in simple, well tried and tested routines.

(b) Airports

Present practices highlight some inadequacies; greater flexibility could help to overcome these.

Heathrow

The present VIP facility at Southside is inadequate. The proposed new development will be an improvement but cannot mitigate the basic drawbacks to the airport. Minor improvements in hand (such as new carpet for external use) are worthwhile but we should not try to build more upon Heathrow than it will bear. It is not a suitable venue for a full ceremonial arrival. Alternatives to Heathrow should be considered wherever possible.

Gatwick

despite its greater distance from London, is more satisfactory than Heathrow. The report recommends its use where full airport ceremonial is desired and helicopter transit flights to London can be arranged for principal guests.

Other Airports

in the London area will soon include London City Airport but none can offer much improvement. RAF Northolt has merits, but some limitations.

General considerations at airports

The physical splitting of large Ministerial suites, though necessary, can be difficult to achieve. A sense of space and of special attention should be provided for the Head of Government and his principal companions for the short period in a special waiting room between disembarkation and departure, while supporting members of the suite and transit arrangements are all attended to separately but close at hand. The arrangements at Gatwick airport can meet these requirements well and this consideration also forms an essential part of the proposed design of the new Heathrow Southside Suite.

MANAGEMENT IN CONFIDENCE

Noise levels and general ambience need to be taken into account. Where these concerns cannot be fully met the report recommends that ceremony at the airport should be kept to an absolute minimum and the formal welcome should be in central London.

Greeting at airports

Practice overseas is variable but senior Ministerial attendance is more common in developing countries. No case is seen for more frequent visits to airports by the Prime Minister, particularly if recommendations on airport ceremonial and use of helicopters are followed. The practice at Bonn, where airport arrival is regarded as a technical stop, reinforces this conclusion. Nevertheless, there are occasions when the Prime Minister or Secretary of State deems it right to go to the airport. To ease the strain on Ministers the report recommends greater use of helicopters maximising use of their availability. Thus, for example, when a helicopter is engaged to bring a guest from London airport to central London it may first convey our Minister from central London to the airport.

Attendance during visits

As there is virtually always a commitment by the Prime Minister and Secretary of State to substantial talks and to hospitality the report sees no need for senior Ministers to attend visitors throughout their programme. Some governments designate a 'Minister in attendance' to accompany their guests. Our practice is to recall our Head of Mission and this meets the purpose well.

Farewell at airports

Under our protocol farewells are conducted at a lower level than arrivals. Ministers might endeavour to make more farewell calls in central London. There is no general need to increase the frequency of Ministerial visits to airports to farewell their guests. A Special Representative should normally suffice.

(c) Guards of Honour

normally supported by Band can be deployed more freely than has been the practice but the setting must be appropriate. The report recommends:

In central London, in order of preference:

- (1) FCO Quadrangle (which could be made more attractive
- (2) Treasury Circle by the provision of ceremonial "swags" and flags)

MANAGEMENT IN CONFIDENCE

- (3) Royal Hospital, Chelsea
- (4) Lancaster House
- (5) Horse Guards Parade

found by the Foot Guards or, when unavailable, by other units assigned to Public Duties.

At Airports : at Gatwick and, where called for at RAF Benson and RAF Northolt, found by The Queen's Colour Squadron and RAF Band.

The use of the Royal Hospital, Chelsea, requires previous consultation with the Commissioners: its use should be occasional but on the right occasion should be most effective. An occasion might be found, for example, during the Hospital's Tercentenary 1992, to add a visit to the hospital to the ceremonial welcome.

(d) Helicopters

Greater use of helicopters from airport of arrival is the only effective way to by-pass the congestion of a great city. The report recommends as the Central London 'heliport':

Chelsea Barracks	for regular use
Royal Hospital, Chelsea	for occasional use, linked to a Guard of Honour being mounted there.

From both venues the Embankment route offers a swift and suitable approach to the Whitehall area. The landing point at Kensington Palace may be used by Heads of State, with permission.

(e) Traffic policing

The criteria adopted by the police remain appropriate and no additional strain will be placed on either police or general public by anything suggested in the report.

(f) Security

for the guests of HMG should be made somewhat easier to assure by the recommendations on the movements and reception of guests.

(g) Conference facilities

The report recommends use of the Durbar Court as a venue for receptions, with musical entertainment in the Court or Quadrangle to match the occasion provided by military musicians.

MANAGEMENT IN CONFIDENCE

COSTS

5. It is not possible to cost these recommendations and suggestions with precision but the suggestions need not entail any expenditure out of scale with the importance of HMG's guests.

R14/11

CF to keep.

(PTB request)

Heathrow

Ambassadors and High Commissioners
London Diplomatic Missions

Heathrow Airport Limited,
D'Albiac House,
Heathrow Airport, Hounslow,
Middlesex TW6 1JH
Telephone: 01- 745 7653
Telex: 934892 BAA LHR
Fax: 01-745 4290

11 November 1986

Dear Sir

In the present climate of increased worldwide terrorism there is an ever greater pressure on airports to improve their vigilance and control of persons and vehicles that need to have access to aircraft operational areas. In recognition of this it is necessary to review the Security Access Control measures related to the VIP operation at Heathrow Airport - London, Director's Notice 7/83 issued in August 1983 set out quite clearly the notification requirements placed on the Diplomatic Missions in respect of access to the VIP Suites at Heathrow Airport - London. These procedures have been re-clarified in GN 9/86 dated 27 October 1986, which has been circulated to all interested parties".

To avoid unnecessary embarrassment for intending passengers through the VIP Suites at Heathrow Airport - London it is requested that Diplomatic Missions draw the following conditions of entry to the attention of all visitors from their country who are entitled to the privileges of the VIP channels:-

- 1) The number of vehicles coming to any of the four VIP Suites MUST be reduced to only those that are strictly necessary for the transport of the VIP party and their baggage and for those people who MUST be present to meet or see-off the VIP group, and would normally be those vehicles which are identified by the HAL 'V' Apron Pass.

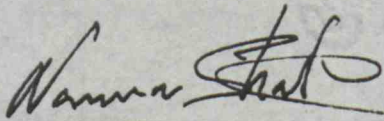
/2)

- 2) The registration number, make and model, of each vehicle, the driver's name and full details of the party accompanying the principal must be notified not less than six hours in advance, to Heathrow Airport Ltd, Security Department on telephone number 01 745 7518 or 745 5178 during normal working hours and on 01 745 4112 at other times. Vehicles, drivers and members of the party not identified in this way will be refused access to the Suites. Only diplomats from London Missions who are in possession of airport 'D' passes together with the 'blue' F & CO identification and additionally protocol officers that have Heathrow Airport identification documents, will be permitted to proceed to the specific Suite that is booked in advance, for the national of their country.

Members of HM Government and Government officials who wish to attend the Suites either as travellers or on business will only be admitted on production of their VIP booking reference number and their departmental identification document.

The same vehicle details are required from HM Government Ministry's as that required from Diplomatic Missions, failure to supply this will result in refused access.

Yours faithfully



N E L SHANKS
Airport Security Manager

010

app

Foreign and Commonwealth Office

London SW1A 2AH



C Powell Esq
10 Downing Street
London SW1

9 June 1986

CDP
19/6

Joe Charles

GUARDS OF HONOUR IN THE FCO QUADRANGLE

Before the ceremony this morning at which Mr Hu Yaobang inspected a guard of honour in the FCO quadrangle, the Prime Minister mentioned that the dais had been placed too close to the pavement on each side of the road leading to the arch facing No 10 Downing Street. I said I would be glad to take this up with those concerned afterwards.

I had a word after the ceremony was over with Angus James, of the Crown Suppliers (the Crown Suppliers are responsible not only for making available the carpet laid on such occasions but also for placing the dais and tubs containing flowers). Angus agreed that the dais might with advantage have been placed further forward on this occasion. He has undertaken to ensure that in the future it is put in position as far away from the arch as the length of the carpet supplied permits (as you know, this is specially cut to fit the tarmac between the pavements). We agreed that it was important that the Prime Minister should be able to invite her guests to mount the dais without having to negotiate the pavement or manoeuvre through too a narrow gap between it and the dais.

Yours etc

Roger Hervey

R B R Hervey

Copied to: Angus James Esq
Crown Suppliers



10 DOWNING STREET

From the Private Secretary

28 October 1985

**VISITING HEADS OF GOVERNMENT:
ARRANGEMENTS AT LONDON AIRPORT**

Thank you for your letter of 24 October about the action taken in response to the Prime Minister's suggestions for improvements in arrangements for receiving visiting Heads of Government at London Airport.

The Prime Minister was grateful for this.

(C. D. POWELL)

L.V. Appleyard, Esq.,
Foreign and Commonwealth Office.

SM



Foreign and Commonwealth Office

London SW1A 2AH

24 October 1985

*Thank you very much
MB*

*Prime Minister
Action today -
or nearly! CDP 25/11.*

Dear Charles,

Visiting Heads of Government: Arrangements at London Airport

Thank you for your letter of 14 October about the reception of visiting Heads of Government.

We will ensure that the new red carpet to be provided is of sufficient length to stretch from the aircraft to the Lounge. There are safety and other factors which bear on the precise position of the carpet, but we see no difficulty in meeting the Prime Minister's wishes in this respect.

In future, Protocol Department will let you know of any visits where a head of government is accompanied by his wife so that staff at No 10 may arrange for flowers to be sent to the place of residence with the Prime Minister's card. Similar arrangements will be made for bouquets to be presented on arrival. When the Prime Minister is not herself greeting the visitors, the bouquet will be obtained by Protocol Department for presentation by a lady member of the greeting party.

