

Confidential Filing

The submission of papers to the PM prior to trips abroad and recesses.

PRIME MINISTER

JULY 1979

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
17.7.79							
10.8.79							
27.7.79							
23.7.82							
7-12-82							
25.3.83							
20.7.87							
15.9.87							
11/11/83							
10.4.84							
28.11.84							
2.3.85							
26/7/85							
2/8/85							
7.7.84							

PREM 19/2398

WASG TND keep
11/11/83

Reminder Chart - Long Trips Only

Remind.	6/8/85	3/7/86			
L.P.	/	✓			
L.Ch.	/	✓			
Fcs	/	✓			
H/Sec	/	✓			
Ch/Ex	/	✓			
D.ES.	/	✓			
WIO	/	✓			
Energy	/	✓			
MOB	/	✓			
Scot.	/	✓			
Wales	/	✓			
Env.	/	✓			
L.P.S.	/	✓			
DASS	/	✓			
Emp.	/	✓			
DTI	/	✓			
CDL	/	✓			
Transp	/	✓			
MAFI	/	✓			
CST	/	X			
MWP.	/	X			
RTA	/	✓			
H. Steel (Law)	/	✓			
Ch. Whp	/	✓			
Paymaster	/	X			

Tried all day but no reply.

LONG TRAPS ONLY

DEADLINE FOR SUBMISSIONS

~~CLOSE OF PLAY FRIDAY 5 AUG~~

REMINDED 4/8 Reminded 17/11 Reminded 12/12 Reminded 29/3

	REMINDED 4/8	Reminded 17/11	Reminded 12/12	Reminded 29/3
LORD PRESIDENT	✓	✓	✓	✓
LORD CHANC.	✓	✓	✓	✓
FCS	✓	✓	✓	✓
HOME SEC.	✓	✓	✓	✓
CHANC.	✓	✓	✓	✓
DES	✓	✓	✓	✓
NIO	✓	✓	✓	✓
ENERGY	✓	✓	✓	✓
DEFENCE	✓	✓	✓	✓
SCOTLAND	✓	✓	✓	✓
WALES	✓	✓	✓	✓
DOE	✓	✓	✓	✓
LORD PRIVY SEAL	✓	✓	✓	✓
D+ISS	✓	✓	✓	✓
EMPLOYMENT	✓	✓	✓	✓
DTI	✓	✓	✓	✓
CDI	✓	✓	✓	✓
TRANSPORT	✓	✓	✓	✓
MAFF	✓	✓	✓	✓
CHIEF SEC	✓	✓	✓	✓
AMR GENERAL				
RTA	✓	✓	✓	✓
H. STEEL (LAW OFF'S DEPT.)	✓	✓	✓	✓
MURDO	✓	✓	✓	✓
BayMarket General	-	-	✓	✓
Lord Young			✓	✓

cc Cabinet
LOD
Ld Adv
FS, HMT
ES, HMT
Min/State HMT
P^D Housing, DoE

ate

8/1



10 DOWNING STREET

From the Principal Private Secretary

7 July 1986

Dear Private Secretary,

This is the time of year when we write to departments about the submission to No. 10 of papers requiring the Prime Minister's attention before the holiday.

This year the Prime Minister's diary is affected at the beginning of August by the meeting of the seven Commonwealth heads of Government on Sunday 3 August to Tuesday 5 August. Could I therefore ask that all papers requiring the Prime Minister's attention should be with No. 10 by lunchtime on Friday 1 August. Although the Prime Minister will continue to see papers during August, we hope to trouble her as little as possible except for matters of immediate urgency. If there are any items about which you know in advance your department will need to consult the Prime Minister in August, please let us know beforehand.

I am sending a copy of this letter to the Private Secretaries to Ministers in charge of Departments and to Sir Robert Armstrong.

Yours sincerely
Nigel Wicks

N L WICKS

The Private Secretary

8/1

W0579

MR ADDISON

2 August 1985

DTI MINUTES TO THE PRIME MINISTER.

I understand that there are three DTI minutes on the stocks which may reach the Prime Minister before she goes away and on which I think she would probably like to have my advice.

2. The subjects are:

Hiving off the Patent Office (following the Green Paper on Intellectual Property and Innovation of December 1983)

Materials initiative (following the Collyear Report)

Space (following my report on the British National Space Centre).

My own view is that none of these need to be dealt with by the Prime Minister before she goes away and I would be happy to provide advice on them for her return. As I told you on the telephone the other day, I shall be here in the week beginning 12 August although I am away on leave next week (nevertheless, if any of these points need urgent attention, I am probably contactable by telephone at home).

RSN

SIR ROBIN NICHOLSON
Chief Scientific Adviser

CF.
We have yet to be able to see any of
the three minutes coming from DTI.
Mrs 278

NAMARK

Die



10 DOWNING STREET

26 July, 1985

From the Principal Private Secretary

Dear Private Secretary,

The Prime Minister will be abroad on holiday from 12 to 22 August.

