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JSW to HMT 2.4.91

28 March 19[illegible]

By Fax

J S Wall E[illegible]
Private Se[illegible]
No 10 Down[illegible]

1) cc M Wicks, AMT
Sandra Phillips
2) [illegible]

Dear S[illegible]

CALL ON [illegible]

1. Mrs S[illegible]
to me this [illegible]
Melinda Fa[illegible]
talk about [illegible]
Economic S[illegible]

2. Mrs Po[illegible]
make it cl[illegible]
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Comment

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there is no...
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England who...
direct expe...

6. I am ...

Antony Ac...

British Embassy
Washington

5100 Massachusetts Avenue N.W.
Washington D.C. 20008-3600

Telephone: (202) 898-4292
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From The Ambassador

28 March 1991

By Fax

J S Wall Esq LVO
Private Secretary
No 10 Downing Street

1) cc M Wicks, AMT
Sandra Phillips
2) [illegible]

Dear Stephen,

CALL ON THE PRIME MINISTER BY MRS MELINDA FARRIS

1. Mrs Susan Porter Rose, Mrs Bush's Chief of Staff, telephoned to me this week to say that she understood that a lady named Ms Melinda Farris would be calling on Mrs Major on 8 April, to talk about the possibilities for a spouses programme during the Economic Summit.

2. Mrs Porter Rose said that the purpose of her call was to make it clear that Ms Farris had not made this approach to Number 10 either at the instigation or with the blessing of the White House. Ms Farris was in fact a highly capable person, with whom the White House enjoyed working. She had organised the spouses programme for the Houston Economic Summit last year, and had done so very successfully. The White House would also be using her to organise the spouses programme for the Republican National Convention in New Orleans next year. In short, she had both the necessary experience and the ability. But Mrs Porter Rose emphasised that Ms Farris' approach to Mrs Major was a piece of private enterprise (though she did not imagine that Ms Farris would try to represent otherwise).

3. Mrs Porter Rose added that she hoped that we would not feel under an obligation to organise a spouses programme, just because Mrs Bush had done so last time. Mrs Bush had become involved because she had wanted to, not because the Americans thought it an indispensable part of the Summit. But we agreed that, nonetheless, spouses programmes were becoming a more normal part of Summit meetings generally, for example the spouses programme which Mme Mitterrand organised for the CFE Summit last year.

4. I said that I was most grateful to Mrs Porter Rose for clarifying the basis on which Ms Farris' approach had been made. I would pass it on to you.

/ Comment....

Comment

5. It is fairly clear that Mrs Bush has come to hear of Ms Farris' approach to Mrs Major, and wanted us to understand that this initiative had not been undertaken at White House suggestion. Ms Farris is clearly both nice and experienced, and there is no doubt much that we could learn from her. But equally, as Mrs Porter Rose said, there must be many people in England who are similarly qualified, albeit without Mrs Farris' direct experience from last year.

6. I am sending a copy of this letter to Richard Gozney (FCO).

Yours ever

Antony

Antony Acland

B

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We must not do this on the cheap + look second rate. (I wd. prefer criticism for over expenditure).

PRIME MINISTER I'd like to have a meeting on these arrangements before it is too late to change them. f 31.3

cc Miss Hogg
Mr O'Donnell

LONDON ECONOMIC SUMMIT, 15-17 JULY

I should be grateful for answers on the points raised by Nigel Wicks in his letter below.

1. Entertainment at Buckingham Palace on 16 July and Overall Summit Costs

The cost of entertainment at Buckingham Palace has now risen to £100,000. It can only be substantially reduced by cutting back the nature of the event as a whole. The total cost of the Summit has also risen from an estimated £4.5 million to between £7 million and £7.5 million. This is still significantly cheaper than previous Summits. We have had some success in producing savings through sponsorships.

Content

Public opinion is probably more sensitive about this sort of expenditure in the United Kingdom than in any of the other Summit countries but there are good arguments on our side. (Importance of having major world leaders in London; first such occasion since the Gulf War in which all 57 countries played a part, either directly or financially; lower costs than in previous Summits.) It may also be worth checking what today's real terms cost would be of the Economic Summit which Jim Callaghan chaired in London as Prime Minister in 1977.

do not do this in a second rate fashion — that would be humiliating for the whole country, this must be a success.

Agree to go ahead on existing basis?