I understand that, subsequent to your letter, the Cabinet decided that the building at Southside should be replaced. Department of Transport officials are now preparing a letter from Mr Ridley to Sir Geoffrey Howe suggesting how we should proceed.

Yours ever,
Len Appleyard
(L V Appleyard)
Private Secretary

C D Powell Esq
10 Downing Street

GOVT HOSPITALITY

RECEPTION

DEC 7-2





10 DOWNING STREET

14 October, 1985

From the Private Secretary

VISITING HEADS OF GOVERNMENT: ARRANGEMENTS AT
LONDON AIRPORT

The Prime Minister has a number of thoughts about the arrangements for receiving visiting Heads of Government on arrival at Heathrow following her own experience there this morning when meeting Mr. Gandhi.

The first concerns the red carpet. There was rather a half-hearted piece on display this morning which began well short of the aeroplane and finished a long way from the VIP lounge. The Prime Minister thinks that we should have a carpet which stretches the whole way from the aircraft steps to the VIP lounge.

No arrangements had been made for the Prime Minister to present Mrs. Gandhi on arrival with flowers, or for that matter to send down to the High Commission to await Mr. and Mrs. Gandhi's arrival there. Thanks to some fast footwork by the No.10 Duty Clerk and Brian Burrough - to whom the Prime Minister is grateful - a bouquet was placed in her hands seconds before the Gandhi's came down the aircraft steps. The Prime Minister thinks it should be standard practice when a Head of Government is accompanied by his wife for whoever is greeting them on behalf of the Government to present a bouquet to the wife, as well as for flowers to be sent to the Ambassador's residence or hotel where they are staying.

Thirdly the Prime Minister thinks the VIP lounge itself is rather tatty. Since there appear to be no plans to build a new one, the Prime Minister thinks we ought to refurbish the existing room and in particular change the furniture.

I should be grateful if all these points could be followed up.

(C.D. Powell)

L. Appleyard, Esq.,
Foreign and Commonwealth Office.



no k

10 DOWNING STREET

From the Private Secretary

10 February 1984

Arrival arrangements for Visiting Heads
of State and Government

Thank you for your letter of 1 February about the trial landing of a Queen's Flight Helicopter on Horse Guards Parade on 28 January.

We note that, subject to certain conditions, it would be possible to use Horse Guards Parade for a Head of State travelling in a helicopter of The Queen's Flight. Your Protocol Department will no doubt bear this in mind when considering arrangements for future visits to this country.

A. J. COLES

Brian Fall, Esq.,
Foreign and Commonwealth Office.

W



Prime Minister.

Foreign and Commonwealth Office

London SW1A 2AH

A.S.C. 9/2.

1 February, 1984

Dear John,

Arrival Arrangements for Visiting Heads of State and Government

My letter to you of 23 January announced a trial landing of a Queen's Flight Helicopter on Horse Guards Parade.

This trial took place successfully on 28 January. All departments concerned are now content that Horse Guards Parade could be used subject to certain conditions for a Head of State travelling in a helicopter of The Queen's Flight.

For safety reasons the maximum number of passengers has to be limited to five on an incoming flight. Under normal circumstances it would not be proposed that visitors leave by helicopter from Horse Guards Parade. But if this were essential for a relatively short hop - say to Heathrow - it would be possible provided that passengers were limited to three, again for safety reasons. Because of the heavy rain beforehand there was no displacement of gravel. Under dry conditions, however, it would be necessary to soak the surface to keep the dust down.

Protocol Department will continue to look for an alternative site which can be used on a permanent basis. I shall let you know as soon as there has been any further progress.

Yours ever,

Peter Ricketts

(B F Fall)
Private Secretary

P.P.

A J Coles Esq
10 Downing Street

F P Oct 83 annual
of Hds of State.

STATE OF TEXAS

RECEIVED



21 FEB 1984

11 12 1
10 2
9 3
8 4
7 5
6



bc Peter Toole
file 46

10 DOWNING STREET

From the Private Secretary

24 January 1984

Arrival Arrangements for Visiting
Heads of State and Government

Thank you for your letter of 23 January informing me that a trial landing of The Queen's Flight Wessex helicopter will take place on Horseguards Parade at 1000 hours on Saturday, 28 January. The Prime Minister will be at No. 10 at the time but has no objection to this trial and indeed is likely to watch it with interest (but from within No. 10). I shall let you know if we wish anyone from the No. 10 Staff to be present.

A. J. COLES

Brian Fall Esq
Foreign and Commonwealth Office



Foreign and Commonwealth Office

London SW1A 2AH

Prime Minister.

23 January 1984

You will be in No. 10
at the time (Lodgings
Royaume). Do you mind?

A.J.C. 23/1.

Not at all.
I shall watch
from the window
with interest

Dear John,

Arrival Arrangements for Visiting Heads of State
and Government

In my letter to you of 17 November 1983, I said that efforts were being made to find a suitable helicopter landing site which could be used on an ad hoc basis.

Protocol Department have now been able to arrange for a trial landing of a Queen's Flight Wessex Helicopter on Horse Guards Parade at 1000 on Saturday, 28 January, leaving by 1045 hours. The purpose of this trial will be to assess the practical suitability of the site from all aspects, and particularly to gauge the effect of the helicopter on the gravel surface.

I should be grateful to know if this activity is likely to cause you any inconvenience. It would also be helpful to know if you wish anyone from No 10 to be present when the landing takes place.

Yours ever,
John

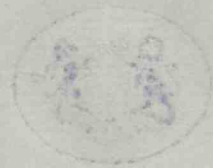
(B J P Fall)
Private Secretary

A J Coles Esq
10 Downing Street

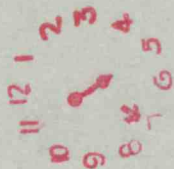
Foreign Post: Use of the FCO
Courtyard Oct 83.

Foreign and Commonwealth Office

London SW1A 1AA



23 JAN 1984





da

10 DOWNING STREET

From the Private Secretary

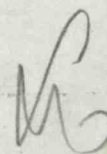
18 November 1983

Arrival Arrangements for Visiting Heads of
State and Government

Bf
Thank you for your letter of 17 November.
The Prime Minister has noted its contents and
the fact that you will be providing a further
report.

A. J. COLES

Brian Fall, Esq.,
Foreign and Commonwealth Office.



A handwritten signature, likely of A. J. Coles, consisting of stylized initials and a surname.



Prime Minister.

Foreign and Commonwealth Office

London SW1A 2AH

To be aware.

A. J. C. 17/11

17 November 1983

Dear John,

Arrival Arrangements for visiting Heads of State and Government

Thank you for your letter of 24 October about arrival arrangements for distinguished visitors.

The Foreign Secretary agrees that welcoming ceremonies for Heads of State in the FCO courtyard provide a more satisfactory solution to the problem of greeting distinguished visitors than ceremonies at an airport. In the case of President Mitterrand we arranged the ceremony at Northolt largely to enable him to drive straight to Buckingham Palace.

We have for some years been considering the use of helicopters in the reception arrangements for VIP visitors and are continuing our search for suitable landing sites. The provision of a permanent site, for example a floating platform on the Thames, seems to be ruled out by cost (which might amount to £250,000 and recurrent annual costs of perhaps £35,000) and by likely environmental objections. We are now, therefore, concentrating on finding sites, such as Horse Guards Parade, for ad hoc use and are shortly arranging some trial landings by The Queen's Flight. Even if these prove satisfactory, cost considerations would continue to be a constraint. Helicopters have high operating costs, which are not offset by the savings on cars, which have to be made available in any case on a contingency basis. Security considerations may also rule out their use with certain sites. Once we have completed our investigations, I shall let you have a further report.

(B J P Fall)
Private Secretary

A J Coles Esq
10 Downing Street

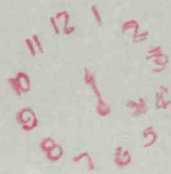
Fur. Pol : Arrival arrangements for Heli 17/11/83

Foreign and Commonwealth Office

London SW1Z 2AH



17 NOV 1983



MR MURRAY

cc Mr Coles
AK 21
10

GUARDS OF HONOUR - FCO COURTYARD

John Coles letter to Brian Fall, FCO refers.

From the press point of view the established arrangements work very well but I think they could be improved in at least one respect.

I feel the dais is too close to the archway into Downing Street. As a result the Prime Minister and other VIPs are squashed between the dais and the archway. The Prime Minister in particular, who often has to stand on her own for five minutes or more, is uncomfortably close to the TV and still cameras.

I believe the entire ceremony could take place just as well further into the centre of the courtyard. The press would have a better view; the PM and other VIPs would be less cramped.

You might care to see what can be done about this. I suspect the major difficulty might be that the red carpet has already been cut to size and could not, without difficulty, be extended the necessary 5 yards or so.



IAN KYDD
PRESS OFFICE

31 October 1983

Foreign
Policy
Use of Force
Oct. 1982



File 16

10 DOWNING STREET

From the Private Secretary

24 October 1983

ARRIVAL ARRANGEMENTS FOR VISITING HEADS OF STATE
AND GOVERNMENT

As you know, we have now used on several occasions the device of a welcoming ceremony in the FCO courtyard. The Prime Minister has more than once commented on the great improvement which this has brought to the arrival arrangements for distinguished visitors.

Last week, President Mitterrand arrived at Northolt and drove by car to his first appointment in London. The Prime Minister told me afterwards that she considered that this form of arrival was much less satisfactory. Not only is it not possible to arrange such a colourful and dignified reception at Northolt as is possible in the FCO courtyard; but also the drive into London is a drab affair.