Papers requiring the Prime Minister's attention before the holiday should reach this office by close of play on Wednesday, 7 August. Although it will be possible to communicate with the Prime Minister while she is away, we will hope to trouble her as little as possible except for matters of immediate urgency.

I am copying this letter to the Private Secretaries to Members of the Cabinet, Henry Steel (Law Officers' Department), Murdo Maclean (Chief Whip's Office) and Richard Hatfield (Cabinet Office).

Yours sincerely,

Robin Butler

The Private Secretary

Die



10 DOWNING STREET

From the Principal Private Secretary

18 March 1985

Dear Private Secretary,

The Prime Minister will be abroad over Easter and Easter week, from midday on Thursday 4 April to Sunday 14 April.

It would be helpful if as many as possible of the papers requiring the Prime Minister's attention before Easter could reach this office by close of play on Friday 29 March. In any event, they should reach us not later than close of play on Tuesday 2 April. Although it will be possible to communicate with the Prime Minister's party by telegram while she is away, the presumption will be that papers not received by Tuesday 2 April will be dealt with after her return on 14 April.

I am copying this letter to Private Secretaries to Members of the Cabinet, Henry Steel (Law Officers' Department), Murdo McLean (Chief Whip's Office), and Richard Hatfield (Cabinet Office).

Yours sincerely,

Robin Butler

The Private Secretary



10 DOWNING STREET

From the Principal Private Secretary

28 November, 1984

Dear Private Secretary,

You will have seen the announcement that the Prime Minister is undertaking an overseas tour from Monday, 17 December to Sunday, 23 December. On her return, she does not plan to be in London until after Christmas.

This means that we have to ask you to arrange for any routine papers for the Prime Minister's attention before Christmas to reach us much earlier than usual, i.e. by Thursday, 13 December, so that the Prime Minister can deal with them before her departure.

It will, of course, be possible to communicate with the Prime Minister's party while she is away, but this arrangement should be restricted to urgent matters which could not have been predicted and dealt with before the Prime Minister's departure.

I am copying this letter to Private Secretaries to members of the Cabinet, Henry Steel (Law Officers' Department), Murdo Maclean (Chief Whip's Office) and Richard Hatfield (Cabinet Office).

Yours sincerely,

Robin Butler

The Private Secretary

Good idea

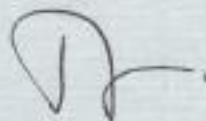
MR. BUTLER

Pl. may I have
an example of previous
letters written to Dept^r before
the Christmas break.

FERS

27.11.

It occurs to me that since the
Prime Minister will be leaving the country
on 17 December and will presumably be
preoccupied with ^{Gorbachev and} departure arrangements,
briefing and speeches the previous weekend,
it may be as well to advise Departments now
of the need to get their submissions here by
perhaps the middle of the previous week if
they want to guarantee Prime Ministerial
attention before Christmas. Apologies if
you have already thought of this.



27 November 1984

SUBJECT

● cc Master



10 DOWNING STREET

From the Principal Private Secretary

10 April, 1984

file RM.
c. Cabinet
T LOD.
Cwo
Cab. of

Dear Private Secretary,

The Prime Minister will be leaving for an official visit to Portugal early on Tuesday, 17 April, and will not be back in London until late on Thursday, 19 April. Any matters which your Minister wants the Prime Minister to deal with before Easter should reach this office by this Friday, 13 April. // BF

Yours sincerely,

Robin Butler

The Private Secretary

SHH

DISTRIBUTION

HO
LORD CHANCELLOR
TREASURY
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DES
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MOD
MAFF
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DTI
LORD PRESIDENT
D/TRANSPORT
DHSS
CHIEF SECRETARY, TREASURY
LORD PRIVY SEAL
D/ENERGY
D/EMPLOYMENT
CHANCELLOR OF THE DUCHY OF LANCASTER

LAW OFFICERS
CHIEF WHIP
CABINET OFFICE

*COPY letter
to CHM
ADMN.*

cc PM TOWNS 2/82
CHGM India

110

SUBJECT



10 DOWNING STREET

From the Principal Private Secretary

11 November 1983

Dear Private Secretary,

The Prime Minister will be abroad for the Commonwealth Heads of Government Meeting in India from Monday, 21 November until Wednesday 30 November.

It will, of course, be possible to communicate with the Prime Minister's party while she is abroad, but any routine papers which require her attention before her departure should reach this office by Friday, 18 November.

Yours sincerely,
Robin Butler

The Private Secretary.