2. Presentation of the Final Communique

Nigel suggests that you should read the final Summit text (or summary) in Lancaster House, flanked by the other Summit leaders.

Is this really necessary. If so, yes.

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There would be no public audience present but the event would be covered by television. This seems the simplest way of meeting this slightly bizarre but hallowed Summit tradition.

Agree?

3. Substance

Michael Heseltine has proposed that you use the Summit to give the world a steer on the environment, particularly climate change and forestry. I will consult Nigel Wicks. The idea seems a good one but it is hardly new or particularly newsworthy.

The four main Summit issues will be the world economy; trade; the Soviet Union and the Gulf.

On the Soviet Union, you will need to reach a view nearer the time on whether to associate President Gorbachev with the Summit in some way. It is hard at the moment to see any practical benefit. It could also be politically dodgy, though involving him in some way could make the Summit more newsworthy.

On the Gulf, quite a lot of the issues for discussion (regional security; Arab/Israel; arms control; economic issues) will have been extensively aired elsewhere before the Summit. The one which is likely to be of abiding public concern is arms proliferation and I suggest we see if we can build that up into a clear agreement among the Summit seven on arms control policy towards the region. We shall probably end up with weasel words but it is worth a try.

At some previous Summits, there has been an informal session. Nigel thinks there may not be time on this occasion but we need to think further about possible topics for an informal discussion (may be over a meal). Possibilities are The Next Century (an idea which the Americans had at Houston but did not pursue) and/or migration.

4. Next Steps

The mechanical preparations for the Summit are going well. On substance, I suggest you have a talk with Nigel Wicks in the next few weeks.

5. Gus will wish to look at the proposed press arrangements.

Stepha

STEPHEN WALL
29 March 1991

C:\FOREIGN\SUMMIT (DAS)

PRIME MINISTER

LONDON ECONOMIC SUMMIT: ENVIRONMENT

I have been reviewing recently the progress of the major international environmental negotiations leading up to the United Nations Conference on the Environment and Development in Brazil in June 1992. Great expectations are being aroused throughout the world about the outcome of this conference. At present it seems to me that the preparations consist of a great circus of officials devoting up to four weeks at a time in foreign locations canvassing every option known to man. We need a political direction from the highest level. There is some danger that the whole process will be dissipated in high sounding declarations and no real action.

I believe that we need to take steps now to give a clear political lead to this preparatory process. I think there would be great advantage if at the G7 summit which you are to chair in London in July, you could take the initiative to give the world a steer. It would be an opportunity to review progress on these major environmental issues with world leaders, and to seek to establish a consensus on the way they should be handled.

It is clear that on some of the issues the most difficult bridge to build will be with the Americans. From having been in the lead on many environmental issues a few years ago, they have slipped into a somewhat negative attitude in the last eighteen months. In particular they are being notably unhelpful on the climate change negotiations and on forestry; and they seem to have taken against the United Nations Environment Programme as an agency for international environmental work. Our best advice is that in practice opinion in America is divided and we may be able to tilt the argument towards our view.

The biggest task therefore facing us is how to bring the Americans back on side. I should like to suggest that you should send a personal letter to the President on the lines of the draft attached,

and that I should follow this up with a visit to Washington in late May or early June to explore the problems in the American position with key players there, and to seek to establish a way forward.

On climate change you will remember that we have already attempted to build a bridge between the EC and the Americans in our paper on the comprehensive approach to greenhouse gas emissions which I sent to EC environment Ministers in advance of the Council on 18 March.

Most EC Ministers welcomed our paper both for the ideas it contained and for the opportunity it provided to bridge differences between Europe and the USA on this issue. They also recognised our particular relationship with Washington and our ability to influence the Americans. This was a very encouraging outcome and although much detailed work will need to be done I believe we have gained an important lead in the Community.

However, on one issue which John Wakeham raised in his letter of 14 March the rest of the Community are very firm. From our discussion it was clear that they will not accept that actions on CFCs to which we are already committed under the Montreal Protocol should also be counted under the climate change convention. The paper also mentioned a possible compromise, that we should try to find a way of counting in the climate change convention actions on CFCs which exceed the commitments under Montreal. This is probably acceptable in Europe, and as the Community is phasing out CFCs faster than the Protocol demands we would gain from such a compromise. I would like to be able to press for this approach in further discussions in Europe.