The Prime Minister would accordingly be grateful if further consideration could be given to the idea of distinguished visitors being brought by helicopter from the arrival airport to a suitable landing place in Central London, whence they would drive to the FCO courtyard for the welcoming ceremony.

/I realise

CONFIDENTIAL

50

CONFIDENTIAL

- 2 -

B/R/ I realise that there are various difficulties, not least those of expense. But I am sure that the Prime Minister would be grateful if in due course the Foreign and Commonwealth Secretary could let her know whether he thinks it would be practicable to improve the arrival arrangements in this way.

SECRET

Brian Fall, Esq.,
Foreign and Commonwealth Office.

CONFIDENTIAL



Govt Hospitality

10 DOWNING STREET

From the Private Secretary

13 December 1982

Dear John,

Reception Arrangements for Official Overseas Visitors

The Prime Minister has asked me to write to the Private Secretaries to all Cabinet Ministers about the arrangements for receiving official overseas visitors.

Mrs Thatcher has obtained the impression, partly from her own visits abroad, that in some respects our current arrangements compare unfavourably with those of other countries. She would therefore like these to be improved, although she recognises that in some respects our own circumstances are not comparable with those of other countries.

Departments are already examining, at the Prime Minister's request, the possibility of providing a new suite at South Side, Heathrow, to replace the present inadequate arrangements for the reception of distinguished overseas guests.

I have also written separately to the Foreign and Commonwealth Office endorsing their proposals for improving ceremonial arrival arrangements in the FCO courtyard in the case of visitors whose status warrants such special ceremony.

In addition, the Prime Minister hopes that all Ministers will do their best to:

- (a) meet their guests personally on arrival;
- (b) entertain them;
- (c) attend return hospitality.

In addition, if Ministers are also able to bid farewell personally to their guests at the airport on departure, this would accord with the practice of many other governments - but, given the journey time to Heathrow and the competing claims on Ministers' time, the Prime Minister would not wish to press Ministers to go personally to the airport where the circumstances make this difficult.

I am copying this letter to the Private Secretaries to all Cabinet Ministers.

Yours ever
John Weir

J.F. Halliday, Esq.,
Home Office.

CONFIDENTIAL

JFP



Acc.

10 DOWNING STREET

From the Private Secretary

2 December, 1982,

Dear John,

Reception Arrangements for Official Visitors

Thank you for your letter of 29 November providing advice on ways in which our reception ceremonies for official guests might be improved.

The Prime Minister was grateful for your ideas, and wishes that all reasonable steps should be taken to improve our existing arrangements.

Specifically, Mrs. Thatcher welcomes the proposal to brighten up the FCO courtyard with flags, flowers, a dais, and a red carpet to the door of No.10. She also agrees that it would be a good idea to issue special invitations to a limited number of people to watch the ceremony. These could include people from the visitor's Embassy and the Foreign and Commonwealth Office, as well as from institutions with which the visitor is associated or which have a particular interest in the visit.

Mrs. Thatcher hopes that it will, as you suggest, be possible for the Ministry of Defence to provide a military presence of some kind for all official visits by Heads of Government (provided that military personnel are available).

With regard to Ministerial involvement in visits, the Prime Minister believes that Ministers should do their best to meet their guests personally on arrival, to entertain them, and to make a particular effort to attend return hospitality. She would not wish to press Ministers to bid farewell personally at the airport where competing claims on the Minister's time made this difficult. I shall be writing to the Private Secretaries of all Cabinet Ministers to make these points.

Finally, the Prime Minister hopes that the possibility of providing a new suite at Southside can be speedily examined. She notes that the cost might be in the region of £1 m.

I am sending copies of this letter to Richard Mottram (Ministry of Defence) and John Rhodes (Department of Trade).

J.E. Holmes, Esq.,
Foreign and Commonwealth Office.

John Rhodes
J.E. Holmes

①

PRIME MINISTER

RECEPTION ARRANGEMENTS FOR OFFICIAL VISITORS

The attached letter from the Foreign Office responds to your enquiry about how arrangements for official visitors can be improved.

I think it is time that we did something. My impression is that many foreign countries provide a better reception than we do - though in fact we have more to offer, since when we do put our minds to it, our ceremonial arrangements eg State visits are very good indeed.

But it will need quite a push from here if significant improvements are to be achieved.

If you wish, I could take the following action:

- a) Welcome the proposal to brighten up the FCO Courtyard, provide a dais, flowers, flags and a red carpet to the door of No. 10.
- b) Endorse the idea that a limited number of people be specially invited to watch the ceremony eg from the visitor's Embassy, other institutions with which he is associated, people with a particular interest in the visit etc.
- c) Urge the MOD to try to provide a military presence of some kind for all official visits by Heads of Government.
- d) Write to the Private Secretaries of all Cabinet Ministers on your behalf and say that:
 - i) You wish to improve the arrangements.

/ ii) ...

Handwritten:
~~Handwritten~~
~~Handwritten~~

ii) You hope all Ministers will do their best to meet their guests personally on arrival, to entertain them, to make a particular effort to attend return hospitality and to bid farewell personally on departure (but I do not think you yourself should change your present practice - you do not have time, unless the occasion is exceptional, to be present on arrival and departure or to attend return hospitality).

e) Ask for a quick examination of:

✓ i) The idea of providing a new suite at South Side at the cost of about £1m.

(ii) The provision of a helicopter landing site close to Westminster at the cost of up to £265,000.)

Agree that we should proceed on the above lines?

As indicated
ms

A.S.C.

30 November 1982



Foreign and Commonwealth Office

London SW1A 2AH

29 November 1982

Dear Sam,

Reception Arrangements for Official Visitors

In your letter of 13 October about Crown Prince Abdullah of Saudi Arabia's visit to Britain you asked for advice on ways in which our reception ceremonies for official guests might be improved.

We have been considering this question with other interested Departments. We have concerned ourselves mainly with the arrangements for official visits by Heads of State and Heads of Government, since Ministerial and other types of visits tend to be treated in a lower key and in a variety of ways. We have the following proposals.

FCO COURTYARD

We are glad that the Prime Minister is content for the FCO Courtyard to continue to be used for reception ceremonies. Horse Guards Parade offers a setting where a ceremony can be seen by the general public but the FCO Courtyard is more intimate and convenient and more secure. If it were to be used regularly we could brighten at least part of the Courtyard with flags, could provide a small dais and tubs of flowers and shrubs, and could provide a red carpet from the Courtyard to the door of No. 10.

We have looked at the possibility of allowing spectators into the Courtyard. For Security reasons we do not think the general public should be admitted, but it would probably be possible for a limited number of people, perhaps nominated by the visitor's Embassy or the FCO, to watch the ceremony by special invitation. It might also be possible occasionally to include a party from a local school if the Prime Minister and the visitor welcomed this.

/CEREMONIAL



CEREMONIAL

The number of full and half guards of honour that may be mounted by the three Armed Services for visiting dignitaries is currently limited by lack of manpower to a normal maximum of three each a year over and above those for State Visits. The Chiefs of Staff have agreed to provide three guards of honour a year for FCO purposes. We have so far managed within this allocation, but it is inhibiting, and we cannot match the receptions given to the Prime Minister on her overseas visits. The Ministry of Defence can, however, provide smaller ad hoc ceremonial guards, such as carpet or step-lining parties and this has been arranged recently with some success. If the Prime Minister agrees, we should like to consult the MOD on the possibility of help with a military presence of some kind on all official visits of Heads of Government, provided, of course, that military personnel are available.

MINISTERIAL INVOLVEMENT

An important element in an official visit in the visitor's eyes is the level at which he or she is received personally, not only when arriving and leaving but throughout the visit. A difficulty is the distinction between State Visits, which follow a well established and effective ceremonial, and official visits which though often more important politically, are less impressive as regards ceremonial. A particular problem sometimes occurs over the degree of involvement in visits by our own Ministers. Unfortunately under our system the pressures on Ministers' time are enormous. But visitors from many countries, particularly Asia, Africa and the Middle East, nevertheless generally expect their opposite numbers to take part in the programme on at least the following occasions: arrival; for talks and the main Government functions; and for any return hospitality which the visitor might give. This last point can be awkward. During official visits Ministerial hosts normally receive and offer hospitality to their guests, but they and their colleagues are rarely free for any return hospitality. To avoid embarrassment we try to make it clear in advance that our Ministers do not normally accept invitations to return hospitality.

There is inevitably a tendency at times for visitors to compare unfavourably the treatment they get here with the treatment they would in their own countries give visiting British Ministers. This sometimes sours visits

/and relations.



*but not
P.17.*

and relations. It would go a long way to avoid this if the Prime Minister were able to advise Ministers that the issue of an invitation to a foreign VIP to visit Britain officially involves a commitment not merely to have talks with the visitor but to make sure that he is properly met (in person if possible and appropriate), to entertain him during the visit, to attend return hospitality, if at all possible, and to make sure that proper farewell arrangements are made (again by personally bidding farewell if possible). This would in itself make our reception arrangements much more effective and much better appreciated, though it would, of course, put an extra burden on Ministers acting as hosts. At present we tend to lag behind our European partners and are often seen as bad hosts because the expected special effort is not made.

ARRIVALS AND DEPARTURES

The majority of our distinguished visitors arrive by air and pass through VIP lounges at London Airport. We try to make sure this goes smoothly, but London Airport has more VIP movements than any other airport in the world and the lounges are often overcrowded at peak periods. Ministers have ruled that no money can be made available at present to expand the lounges, so we have had to take steps to reduce the number of movements, for example by withdrawing the right of Ambassadors and High Commissioners to arrange special attention for their guests, and this has caused some resentment, notably among some African and Arab Missions. As long as the facilities remain cramped, there is not much we can do about this, though in time the extra facilities in the new Terminal 4, due for completion in three years, will ease things.