SUBJECT



FILE

cc master R07

10 DOWNING STREET

From the Principal Private Secretary

15 September, 1983

cc:-	HO	MOD	Trans	Emp
	LCO	DOE	DHSS	CDL
	HMT	SO	C.Sec	CO
	FCO	WO	MAFF	A.Gen
	DES	DTI	LPS	Chief Whip
	NIO	LPO	Energy	

The Prime Minister will be abroad visiting the Netherlands and Germany from Monday, 19 September to Wednesday, 21 September inclusive, and visiting Canada and the United States from Sunday, 25 September to Saturday, 1 October inclusive.

It will, of course, be possible to communicate with her party during these absences, but any routine papers which require her attention before she leaves for the United States should if possible reach this office by midday on Friday, 23 September.

E. E. R. BUTLER

The Private Secretary to Ministers in
Charge of Departments

Robin : North America
(25-30 Sept)

You may wish to
consider whether it is
necessary to write to
Private Sec's as the
PM will only be out
of the UK for five
working days.

Petes
1579



10 DOWNING STREET

From the Principal Private Secretary

20 July 1983

Dear Private Secretary,

The Prime Minister will be out of London from Tuesday 9 August to Tuesday 23 August.

She will continue to deal with Government business while she is away, but we shall want to restrict to a minimum the number of messages and papers that have to be sent to her. If your Minister has any submissions that need her clearance before she leaves London, they should reach us by close of play on Friday 5 August, at the latest.

I am copying this letter to the Private Secretaries to members of the Cabinet and to Henry Steel (Law Officers' Department), Murdo Maclean (Chief Whip's Office) and Richard Hatfield (Cabinet Office).

Yours sincerely,

Robin Butler

The Private Secretary

JK

Subject

see Minutes

10



10 DOWNING STREET

From the Principal Private Secretary

25 March 1983

The Prime Minister will be leaving London after Questions on Thursday 31 March and returning on Monday 11 April.

She will continue to deal with Government business while she is away but we shall want to restrict to a minimum the number of messages and papers that have to be sent to her. If your Minister has any submissions which need her clearance before she leaves London could you please arrange that they reach us by 1600 hours on Wednesday 30 March at the latest.

I am copying this letter to the Private Secretaries to members of the Cabinet and to Henry Steel (Law Officers' Department), Murdo Maclean (Chief Whip's Office) and Richard Hatfield (Cabinet Office).

The Private Secretary.

h



file lb
PM

SUBJECT.

10 DOWNING STREET

From the Principal Private Secretary

7 December 1982

The Prime Minister will be out of London from Friday 24 December to Wednesday 5 January, except for 30 and 31 December.

She will obviously continue to deal with Government business while she is away, but we shall want to restrict to a minimum the number of messages and papers that have to be sent to her. If your Minister has any submissions which need her clearance before she leaves London, they should reach us by four o'clock on Wednesday, 22 December, at the latest.

I am copying this letter to the Private Secretaries to the members of the Cabinet and to Jim Nursaw (Law Officers' Department), Murdo Maclean (Chief Whip's Office) and Richard Hatfield (Cabinet Office).

E. E. R. BUTLER

The Private Secretary.

SUBJECT.



Prime Minister ^{v.8.}

10 DOWNING STREET

From the Principal Private Secretary

23 July 1982

Dear Private Secretary,

24 to 27 and 1 to 5/5

The Prime Minister will be out of London from Wednesday 11 August to Sunday 22 August.

She will continue to deal with Government business while she is away, but we shall want to restrict to a minimum the number of messages and papers that have to be sent to her. If your Minister has any submissions that need her clearance before she leaves London, they should reach us by close of play on Friday 6 August, at the latest.

I am copying this letter to the Private Secretaries to Members of the Cabinet and to Jim Nursaw (Law Officers' Department), Murdo Maclean (Chief Whip's Office) and David Wright (Cabinet Office).

Yours sincerely,

Oliver Whitemore.

The Private Secretary

bo

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SUBJECT

Prime Minister



10 DOWNING STREET

From the Principal Private Secretary

27 July 1981

Dear Louise Sumner,

The Prime Minister will be out of London from Friday 7 August to Monday 24 August.

She will continue to deal with Government business while she is away, but we shall want to restrict to a minimum the number of messages and papers that have to be sent to her. If your Minister has any submissions that need her clearance before she leaves London, they should reach us by noon on Wednesday 5 August at the latest.

I am copying this letter to the Private Secretaries to Members of the Cabinet and to Jim Nursaw (Law Officers' Department), Murdo Maclean (Chief Whip's Office), Jeremy Colman (Civil Service Department) and David Wright (Cabinet Office).

Yours sincerely,

Anne Whitmore.

The Private Secretary

R.



Cc Master set *hw*
PM

10 DOWNING STREET

From the Private Secretary

10 August 1979

Dear Private Secretary

The Prime Minister will be spending a week's holiday in Scotland from Wednesday 15 August to Wednesday 22 August. She will continue to deal with Government business while she is away, but we should be grateful if anything which requires urgent clearance next week could reach us by close of play on Tuesday 14 August if this is at all possible.