We could also take the opportunity this would afford to influence American thinking. I propose to write to Bill Reilly the Head of the Environmental Protection Agency. My letter (draft attached) would outline our efforts to build a more constructive dialogue and seek their agreement to tackling CFCs in this way under the climate change convention.

We might also attempt to carry forward this brokering role on the more difficult subject of targets for emissions levels. The Americans have steadfastly refused to set targets for themselves. However, they have now presented a strategy and explained what net result they expect from its contents. This is a relatively small step away from setting a target, and it would be helpful to build on this movement at the Summit. I would want to explore in Washington the scope for any movement in the American position.

I am copying this to members of GEN 7 and to Sir Robin Butler.

MH

28 March 1991

DRAFT LETTER FROM THE PRIME MINISTER TO PRESIDENT BUSH

I know how concerned you are to ~~address~~ tackle international environmental issues, and in particular climate change. As I see it, this will attract rapidly rising attention in the run up to the UN Conference on Environment and Development in Rio de Janiero in June 1992. ~~They~~ We will in particular form a major part of our agenda at the London Summit in July this year and will also figure prominently at the UN General Assembly this autumn and at subsequent international meetings leading up to the Rio Conference itself.

~~I know that you~~ We are ~~as~~ determined ~~as we are~~ that the various negotiations under way should be brought to a successful conclusion at the Rio Conference. I ~~am sure therefore~~ know that you are too and I therefore wanted to share ~~share~~ my concern at the slow start that some of these negotiations have made, and the very evident political difficulties that are now beginning to emerge. On climate change, for example, the first negotiating session was spent entirely on procedural bickering, and it became quite clear that a number of key developing countries view the issue principally as an opportunity to extract extra aid from the West. On forestry, the international community has spent six months arguing about the proper forum for a negotiation and, at the meeting ~~currently under way~~ in Geneva, has still not begun to engage the substantive issues. On the reform of the world's environmental institutions, which will be a key issue in Rio, discussion has not yet even begun. Frankly, to leave those negotiations to large gatherings of officials with no specific remit is a formula for expense and procrastination.

In these circumstances I believe it important that key developed countries, notably the United States and Europe, take a firm political lead in order to get these various discussions out of the swamp in which they appear to be sinking. This means of course that we will also have to look for ways of bridging the gaps that have divided us, in particular on climate change and on forestry. I hope you agree that this is an effort we must make if the London Summit is to give the unambiguous political signal which I believe is necessary to get things rolling forward again.

I have therefore asked my Secretary of State for the Environment, Michael Heseltine, to come over to Washington in the next two months to talk with senior colleagues in your administration to see if we can establish a sensible way forward. The subjects on which he would like to concentrate are climate change, forests and international environmental institutions, although he would obviously also be happy to take any other issues your people might wish to raise. The aim would be to identify common approaches which we can jointly deploy. I am confident that given close co-operation between us at a high political level on these crucial issues we can get the results which the world is looking to us for, first in London then in Rio.

DRAFT LETTER FOR THE SECRETARY OF STATE TO SEND TO MR REILLY, EPA

CLIMATE CHANGE NEGOTIATIONS

Since we met at the OECD in Paris, we have had the first meeting of the Negotiating Committee for the climate change convention, and last week a discussion among Environment Ministers in the Community. In the light of these I thought it would be useful to bring you up to date with our thinking.

I am sure that you shared our disappointment with the slow progress made at Washington. The continued differences among OECD countries on the shape of commitments on greenhouse gas emissions will I fear continue to be a major obstacle to an agreement. In particular, the insistence of many Europeans on CO2 targets in contrast to the US preference for a comprehensive approach needs to be resolved. To help achieve this, I have circulated to my colleagues in the Community a paper on a "phased" comprehensive approach which reflects in part the report of your own Task Force. We will doubtless have some problems in selling this approach to our more ambitious Community colleagues, but the initial reactions among Community Ministers at our meeting last week were very positive. I hope that it can serve to build a more constructive dialogue between OECD countries.

A specific issue which is discussed in the paper in how to deal with CFCs. As you know the Europeans are very reluctant to see action on CFCs to which we are all committed under the Montreal Protocol also counted as a contribution under the climate change convention. Our paper proposes that we try to find a way in which actions on CFCs which are over and above the Montreal Protocol requirements can count in a country's contribution on climate change. We feel that this would be an acceptable compromise and I hope that it will be possible for the US to consider this idea favourably.