A particular problem at Heathrow is the special suite at Southside, a temporary structure now twelve years old. It is nearing the end of its useful life and is inadequate for the quick handling of the large parties (70 plus) which accompany VIPs who arrive in their own aircraft. Since planning and building a replacement will take some years the decision cannot be long deferred on whether and how it can be replaced. A more suitable building with customs and immigration facilities, press facilities and greater privacy for the most important visitors could cost something in the region of £1 million. This would bring us in line with the facilities provided in many other countries for leading VIPs. The Department of Trade

/would expect



would expect the capital and operating costs to be borne by the users of the facility, ie the Government and not the British Airports Authority.

HELICOPTERS

We make less use of helicopters, which would help busy Ministers and impress our most important visitors, than many of our neighbours. The problems are costs, the fact that there are no suitable large helicopters for VIP use and the fact that there is no convenient landing site close to Westminster. We and the PSA are, however, attempting to identify a suitable site near Whitehall. One suggestion is to locate a floating platform on the Embankment close to Horse Guards Avenue, but the capital cost might be around £150,000 to £265,000, depending on whether we bought into an existing operation (for example the one run by the British Helicopter Advisory Board) or acquired our own platform. There are no funds allocated for this project and the Treasury would have to authorise the expenditure.

In summary, without quite a lot more money, we can make only minor improvements to our official reception arrangements. We shall nevertheless do what we can. There is no doubt, however, that it would help if Ministers were able to take a more prominent part in the visits of VIPs from abroad, despite the obvious time constraints.

Mr Pym would be grateful for the Prime Minister's views on the idea in paragraph 7 and more generally on the facilities and money available to ensure that foreign visitors take away a good impression from their visits to this country.

I am copying this letter to Michael Mottram (MOD) and John Rhodes (DOT).

Yours ever

(J E Holmes)
Private Secretary

A J Coles Esq
10 Downing Street

Saudi Arabia, Oct '82

Visit of Crown Prince
Abdullah.

29 NOV 1982

11 12 1
10 2
9 3
8 4
7 5



10 DOWNING STREET

From the Private Secretary

13 October, 1982

RECEPTION ARRANGEMENTS FOR OFFICIAL VISITORS

In my letter of 11 October to Roger Bone I conveyed the Prime Minister's agreement to an invitation being given to Crown Prince Abdullah to visit Britain some time in 1983.

You should also know that the Prime Minister has stated that we must lay on an elaborate programme for the Crown Prince. I should be grateful to know in good time, once the invitation has been accepted, what kind of programme is proposed.

The Prime Minister has also made a more general point, that other countries provide better reception ceremonies for official guests than we do. She would be grateful to receive advice on ways in which our own reception ceremonies can be improved. Mrs Thatcher believes that the FCO Courtyard is the right place for these ceremonies but thinks they could be made rather more impressive. She would also like it to be made possible for larger numbers of people to witness the proceedings. Finally, Mrs Thatcher has also suggested that the procedure by which, after the guard of honour has been inspected, she escorts the visitor to No.10, could be improved. Would it be possible for the route from the Courtyard to the door of No.10 to be carpeted on these occasions?

I should be most grateful if you could let me have views on these matters in due course.

A. L. COLES

John Holmes, Esq.,
Foreign and Commonwealth Office



For Policy.
Foreign and Commonwealth Office

London SW1A 2AH

18 November 1980

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

Prints - 19/11

Dear Michael

GUARDS OF HONOUR

No. ? on Nasir + Stevens' files ?

Thank you very much for your letter of 14 November. It was kind of you to let us know that the Prime Minister was pleased with the new arrangements for Guards of Honour. We will use the same pattern for similar visits in the future.

Yours ever

Brenda

Miss E B Chaplin
Protocol and Conference
Department

14 November, 1980

Guards of Honour

I thought that you would like to know that the Prime Minister was very pleased with the arrangements made for the Guards of Honour for Presidents Masire and Stevens. You may take it that she would be happy to have similar Guards of Honour for such visits in future.

I am sending copies of this letter to George Walden and Andrew Burns (FCO).

M. O'D. B. ALEXANDER

Miss E B Chaplin
Foreign and Commonwealth Office



Foreign and Commonwealth Office

London SW1A 2AH

27 October 1980

M O'D B Alexander Esq
Private Secretary to the Prime Minister
10 Downing Street
LONDON SW1

Dear Michael

GUARD OF HONOUR FOR PRESIDENT MASIRE OF BOTSWANA -
28 OCTOBER 1980

/ I attach a supplementary note about the Prime Minister's participation in the ceremony tomorrow morning when President Masire is received on Horse Guards Parade by a Guard of Honour formed by the 1st Battalion Welsh Guards.

*Yours ever
Brenda*

Miss E B Chaplin
Protocol and Conference
Department



SUPPLEMENTARY NOTE

GUARD OF HONOUR PROCEDURE

At 0857 the Prime Minister will be escorted from the Garden Gate of No 10 Downing Street by the Field Officer in Brigade Waiting and Commanding Officer, Welsh Guards, Colonel S C Gaussen and the Brigade Major of the Household Division Lieutenant-Colonel R Corbett (Irish Guards) to the Colour Points opposite the Guard of Honour. The Prime Minister will turn to face President Masire's car as it draws up between the crowd barrier and the Colour Points. Mrs Masire's car will be behind the President's car. The President will alight on the side nearest to the Guard of Honour. The Prime Minister will move forward from the Colour Points to greet the President. Mrs Masire will be escorted from the second car to be introduced to the Prime Minister. (The ladies accompanying Mrs Masire will descend from the far side of the car and take up their position with other members of the party behind the Colour Points.) The President and the Prime Minister will then be escorted back to the Colour Points. The Prime Minister will take up position one pace behind the President on his right.

After the Royal Salute the President will be invited to inspect the Guard of Honour by the Guard Commander, Major C F B Stephens, Welsh Guards, who will take him forward to the Guard of Honour. The Prime Minister will maintain her position at the Colour Points. The Household Division Brigade Major, Lieutenant Colonel R Corbett, Irish Guards, will remain with the Prime Minister.

At the conclusion of the inspection the President will be brought back to the Colour Points from the Guard of Honour to rejoin the Prime Minister. Mrs Masire will move forward from her position beyond the Colour Points to join the party and the Prime Minister will take the President and Mrs Masire in to No 10 through the Garden Gate. The remainder of the party will proceed to their cars and leave the Parade Ground.

/Wet



WET WEATHER PROGRAMME

In the event of wet weather the Parade will not be cancelled. The programme will continue as scheduled up to the point where the inspection of the Guard of Honour should begin. If there is heavy rain at that point in the programme and the President does not wish to inspect the Guard of Honour the Prime Minister should lead President and Mrs Masire back to No 10.

HORSE GUARDS BUILDING

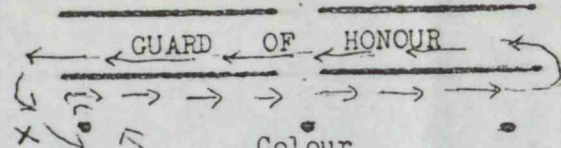
Lord Roberts

BAND
and
CORPS
of
DRUMS



Chinese mortar

GUARD OF HONOUR



Colour

GARDEN ENTRANCE

10

DOWNING STREET

Carriageway

Colour points MRS MASIRE ESCORTS.

ENTOURAGE + HIGH COMMISSION STAFF.

Barriers

Barriers

→ → → →
President's walk.
X Prime Minister joins the President.
Y Mrs Masire joins the President.
Horse Guards Parade - South Side

Horse Guards Approach Road

GUARD OF HONOUR
PROCEDURE

1. The President's car will draw up directly in front of the Guard of Honour, between and slightly behind the two Colour Points. After the formal meeting and introduction between the Prime Minister and the President, the President will turn to face the Guard, standing centrally between the two Colour Points. The Prime Minister will stand on the President's right.

Royal Salute

2. As soon as the President is in position, the Guard Commander will order the Royal Salute. The Guard of Honour will present arms, the Colour will be lowered, and the Band will play the Republic of Botswana National Anthem. The President will acknowledge the Salute as long as the Band plays.

3. At the end of the Salute the Guard Commander will prepare his Guard for inspection.

The Inspection

4. The Guard Commander will approach the President, salute with his sword, and invite the President to inspect the Guard of Honour. He will then escort the President to the right flank of the Guard of Honour, walking on his right. The Prime Minister will remain in the vicinity of the Colour Points.

5. The Band is not inspected. During the inspection, which is of the front only of the two ranks, the Guard Commander will maintain his position beside the President. The Ensign carrying the Colour is positioned three paces in front of the Centre of the front rank. The President will pass behind the Colour and should acknowledge it (to his right). The inspection will be completed at the right flank of the rear rank and here the Guard Commander will take leave of the President by again saluting with his sword.

6. Towards the conclusion of the inspection the Prime Minister will move to the right flank of the Guard of Honour. Once the Guard Commander has taken leave of the President, the Prime Minister will escort the President across the front of the Guard of Honour, (both acknowledging the Colour to the left as they pass), to the Garden Gate of No 10 Downing Street. The Guard of Honour will remain in the inspection position until the President and Prime Minister have entered No 10 Downing Street.



Foreign and Commonwealth Office

London SW1A 2AH

27 October 1980

Dear Michael,

*for
Randy*

Visit of President Masire of Botswana

27-31 October

The Prime Minister has agreed to greet President Masire at Horseguards Parade on Tuesday 28 October. A Guard of Honour drawn from the 1st Battalion Welsh Guards will take the salute.