I am copying this letter to the Private Secretaries to the members of Cabinet, including the Minister of Transport, and to Murdo Maclean (Chief Whip's Office) and Martin Vile (Cabinet Office).

Yours sincerely

M J Sader

The Private Secretary

hw



PM. JQ TT.

cc Maiter

Lusaka Admin File
May 79

10 DOWNING STREET

From the Principal Private Secretary

17 July 1979

Dear Principal Secretary,

The Prime Minister will be leaving for Lusaka early on Monday, 30 July. She will return on Thursday 9 August. If you have submissions which need her clearance before she leaves, they should reach us by close of play on Wednesday, 25 July at the latest, so that the Prime Minister has sufficient time to deal with them before she begins her final preparations for the CHGM.

We can give no guarantee that papers submitted after the deadline will be seen by the Prime Minister before she leaves.

We shall be able to transmit messages and papers to her in Lusaka, but we shall want to restrict the volume of both to the minimum. It will probably be sensible to consult us before seeking to put anything to her while she is away.

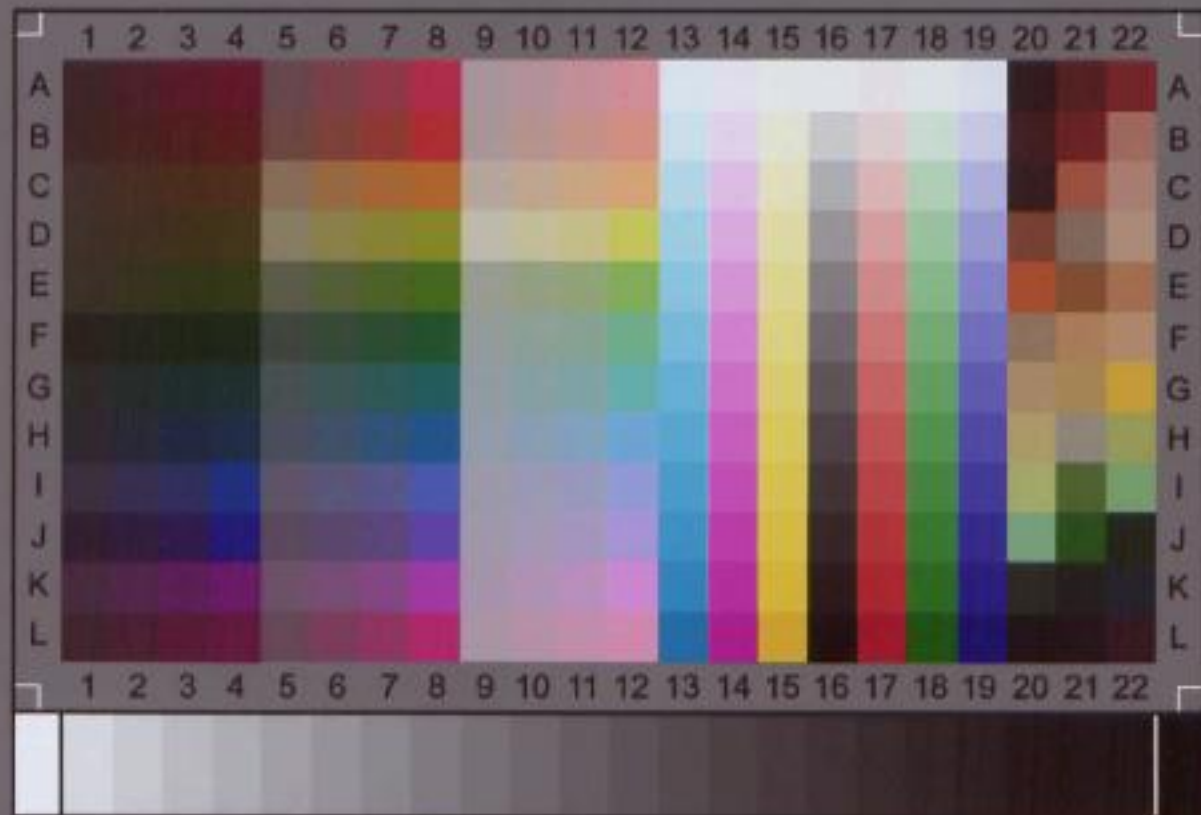
I am copying this letter to the Private Secretaries to the members of Cabinet and to Genie Flanagan (Department of Transport), Bill Beckett (Law Officers' Department), Murdo Maclean (Chief Whip's Office), David Laughrin (Civil Service Department) and Martin Vile (Cabinet Office).

Yours sincerely,

Alvin Whiteman.

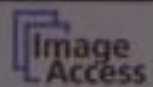
The Private Secretary

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