I am hoping to visit Washington soon and I look forward to the opportunity of meeting with you again.

RESTRICTED

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 071 270 4369

N L Wicks CVO CBE
Second Permanent Secretary

Sir Charles Powell, KCMG
No 10 Downing Street
London SW1

22 March 1991

Dear Charles

LONDON ECONOMIC SUMMIT, 15-17 JULY

I am writing in response to your ~~request~~ Rap for a full report for the Prime Minister on our proposals for the Summit programme and for the administrative arrangements. I attach the programme as it now stands, a detailed commentary on the main events, a note on the media arrangements and an outline of the separate programme for spouses. A, B C D

2. I am satisfied that the Summit Co-ordinator (Mr Jeremy Varcoe) and his staff are on track in their preparations. There are still one or two gaps in the programme to be completed before all the necessary detailed planning can be started to ensure that everyone knows precisely where he or she is to be at any particular moment.

3. Our proposals reflect the original outline as approved by Mrs Thatcher and subsequently endorsed by the Prime Minister. Since then further decisions on points of detail have been taken. On some issues, as will be noted from the commentary, the views of the Foreign and Commonwealth Secretary have been sought. In other cases we have opted for a particular format. I would therefore welcome the Prime Minister's approval together with any requests for change that he may want.

4. There are three specific issues which I wish to draw to the attention of the Prime Minister:

(i) The entertainment at Buckingham Palace on 16 July. It has become a tradition for the Summit leaders to be entertained to a national performance of some kind. Thus in Houston there was an air-conditioned rodeo and performance of country music. The Paris Summit, linked to the Bicentennial celebrations, included lavish parades and performances. Because of The Queen's offer of a dinner the entertainment which had originally been planned for Horseguards has had to

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be scheduled for the Palace. Unfortunately the cost of mounting a 35 minute show based on massed military bands but including lasers, fireworks and a lightness of touch as well as pageantry, have exceeded the original "guesstimate". Annexed to this letter is a synopsis of the show together with an updated estimate of costs. With James Galway as the star soloist the total cost of the performance is likely to be close to £100,000! This is a daunting sum to pay for a short performance, however special, for a limited number of guests. The bulk of the expenditure will be on the costs of staging the event rather than on expensive artistes. Money has been saved by using mainly Services personnel. Set against the overall cost of the Summit, this entertainment is not a major item and compared with previous Summits the event would not be lavish. But £100,000 would look a substantial sum to ordinary people.

E

Both to publicise the importance of the Summit and to reduce the exclusivity of the entertainment, we are seeking to ensure that the evening is shared by television audiences both in Britain and abroad. This in itself adds to the cost because of the need for proper lighting, visual impact and slickness of production. We hope we may be able to defray costs by selling the TV rights but we may in the end have to make them available to UK and foreign networks free of charge.

Mindful of the need to avoid any risk of criticism for extravagance, the Palace has been informally consulted. They are reported to like the concept of the show but to have expressed some concern at the cost. I am told that The Queen considers that it is a matter for the Prime Minister and that she would be ready to go ahead if the Government are willing to pay for it. The Foreign and Commonwealth Secretary has also seen the papers and has commented that he did not think that we should look for a cheaper alternative, such as a musical soiree. Such an alternative would have less glamour and appeal but is certainly a possibility, particularly if it was built around Mr Galway

I should be glad to know whether the Prime Minister is content that we should go ahead with the event as now proposed (on the understanding that the Co-ordinator will look for savings provided they do not detract from the quality of the event); or whether the Prime Minister would wish us urgently to pursue a lower cost alternative.

(ii) The Presentation of the Final Communique. In my minute to the Prime Minister of 31 January I reported that my fellow Sherpas saw value in retaining some form of ceremony involving all the Heads so as to underline an impression of common purpose. The Summit Co-ordinator and I have reviewed the possibilities and my advice is that the Prime Minister should read the final text, (or if this is unduly long, a summary of it) seated at a table at which he would be flanked by the other Leaders in the Music Room at Lancaster House. There would be no audience but the event would be transmitted by the Summit TV service to the rest of Lancaster House, to the journalists assembled at the media centre and to national and foreign TV networks. In accordance with Summit practice there would be neither comments by the other Summit Heads nor any questions from the press. In effect the presentation would be merely a way of introducing the Communique to the media in preparation for the individual national press conference which follow. These will be held, as originally planned, in the delegation briefing rooms at the QEII Centre. I believe this would be a business-like and practical way to conclude the Summit. If accepted, the Prime Minister would then say goodbye to his fellow Heads as they left Lancaster House for the last time.