I attach guidance from the Ministry of Defence on the procedure to be followed at the Guard of Honour ceremony together with a diagram of moves and individual positions.

Lt Col Robert Corbett, Brigade-Major of the Household Division, will be in attendance on the Prime Minister at the ceremony.

Yours ever
Roderic Lyne

(R M J Lyne)
Private Secretary

M O'D B Alexander Esq
No 10 Downing Street
LONDON SW1

GUARD OF HONOUR
PROCEDURE

1. The President's car will draw up directly in front of the Guard of Honour, between and slightly behind the two Colour Points. After the formal meeting and introduction between the Prime Minister and the President, the President will turn to face the Guard, standing centrally between the two Colour Points. The Prime Minister will stand on the President's right.

Royal Salute

2. As soon as the President is in position, the Guard Commander will order the Royal Salute. The Guard of Honour will present arms, the Colour will be lowered, and the Band will play the Republic of Botswana National Anthem. The President will acknowledge the Salute as long as the Band plays.

3. At the end of the Salute the Guard Commander will prepare his Guard for inspection.

The Inspection

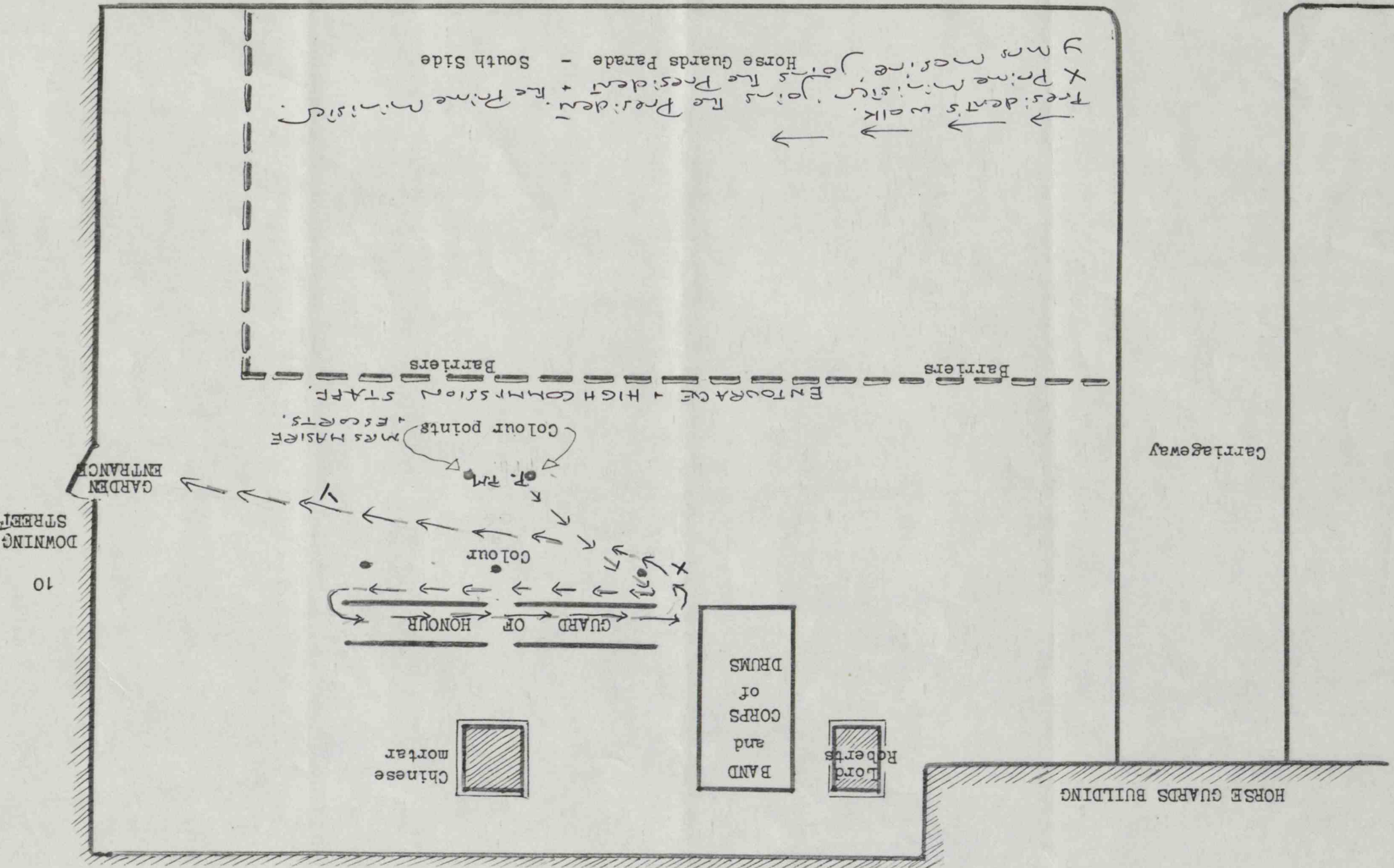
4. The Guard Commander will approach the President, salute with his sword, and invite the President to inspect the Guard of Honour. He will then escort the President to the right flank of the Guard of Honour, walking on his right. The Prime Minister will remain in the vicinity of the Colour Points.

5. The Band is not inspected. During the inspection, which is of the front only of the two ranks, the Guard Commander will maintain his position beside the President. The Ensign carrying the Colour is positioned three paces in front of the Centre of the front rank. The President will pass behind the Colour and should acknowledge it (to his right). The inspection will be completed at the right flank of the rear rank and here the Guard Commander will take leave of the President by again saluting with his sword.

6. Towards the conclusion of the inspection the Prime Minister will move to the right flank of the Guard of Honour. Once the Guard Commander has taken leave of the President, the Prime Minister will escort the President across the front of the Guard of Honour, (both acknowledging the Colour to the left as they pass), to the Garden Gate of No 10 Downing Street. The Guard of Honour will remain in the inspection position until the President and Prime Minister have entered No 10 Downing Street.

Horse Guards Approach Road

President's walk.
X Prime Minister joins the President + the Prime Minister.
Mrs Masire joins the President + the Prime Minister.
Horse Guards Parade - South Side



DOWNING STREET

10

GARDEN ENTRANCE

Chinese mortar

BAND and CORPS of DRUMS

Lord Roberts

GUARD OF HONOUR

Colour

MRS MASIRE
Colour points + ESCORTS.

ENTOURAGE + HIGH COMMISSION STAFF.

BARRIERS

BARRIERS

CARRIAGEWAY

HORSE GUARDS BUILDING

PRIME MINISTER

Guard of Honour for
President Masire

1. I attach a note of the arrangements for tomorrow morning, *to be done.*
2. Both the President and his wife have appointments to get to and should leave not later than 0920. It will only be the two of them who will be having coffee.
3. Coffee will be served in the White Drawing Room.

ES.

27 October 1980

TUESDAY 28 OCTOBER

Prime Minister will leave the No. 10 garden gate a moment or so before 0900. With her will be D/C Kingston. The Police will be in touch with the Officers escorting the President and will thus be able to report any likely delays.

Waiting at the gate to meet the Prime Minister will be the Officer Commanding the Parade - Colonel Gausson, Welsh Guards, and the Brigade Major, Colonel Corbett.

They will escort the Prime Minister the short distance to where the President's car will draw up. The President will alight from his car and be greeted by the Prime Minister. His wife will be in the following car, and she will then be greeted by the Prime Minister.

The Prime Minister will take the President a few yards towards the parade, and will stand with him between two Guardsmen acting as markers. The President should be very slightly ahead of the markers, and the Prime Minister very slightly behind them.

There will then be a Salute, and the Colour will be lowered.

At the end of the National Anthem Colonel Gausson and Colonel Corbett will conduct the President as he inspects the Guard of Honour. The Prime Minister will remain with the group of bystanders, and will no doubt talk to the President's wife.

After the inspection the Prime Minister will walk with the President towards the garden gate.

It is thought likely that Mrs. Thatcher will then pause for the press photographers to take their pictures. (They will be to the right of the garden gate as one leaves No. 10.)

The Prime Minister will then take the President and his wife through the garden gate and thence into No. 10.

* Although an invitation has been given for one official to accompany the President the High Commissioner thought it better that nobody should do this - he gave the impression that it would be awkward to select one member of the delegation and that it was better to do nothing.

* In fact he will be accompanied by his private secretary, Mr Selipeng. *Phnt*

If the weather is exceptionally wet it may be suggested to the President that he should omit the inspection but walk to the gate after taking the Salute.

Jane

28 October 1980



FBI PD
—

10 DOWNING STREET

Letter coming
from FBI. The
details i.e.
who sd come
into No 10
for coffee etc.
es.

24/4.



10 DOWNING STREET

From the Private Secretary

24 October 1980

Dear Rodine,

VISITS OF PRESIDENTS MASIRE AND STEVENS

I am writing to confirm that, as we have just agreed on the telephone, we will be expecting only the principal guest, his wife, and one official to accompany the Prime Minister into No. 10 after the two inspections of the Guard of Honour on Horseguards Parade. We would expect Presidents Masire and Stevens to remain here for about fifteen minutes before departing by car from the front door. All the other members of the two retinues would depart by car, without waiting for the Presidents, from Horseguards.

Yours ever

Michael Alexander.

R.M.J. Lyne, Esq.,
Foreign and Commonwealth Office.

Raney
Pdny



Mr M. Alexander -

With the compliments of

**PROTOCOL AND CONFERENCE DEPARTMENT
VISITS SECTION**

Advance copy of Guest
of Honour procedure
attached. Further
copy with covering letter
follows.

Quirk, Bert

**FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1A 2AH**

24. 10. 80,

GUARD OF HONOUR
PROCEDURE

1. The President's car will draw up directly in front of the Guard of Honour, between and slightly behind the two Colour Points. After the formal meeting and introduction between the Prime Minister and the President, the President will turn to face the Guard, standing centrally between the two Colour Points. The Prime Minister will stand on the President's right.

Royal Salute

2. As soon as the President is in position, the Guard Commander will order the Royal Salute. The Guard of Honour will present arms, the Colour will be lowered, and the Band will play the Republic of Botswana National Anthem. The President will acknowledge the Salute as long as the Band plays.

3. At the end of the Salute the Guard Commander will prepare his Guard for inspection.

The Inspection

4. The Guard Commander will approach the President, salute with his sword, and invite the President to inspect the Guard of Honour. He will then escort the President to the right flank of the Guard of Honour, walking on his right. The Prime Minister will remain in the vicinity of the Colour Points.

5. The Band is not inspected. During the inspection, which is of the front only of the two ranks, the Guard Commander will maintain his position beside the President. The Ensign carrying the Colour is positioned three paces in front of the Centre of the front rank. The President will pass behind the Colour and should acknowledge it (to his right). The inspection will be completed at the right flank of the rear rank and here the Guard Commander will take leave of the President by again saluting with his sword.

6. Towards the conclusion of the inspection the Prime Minister will move to the right flank of the Guard of Honour. Once the Guard Commander has taken leave of the President, the Prime Minister will escort the President across the front of the Guard of Honour, (both acknowledging the Colour to the left as they pass), to the Garden Gate of No 10 Downing Street. The Guard of Honour will remain in the inspection position until the President and Prime Minister have entered No 10 Downing Street.

Horse Guards Approach Road

President's walk.
X Prime Minister joins the President + the Prime Ministers.
Mrs Moline joins the President + the Prime Ministers.
Horse Guards Parade - South Side

ENTOURAGE + HIGH COMMISSION STAFF
Barriers

Colour points + ESCORTS.
MRS HASLEH

GARDEN ENTRANCE

DOWNING STREET

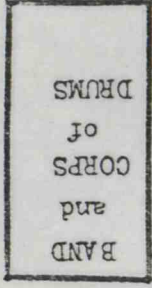
10

GUARD OF HONOUR

Colour



Chinese mortar



BAND and CORPS of DRUMS



Lord Roberts

Carriageway

HORSE GUARDS BUILDING



Foreign Office

10 DOWNING STREET

From the Principal Private Secretary

17 October 1980

B/F to November 11

Dear Roberto,

GUARDS OF HONOUR: VISITING HEADS OF STATE
AS GUESTS OF GOVERNMENT

This is to confirm what I told you on the telephone this afternoon. The Prime Minister has seen your letter of 16 October 1980 to Michael Alexander and she is content with the arrangements for the reception of President Masire and President Stevens proposed in paragraph 3 of your letter. She has not, however, decided whether arrangements on these lines should become our standard procedure for welcoming visiting Heads of State and Guests of the Government. I propose to take her mind on this when we have seen how the visits of President Masire and President Stevens go.

Yours ever,

John White

R.M.J. Lyne, Esq.,
Foreign and Commonwealth Office.



(1)

Foreign and Commonwealth Office

London SW1A 2AH

Prime Minister

There is no need to take a view on
the general issues summarised in the final
para just yet. But would you be prepared
to agree to 'A', overleaf for Presidents Masire &
Stevens. It seems a good idea to me.

16 October 1980

Dear Michael,

Paul
16/10

Guards of Honour: Visiting Heads of
State as Guests of Government

Earlier this year we examined, with the Ministry of Defence, the provision of a military presence for the arrival of every Head of State coming to the United Kingdom as a guest of Government (your letter of 7 March to Sir Arthur Hockaday refers). We made a case which the Ministry of Defence accepted that we could have up to three full Guards of Honour in any one year for those occasions when we considered that the visit warranted it. In addition there would be a 'carpet lining party' for lesser occasions.

We now expect two visits in rapid succession, President Masire of Botswana from 27 to 30 October and President Stevens of Sierra Leone from 3 to 9 November; although the notice is very short we consider that it would be appropriate for full Guards of Honour to turn out for these visitors.

Temporarily retained
Wayland
14/10/80

THIS IS A COPY. THE ORIGINAL IS
RETAINED UNDER SECTION 3(4)
OF THE PUBLIC RECORDS ACT

If a President comes as a guest of Government, part of the protocol would require that if the Prime Minister did not meet the visitor on his arrival at Heathrow (and

/in



A. in neither of the above cases is this convenient) the Prime Minister should call on the visitor at his hotel. This has been arranged in the case of President Stevens for 9.15 on the morning of 4 November. So far nothing has been proposed for President Masire, but we would have envisaged a call by the Prime Minister on the President in his hotel some time on the morning of 28 October. If, however, the Ministry of Defence are able to provide the full Guards of Honour which we have requested, we would like to propose that the Prime Minister should meet both President Masire and President Stevens from their cars at 0900 on 28 October and on 4 November respectively on Horseguards Parade with a Guard of Honour. We would then suggest that the Prime Minister should take the President through the garden and into No 10 where perhaps coffee might be offered. After five minutes or so the President would leave through the main door where his car would be waiting, together with the official party accompanying him who would meanwhile have made their way from the Parade Ground without entering No 10.

This is a relatively new departure. We did something of the sort with President Giscard, and it seemed to be successful. If the Prime Minister agrees, we would like to make something on these lines a standard feature of official visits by Heads of State and Guests of the Government. We are tending to fall behind the Continent in the ceremonial aspects of official visits, particularly the welcome ceremony. What is proposed would help put us back in contention, but also relieve the Prime Minister of the burden of greeting at Heathrow or calling at a hotel. If the Prime Minister agreed we would like to follow this pattern whenever practicable for similar visits in the future. We do not expect that this will be more than four or five times a year, three of which would be with full Guards of Honour. I should be grateful to know if we can plan on these lines in future.

yours ever
Roderic Lyne

(R M J Lyne)
Private Secretary

M O'D B Alexander Esq
10 Downing St



Foreign and Commonwealth Office

London SW1A 2AH

12 March 1980

Sir Arthur Hockaday KCB CMG
Ministry of Defence
Main Building
Whitehall
LONDON SW1

fs
Paul

Dear Arthur,

GUARDS OF HONOUR

Thank you for your letter of 4 March setting out the agreement which we came to at our meeting last week about the provision of Guards of Honour for Heads of State visiting the United Kingdom as guests of Government.

As far as the Foreign and Commonwealth office is concerned we are very happy with these arrangements. As you say in your letter, they are basic guidelines and may have to be interpreted with some flexibility. For our part we will do our best to see that you get as much advance notice as possible of all visits where a military presence is required on arrival and particularly those occasions where a full Guard of Honour is considered desirable. Although we did not discuss this point at our meeting may I confirm our understanding that a Guard of Honour will continue to be provided when a Head of State goes to Buckingham Palace to lunch with The Queen?

I intend that our Protocol and Conference Department should be the co-ordinating point in the Foreign and Commonwealth Office for dealing with Guards of Honour, and I wonder therefore if you would agree that they should in the first instance get in touch with your Protocol people rather than dealing with the individual Defence Secretariat Divisions?

Looking ahead there are, as yet, no visits arranged for which a military presence will be required, but I have no doubt that that picture will change before long.

I am most grateful to you for your help over this.

I am copying this letter to Michael Alexander.

Michael

Michael

Michael Palliser



*File KB
For Dal.*

10 DOWNING STREET

From the Private Secretary

7 March 1980

GUARDS OF HONOUR

I have discussed your letter of 4 March with the Prime Minister. Subject to the views of your Secretary of State, she would be content with the arrangements described in your letter.

I am sending a copy of this letter to Michael Palliser.

M. O'D. B. ALEXANDER

Sir Arthur Hockaday, K.C.B., C.M.G.

26

From: Sir Arthur Hockaday KCB CMG
Second Permanent Under Secretary of State



MINISTRY OF DEFENCE

Main Building, Whitehall, London SW1A 2HB

Telephone (Direct Dialling) 01-218 -7115

(Switchboard) 01-218 9000

2ndPUS/164/80

4 March 1980

Sir Michael Palliser GCMG
Foreign and Commonwealth Office
London
SW1A 2AH

Dear Michael
GUARDS OF HONOUR

Pat Howard-Dobson and I were most grateful for the opportunity of discussing this subject yesterday with you and Peggy Metcalfe; and I am writing to record the progress which we made.

2. We started from your letter of 10 January, in which you said that the provision of a small Naval detachment for the arrival of the President of Liberia had been met with general appreciation. This prompted you to suggest in your letter that Heads of State visiting the United Kingdom as guests of Government should be given military honours similar to those provided for the President of Liberia unless you felt that there were very strong grounds for providing a full Guard of Honour, in which case you would put a special case to us. You doubted whether there were likely to be more than two such special cases in a year.

3. Pat Howard-Dobson and I explained that within this Ministry we had been subjecting the requirement for Guards of Honour to a very critical scrutiny against the background of the manpower pressures which had compelled us to seek agreement to a reduction in the number of units deployed on Public Duties. We had formed the view, subject to ratification by our Secretary of State, that the number of Guards of Honour (leaving aside State visits) should be no more than nine per annum, allocated on a basis of three for the Defence Secretary's guests, three for CDS's guests, and three at your disposal, leaving the single Service Chiefs of Staff to meet any requirements for their own guests from within their own resources. We recognise however that the situation was complicated, first in that there were Heads of Government

such as President Giscard who were also Heads of State and might expect to be treated as such even when they were visiting the Prime Minister on an essentially "Head of Government" basis, and secondly that the Prime Minister herself was sometimes received with military honours when visiting as Head of Government (e.g. in Bonn last year) and might sometimes wish to reciprocate when receiving important Heads of Government such as Chancellor Schmit.