(iii) The Overall Cost of the Summit. The original estimate for the Summit was around £4.5 million over two financial years. The initial figures were based on the 1984 Summit when much of the work was done by organs of Government which are now required to operate on a commercial basis as independent agencies. The overall cost is now expected to be between £7 and £7.5 million. This will still be substantially less than the £9 million, £19 million and £12 million spent on the Toronto (1988), Paris (1989) and Houston (1990) Summits respectively. The bulk of the cost will be on facilities for the media including contracts exceeding £1 million for communications (British Telecom) and the host broadcasting service (ITN). The provision of free food and drink for the media, again standard Summit practice, is expected to cost between £0.5-0.75 million. A major drive to secure private sector sponsorship has produced mixed results. Successes include the free loan of vehicles and office equipment, various give-aways for delegates and media as well as some of the food and drink for the press. Savings from sponsorship of the order of £0.5 million are expected - a good increase over 1984. We judge this to be necessary to ensure a stylish but not over-elaborate Summit which will leave both delegates and the media with favourable impressions.

not over-elaborate Summit which will leave both delegates and the media with favourable impressions.

5. It would be helpful if the Summit Co-ordinator and myself could have discussions with the Prime Minister of the arrangements at a convenient early opportunity. It will, in any case, be desirable nearer the time to have a "walk-through" of certain parts of the programme.

6. I am sending copies of this letter and attachments to Richard Gozney in the Foreign Office and John Gieve in the Treasury.

N L WICKS

A. COMMENTARY ON SUMMIT PROGRAMME

Sunday 14 July: There are no official engagements on the Sunday in case it is decided to associate President Gorbachev with the Summit through an invitation for a bilateral visit which could then be followed by a lunch with the Summit Heads on Monday 15 July. In addition, there may be requests for other bilateral meetings on the Sunday. Some delegations will arrive over the weekend whilst others have indicated a preference for a Monday morning arrival. The French, in particular, will not travel on 'Quatorze Juillet' but have promised to arrive in good time on Monday morning.

Airport greetings: All Summit Heads are expected to travel by dedicated aircraft; the larger will arrive at Heathrow and the smaller at RAF Northolt. As already agreed, there will be no formal arrival ceremonies and thus no bands or guards of honour. There will be a red carpet with troops lining it for all the Heads. The Foreign and Commonwealth Secretary has agreed in principle that he will, together with a Personal Representative of The Queen, meet and greet Presidents Mitterrand and Bush. The Heads of Government will be met by an FCO Minister, accompanied by his wife if the visiting leader brings his spouse. Arrival formalities will be kept to a minimum to ensure as rapid as possible a transfer by motorcade to delegation hotels. The Americans will provide their own helicopters to fly President Bush and his entourage to Winfield House.

Arrivals at Lancaster House on Monday 15 July: Again, no ceremony but to add a touch of colour we suggest having three pairs of troopers of the Household Cavalry, with swords drawn, positioned on either side of the entrance to, and immediately inside of Lancaster House. It is proposed that the Prime Minister should personally greet each of the Summit Heads as they alight from cars at the entrance to Lancaster House. Having shaken hands with them in front of the cameras, he would escort his guests into the main hall: from there a senior protocol official would take the Head and Ministers into the State Dining Room (coloured red on attached plan) where they will be met by the Foreign Secretary and the Chancellor. The Principals will gather there, and coffee and refreshments will be served. Immediately before the first round of meetings, a class photograph of Summit Heads will be taken on the terrace adjoining the Dining Room. If wet the grand staircase will be used. The Prime Minister and the two other UK Ministers will then lead their colleagues upstairs for the meetings.

Departures from Lancaster House: Although departures need to

be in protocol order, it is suggested that there should be no farewells as such - except on the last morning - but there will have to be a short interval between the departure of each delegation as lack of space in the immediate vicinity of Lancaster House makes it necessary to call-up motorcades by radio. It may in practice be possible to compress the three minute intervals shown on the programme.