4. In discussion we agreed, and Peggy Metcalfe thought that Michael Alexander would see this as meeting the Prime Minister's requirements, to lay down a basic guideline very much on the lines suggested in your letter of 10 January, namely that when military honours were thought desirable for Heads of State visiting as guests of Government or for visiting Heads of Government, we should in general seek to meet the requirement with a small detachment, leaving a full Guard of Honour to be requested only on visits of exceptional importance up to a maximum of three per year.

5. From the Ministry of Defence side we recognise that there might occasionally be very exceptional circumstances which called for some flexibility in interpreting the guidelines. We impressed upon you, however, and you fully took the point, that as much notice as possible was most desirable and that at least six weeks' notice was normally required for the provision of a full Guard of Honour. I should add that the branch within this Ministry which co-ordinates requirements of this kind for all three Services is PS12(Army). If your people can ensure that your communications with appropriate Defence Secretariat Divisions give as early warning as possible of requirements for military honours, I for my part will see to it that the Secretariat Divisions are aware of the need to bring PS12(Army) in.

6. If you and Michael Alexander (to whom I am copying this letter) would be kind enough to confirm that you are content with what I have set out in this letter, we will then put the new arrangements to our Secretary of State.

Yours ever

AM



Foreign and Commonwealth Office

London SW1A 2AH

29 February 1980

Michael Alexander Esq
10 Downing Street
London SW1

3.30

Spoken to Miss Metcalfe.

F. A. Metcalfe

Dear Michael

GUARDS OF HONOUR

/ I attach a copy of a brief I have submitted to the PUS's Office for the PUS's meeting with Sir Arthur Hockaday on Monday.

I gather that you may not be able to be there; if not, could you perhaps let me have your views over the telephone, which I can then feed into the meeting since the PUS has asked me to attend.

Yours ever

Genl. Metcalfe

Miss P T Metcalfe
Protocol and Conference
Department

Mr du Boulay

PS/PUS

W. H. du Boulay
29-2-80

GUARDS OF HONOUR: MEETING BETWEEN PUS AND MOD

- / 1. I attach a brief for the meeting which the PUS is having with Sir Arthur Hockaday, the Vice-Chief of the Defence Staff and Mr Alexander on 3 March.

28 February 1980

P T Metcalfe

Miss P T Metcalfe
Protocol and Conference
233 4137 G78a/G

GUARDS OF HONOUR

INTRODUCTION

1. As part of a general effort to raise the status of visits by Heads of State as Guests of Government the FCO would like there to be a larger element of ceremonial than has traditionally been provided in the past. The most telling way of doing this is to greet a Head of State with military honours on arrival.

OBJECTIVE

Flag A

2. The FCO would like the Ministry of Defence to accept the principle that a military presence should be provided for the arrival of every Head of State coming to the UK as a Guest of Government. Our proposal is that this presence should normally take the form of a small detachment on the lines of that provided for President Tolbert. If a full Guard of Honour were considered essential on any particular occasion, the FCO would make a case to MOD. We estimate that in any one year there might be 4 or 5 visits of which one or 2 might call for a full Guard of Honour.

LINE TO TAKE

Flag B

3. MOD have moved a long way from their original opposition to this proposal. They are, however, not yet willing to commit themselves for the future. Sir Arthur Hockaday's reluctance appears to stem from the possibility that the Prime Minister might ask for Guards of Honour for Heads of Government as well as Heads of State. Mr Alexander will no doubt speak on this point

/at the

at the meeting. It is true that other countries including some of our EC partners lay on Guards of Honours for Prime Ministers. Mrs Thatcher has been given a Guard of Honour in Germany and France and we know that Prime Ministers of other countries have similarly been received there. Nevertheless, we do not believe there would be strong political pressure to provide a military presence for Heads of Government except when, as in the case of Premier Hua, the Head of Government is a Head of State in all but name.

BACKGROUND

Flag C 4. The PUS wrote to Sir Frank Cooper in June 1979 suggesting that the correct order of priority for the provision of Guards of Honour should be:-

- i) for State Visits;
- ii) for Heads of State on official visits on first arrival and if also possible on visits to The Queen;
- iii) if possible for other visitors on other official visits.

Flag D Sir Arthur Hockaday replied saying that he would see that these points were looked at in the course of the general review of Guards of Honour which was under way at MOD. But it was clear that he did not welcome the proposals.

5. Despite MOD reluctance, full Guards of Honour (4 officers and 96 men and a band) were provided in 1979 for the following:

President Turbay of Colombia

Premier Hua of China

President Giscard of France.

6. For President Tolbert's visit in December, a new arrangement was suggested by the FCO and agreed, as an experiment, by MOD. A small detachment (of the Royal Navy) lined the carpet from the helicopter landing point and a 'duty' Admiral was present. This innovation was approved by the Prime Minister and appeared to be quite acceptable to the Libyans.

7. In the meantime, the MOD general review which should have issued in the Autumn and which was unofficially said to be not very favourable to the FCO's view, was held up. Apparently the Prime Minister's unexpected request for a Guard of Honour for President Giscard introduced a new element, and this must also be true of the idea of the small detachment provided for President Tolbert.



Foreign and Commonwealth Office

London SW1A 2AH

10 January 1980

Sir Arthur Hockaday KCB CMG
MINISTRY OF DEFENCE

Sir Arthur,

GUARDS OF HONOUR

TxC 403/1		
RECEIVED IN REGISTRY No. 19		
22 JAN 1980		
DESK OFFICER		REGISTRY
INDEX	PA	Action Taken
X	✓	llll

See (3)
See (4)

Last Autumn you suggested, in response to an initiative of mine, that we should meet to discuss the question of Guards of Honour. I said that I thought it might be sensible to postpone this until after President Tolbert had been here in December.

As you know we broke new ground with that visit by having a small Naval Detachment at the helicopter landing point at Kensington Palace. This went down well with the Liberians who were particularly appreciative of the fact that it was the Royal Navy on parade (Rear Admiral Wemyss was there to represent the Navy Board). I have since learnt that the Prime Minister was satisfied with the arrangements for President Tolbert's arrival and is reported as having said that she thinks the scale of the ceremony was appropriate to the occasion.

This, I am sure you will agree, is good news. For a modest outlay in manpower, the visit got off to a good start but I am in no doubt that the absence of any ceremonial at all would have detracted quite substantially from the success of the visit. However I think it is unlikely that we will always get away so lightly; for instance, it is probable that the Prime Minister will wish to have a full Guard of Honour for President Carter's visit which is due to take place later this year.

On average there are four or five of these visits of Heads of State each year. I wonder whether we could now agree that they should be given military honours similar to those provided for President Tolbert, unless we feel that there are very strong grounds for providing a full Guard of Honour, in which case we would put a special case to you. At a guess I do not think there would be more than two of these in a year.

Plans for this coming year are still very uncertain and the only Head of State visit which seems probable is that which may be made by President Carter in June.

I should be glad to discuss these proposals with you in more detail if you wish.

/I am



I am copying this letter to Michael Alexander at
10 Downing Street.

Handwritten scribble

Michael

Michael Palliser

From: Sir Arthur Hockaday KCB CMG
Second Permanent Under Secretary of State



BU 3/3
Noted

B
④
noted
BU 25/1
22/1

Txc 403/1		
RECEIVED IN REGISTRY No. 19		
18 JAN 1980		
DESK OFFICER		REGISTRY
INDEX	PA	Action Taken
X	✓	MM

MINISTRY OF DEFENCE

Main Building, Whitehall, London SW1A 2HB

Telephone (Direct Dialling) 01-218-7115

(Switchboard) 01-218 9000

16 January 1980

Miss Mervale, PCS

Mr Parker

PS/AUS

Swagton

17/1

2ndPUS/45/80

Sir Michael Palliser GCMG
Foreign and Commonwealth Office
Downing Street
SW1A 2AL

Dear Michael

GUARDS OF HONOUR

③

②

Thank you very much for your letters of 10th and 14th January. I am glad that the arrangements made for the visit of President Tolbert were satisfactory and that the scale of the ceremonial was considered appropriate.

2. I have discussed your proposals, which I found most helpful, with General Sir Patrick Howard-Dobson, the Vice Chief of Defence Staff with responsibility for Personnel and Logistics here in the Ministry of Defence. Before entering into any firm undertakings as to future commitments we would both very much welcome a meeting at which we would like to extend the discussion to include the Prime Minister's views on Guards of Honour for Heads of Government as opposed to State. I will ask my Private Secretary to contact yours to arrange a suitable time and you may feel that it would be helpful if Michael Alexander could join us.

3. Finally, I am sure you will allow me to point out, as an old Admiralty hand, that some things are still sacrosanct. We may no longer have an Empire but, I am happy to say, the Royal Navy still answers to the Admiralty Board! In 1963, a government proposal to adopt the title "Navy Board" was defeated in the House of Lords and the will of Parliament has prevailed.