Working dinners, Monday 15 July: Delegation Heads and Foreign Ministers will arrive outside the Jewel House at the Tower of London. After being received they will be taken inside to meet the Prime Minister and will gather on the upper level for a pre-dinner drink. There will be no officials present other than whisper interpreters and one or two Summit staff. Ministers may, if they wish, go downstairs (leaving their glasses upstairs) to see the main display of Crown Jewels. Guides will be on hand to give a short commentary. At 1955 the Prime Minister will lead the Heads to the dining room on the first floor of the Queen's House, which is the Governor's official residence. Simultaneously the Foreign Secretary will take his group to the Committee Room on the first floor of the Royal Regiment of Fusiliers' headquarters. Sherpas and Political Directors will be dining on the ground floor of the same building. If they should be required by the Principals, they could be present within two or three minutes. The Chancellor has still to decide on the venue for the dinner for Finance Ministers. Now that the Budget is over, we expect an early decision.

A viewing by both or either sets of Principals of the Ceremony of the Keys remains an optional item in the programme. A decision can be left until the actual dinner but the timing of the Ceremony is fixed at 2145 hrs and cannot be altered. So, depending on the state of discussions, the Prime Minister might or might not wish to propose that he and his colleagues should walk the 200 yards or so to be briefed by the colourful Head Yeoman Warder and then to view the 15 minute Ceremony. Departure from the Tower could either immediately follow the Ceremony or could be from Queen's House at whatever time discussions conclude.

Arrivals at Lancaster House, Tuesday 16 July: The Prime Minister would not normally be outside to greet his guests nor would there be any gathering of Principals. Thus they could either be held in the State Dining Room (Ministerial Lounge) or could go to their individual holding rooms in Lancaster or Bridgewater House. The meeting that morning will probably be a combined one between Heads of Delegation and their Foreign Ministers to settle the final text of the Political Declaration.

Political Declaration Press Conference: This event will be held in the Churchill Auditorium at the Queen Elizabeth II Conference Centre. It is standard Summit procedure for this

to be given on the second day by the host Foreign Minister. The timing depends on the extent of re-drafting required that morning and on the time needed to print the text for distribution to the press. Our proposal is that Mr Hurd should hold his press conference either immediately preceding or immediately following lunch. A decision on time would need to be taken by about 1000 so as to alert the media. Other Foreign Ministers do not attend this event but the host Minister normally answers a number of questions from the world's press.

Working lunches: Tuesday 16 July: It is proposed that the Prime Minister should lead all Ministers and Sherpas across Stable Yard, in through the entrance of Bridgewater House and out into the garden (if fine) for pre-lunch drinks. Other senior officials will have access to the catering facilities in the marquee on the lawn of Lancaster House. UK Ministers will later lead their groups to lunch. It is recommended that the Heads and the Sherpas should lunch in adjoining rooms on the ground floor of Spencer House and that the Foreign and Finance Ministers should eat in two fine rooms of Bridgewater House. After lunch the Principals would be guided back on foot to Lancaster House to resume their discussions.

Dinner and entertainment at Buckingham Palace: The Queen has indicated that she wants this dinner to be a 'family' occasion with only a limited number of additional British guests. It should, however, be possible to accommodate all participating Ministers together with all accompanying wives. After dinner The Queen and her guests will join a larger group of delegates who will be invited for drinks and the entertainment which will follow. If this is to be carried live on TV, it will probably need to start at 1035 ie following News at Ten. The form of the entertainment is dealt with in the covering letter to this Note.

Morning of Wednesday 17 July: The Sherpas will have worked late into the night to complete their draft of the Summit Communique. The final plenary session will then have to settle any disputed sections of the text. When agreed this will need to be printed (and translated) for distribution to delegates and the media. This will mean an interval of we hope not more than an hour or so while the Principals will be consulting their spokesmen and officials in advance of the press conference. As soon as sufficient copies of the Communique have been distributed, it is proposed that the leaders should re-convene for its presentation by the Prime Minister. A suggested format for this is given in the covering letter.

Final departure from Lancaster House: At this stage the Principals will be in a hurry to set off for the QEII Centre. However as it is the last time the Prime Minister will see his guests, it is recommended that he should say farewell to each

of the leaders in turn in the hall, or perhaps immediately outside the entrance, of Lancaster House. We see no need for any more elaborate ceremony.