Yours ever

[Signature]



Foreign and Commonwealth Office

London SW1A 2AH

TXC 403/1

12 June 1979

Sir Frank Cooper KCB CMG
MINISTRY OF DEFENCE

Sir Frank,

1. I have for some time been concerned about the contrast between the two classes of visits by Heads of State to this country: the full State Visit with The Queen as host, of which there are two, or at most three, in a year; and visits by Heads of State as Guests of Government, which average about four a year. However much we try to disguise the fact, the Guest of Government visit inevitably looks a little second-rate, although politically speaking it may be of equal importance to British interests.
2. The problem is exacerbated when the Guest of Government comes to London, as often happens these days, as part of a round of visits to European capitals. The French, for example, do not distinguish between one Head of State and another; each visitor gets an equal mixture of ceremonial and political content. Our Guests of Government miss much of the ceremonial and they tend to resent it, all the more because it is the ceremonial occasions which they can use for publicity purposes at home.
3. The problem can be tackled in various ways. But in this letter I should like to concentrate on military honours. For a State Visit there are Guards of Honour on arrival at Gatwick, at Victoria Station, at Buckingham Palace and later at the Guildhall. There is also the State Drive from Victoria Station to Buckingham Palace and the glitter of the State Banquet as well as a Guildhall dinner. The Guest of Government gets no Guard of Honour on arrival or at Guildhall and no State Drive. He is usually given a luncheon at Buckingham Palace and will then get a Guard mounted in the Quadrangle. But the Mansion House luncheon or dinner which goes with such a visit lacks military honours.
4. I have singled out this aspect of the problem, because I believe you are already engaged in an exercise to reduce the disruption caused by the present scale of Guards of Honour. But I also do so because we have the President of Colombia coming on an official visit as Guest of Government on 2 July and, for reasons I explain below, we particularly need military honours for his arrival.
5. In summary military honours are at present provided for events in our field:
 - (i) on four occasions during State Visits;
 - (ii) possibly on one occasion during a visit of a Head of State as Guest of Government;

- (iii) for other VIPs visiting the Ministry of Defence or defence installations.

In terms of national interest, the priorities seem to me to be in the order listed above. If there are to be reductions, therefore, there seems to be a case for beginning with category (iii). I do not want to suggest tampering with category (i); a State Visit is a State Visit and the ceremonial is an essential part of it. But in the second category, I should personally be inclined to give rather higher priority to military honours on first arrival, as compared with later in the programme, eg for the luncheon at the Palace. If a choice had to be made, that is where my vote would go, but I recognise of course that consultation with the Palace would be needed before any decision was taken on such an issue. The importance of proper ceremonial for a visit to the Sovereign is not to be under-estimated.

6. Since I understand very well that the Armed Forces available in this country have more important roles than to provide Guards of Honour, I am not seeking an increase in the overall number of Guards of Honour currently provided. My purpose is to underline the important contribution which military honours do nevertheless make to the success of visits to the United Kingdom by foreign Heads of State, and to stress particularly the need for them in visits by Heads of State as Guests of Government. I should like to suggest that before you take any final decisions we should look again at our priorities, so as to ensure that, whatever the number of Guards of Honour which you finally decide can be provided, they are distributed in the way that best serves national interests. There is a subsidiary point about the size of a Guard of Honour. I understand Queen's Regulations lay down the size of a Guard of Honour for each category of person to be so honoured but that an "Honour Guard" can be of any size to suit the circumstances and terrain. I do not want to interfere in military protocol, but from the foreign visitor's point of view the size of a Guard of Honour is less important than the fact that military honours are provided. There would therefore be no difficulty from our point of view if smaller "Honour Guards" were provided; indeed there could be advantage for welcoming ceremonies on cramped sites like the helicopter landing area at Kensington Palace.

7. In short, what I am suggesting is that we should agree in principle that Guards of Honour should be provided, in order of priority:

- (i) for State Visits;
- (ii) for Heads of State on official visits, on first arrival, and if also possible, on visits to The Queen;
- (iii) if possible, for other visitors on other official visits.

8. Finally, without prejudice to whatever views you may have on these ideas, I very much hope that the Ministry of Defence can

CONFIDENTIAL

be flexible about the provision of a Guard of Honour for the first arrival of the President of Colombia on 2 July. Neither the Prime Minister nor the Foreign and Commonwealth Secretary can be present when President Turbay arrives since both will be on their way back from the Economic Summit in Tokyo. The Colombians already consider this peculiar, and we would go a long way towards reassuring them that we are taking their President's visit seriously if, without prejudice to the longer term policy decision, we could manage a Guard of Honour for his arrival. If you can agree in principle, our officials can be in touch about the details.

2-11-68

Michael Palliser

~~Michael Palliser~~

cc Sir John Hunt GCB

CONFIDENTIAL

From: Sir Arthur Hockaday KCB CMG
Second Permanent Under Secretary of State

D (3)

CONFIDENTIAL



TxC 403/12

RECEIVED IN DEPARTMENT NO. 17

25 JUN 1979

DESK OFFICER	PA
INDEX	

MINISTRY OF DEFENCE

Main Building, Whitehall, London SW1A 2HB

Telephone (Direct Dialling) 01-218-7115

(Switchboard) 01-218 9000

See (4)

25 June 1979

2ndPUS/437/79

Sir Michael Palliser GCMG
Foreign and Commonwealth Office
SW1A 2AH

Dear Michael
GUARDS OF HONOUR

PCD
9 PS/PUS
TCA-3
25/VI

In Frank Cooper's absence abroad I am replying to your letter to him dated 12 June.

2. You are quite right when you say that we are conducting a general study of the problems raised by the present scale of requirements for the provision of Guards of Honour against the background of our current manning difficulties in all three Services. This study is proceeding apace and will be submitted for consideration by the Principal Personnel Officers within the next two weeks. Your letter is a very timely contribution to the study, and the PPOs will look carefully at the points which you have made.

3. As to the forthcoming visit of the President of Colombia, I do not want to seem unhelpful, but I really do find considerable difficulty in what you propose. The *raison d'etre* of our review is, as you say, to reduce disruption caused by the present scale of Guards of Honour. We have particular problems when a requirement arises at comparatively short notice and at this time of year when there are many ceremonial demands, including the preparation for such long standing and traditional commitments as the Royal Tournament. But my difficulties really rest on more fundamental considerations.

4. First, I should have thought that we ought to be very careful about making changes in the present established practice before we have been able to complete our comprehensive review of the whole problem; and, although it is hardly for me to say so, I should have thought that the Palace would have wished to reflect very carefully before making a change.

CONFIDENTIAL

Secondly, I am very doubtful whether you can say that the provision of a Guard for the President of Colombia could be without prejudice to the longer term policy decision or would not constitute a precedent. I should be very surprised if the provision of a Guard for the President did not become known within the Diplomatic Corps; and I can foresee only too easily that on the next "Guest of Government" visit we should be told that HMG would be in a gravely embarrassing position if, having provided a Guard for the President of Colombia, we did not provide a Guard for the next Head of State. I understand that it is intended, in accordance with normal practice, to mount a Guard when the President goes to luncheon at Buckingham Palace; and I hope that on reflection you can agree that this should suffice.

5. I am copying this letter to John Hunt.

Yours ever

Attlee

CONFIDENTIAL

CONFIDENTIAL

Foreign Policy



Foreign and Commonwealth Office

London SW1A 2AH

14 January 1980

Sir Arthur Hockaday KCB CMG
MINISTRY OF DEFENCE

fg. Plans

Sir Arthur,

GUARDS OF HONOUR

1. Since writing to you on 10 January I have seen further correspondence about the possibility of a visit to this country by President Carter. This makes a visit in June seem pretty unlikely. I should not wish to start any unnecessary hares, so perhaps you, and Michael Alexander to whom I am copying this letter, could avoid giving further circulation to that aspect of my letter. But of course this does not undermine the main point of principle.

Sir,

Michael

Michael Palliser

cc:
Mr M Alexander, No 10

CONFIDENTIAL



Foreign and Commonwealth Office

London SW1A 2AH

10 January 1980

Sir Arthur Hockaday KCB CMG
MINISTRY OF DEFENCE

fs.
Pauls
- 14/1

Sir Arthur,

GUARDS OF HONOUR

Last Autumn you suggested, in response to an initiative of mine, that we should meet to discuss the question of Guards of Honour. I said that I thought it might be sensible to postpone this until after President Tolbert had been here in December.

As you know we broke new ground with that visit by having a small Naval Detachment at the helicopter landing point at Kensington Palace. This went down well with the Liberians who were particularly appreciative of the fact that it was the Royal Navy on parade (Rear Admiral Wemyss was there to represent the Navy Board). I have since learnt that the Prime Minister was satisfied with the arrangements for President Tolbert's arrival and is reported as having said that she thinks the scale of the ceremony was appropriate to the occasion.

This, I am sure you will agree, is good news. For a modest outlay in manpower, the visit got off to a good start but I am in no doubt that the absence of any ceremonial at all would have detracted quite substantially from the success of the visit. However I think it is unlikely that we will always get away so lightly; for instance, it is probable that the Prime Minister will wish to have a full Guard of Honour for President Carter's visit which is due to take place later this year.

On average there are four or five of these visits of Heads of State each year. I wonder whether we could now agree that they should be given military honours similar to those provided for President Tolbert, unless we feel that there are very strong grounds for providing a full Guard of Honour, in which case we would put a special case to you. At a guess I do not think there would be more than two of these in a year.

Plans for this coming year are still very uncertain and the only Head of State visit which seems probable is that which may be made by President Carter in June.

I should be glad to discuss these proposals with you in more detail if you wish.

/I am

? NDL 62.
Sir A.P. informed.
No plans for
Carter visit at
present.

X



I am copying this letter to Michael Alexander at
10 Downing Street.

7/11/53

Michael

Michael Palliser

Grey Scale #13



A 1 2 3 4 5 6 **M** 8 9 10 11 12 13 14 15 **B** 17 18 19



Inches 1 2 3

Centimetres 1 2 3 4 5 6 7 8

Colour Chart #13

Blue

Cyan

Green

Yellow