National Press Conference: Protocol officials will be stationed at QEII Centre to receive the Heads and to escort them to their delegation briefing rooms. We hope to hold all the press conferences in the Centre but we may yet need to use halls in adjoining buildings. The Prime Minister will give his conference in the Churchill Auditorium. In accordance with usual custom President Bush will delay his conference until we (as hosts) have finished ours. He will then follow Mr Major in the Churchill Auditorium - being the largest available venue. The dressing of the back-drop is designed for a quick change of national identity. There will be no farewells as the leaders depart from the Centre.

Post-Summit: It would be appreciated if the Prime Minister would consider being host at some form of reception a few days after the Summit as an occasion to say 'thank you' to private sector sponsors and any others who may have made a notable contribution to the Summit.

B. ADMINISTRATIVE ARRANGEMENTS

Delegation accommodation: Hotel bookings have been made for all the delegates. They are staying at leading hotels (eg Grosvenor House, The Dorchester and The Ritz) within easy reach of Lancaster House. It is understood that all Heads of Government will be in hotel suites except for President Bush who will stay at the US Ambassador's Residence. All delegates will have four separate offices in either Lancaster House or the temporary annex which is to be constructed along the Green Park side of the building. In addition delegation Heads will have their own holding room (plus adjoining offices for aides) in either Lancaster House or nearby Bridgewater House. All these arrangements have been accepted by the Governments concerned.

Transport: Each delegation will be provided with six vehicles including a limousine for delegation Head. We hope to ensure that all these vehicles will be of British manufacture, including a number provided free by Jaguar and Rover. Additional transport will be the responsibility of local embassies.

Conference facilities: Fire regulations and the age of the building impose constraints on the total number of people that can be permitted in Lancaster House at any one time. Nevertheless the facilities, with the extension, will be adequate. The main meeting rooms are shown in green on the attached plan of the first floor. These arrangements replicate those for 1984. Sherpas, who will be in attendance at all times with their delegation Heads, will have separate work stations close to their Principal in both the Music Room and the Long Gallery. They will be linked by twin faxes to delegation offices.

Some special re-furbishment has been carried out at Lancaster House and flowers will be liberally deployed throughout main rooms during the conference. Special furnishings are being hired for offices and holding rooms to replace some of the more tacky equipment there at the moment. We are currently looking for a suitable conference table for use at plenary sessions.

Interpretation: The existing dated equipment in Lancaster House has been deemed unsuitable for the Summit. Inside we will use a more modern infra-red system for all simultaneous interpretation. There will be only five languages as the Dutch delegates are content to use English. For all session events there will be a minimum of four whisper interpreters sitting close to the non-English speaking delegates. The normal system of translation by the speaker's interpreter into

English and then whispered re-translation for other languages will be employed.

Security: An Assistant Commissioner at Scotland Yard has already been appointed in overall control as has a co-ordinator at Commander level. The threat will be regularly assessed between now and July. There will be a secure zone around Lancaster House and adjoining buildings with limited access through checkpoints manned by Police. Only those with the correct lapel pins will be admitted to Lancaster House and/or to the immediate conference rooms. Access to the Tower of London and Buckingham Palace will be controlled by invitation and named lists. All delegates (except leaders) will be required to wear photopasses at Summit venues.

as at 22.3.91

LONDON ECONOMIC SUMMIT: OUTLINE PROGRAMME

SUNDAY 14 JULY

AM & PM Delegations arrive (greeted at airport by Queen's Representative and Foreign and Commonwealth Secretary of State or other Government Ministers);

No Summit engagements - possibility for bi-laterals;

MONDAY 15 JULY

Early AM Remaining delegations arrive;

1310 Foreign Secretary and Chancellor arrive at Lancaster House;

1315 Prime Minister arrives at Lancaster House;

1325 Heads of delegation begin to arrive at Lancaster House;

1325 European Community

1330 Japan

1335 Italy

1340 Canada

1345 Germany

1350 United States

1355 France

1405 Official photograph (on staircase of main hall or terrace of State Dining Room);

1415 Head of Delegation/Ministerial meetings: Photo call;

1700 Meetings conclude;

1715 Heads of Delegation begin leaving Lancaster House;

1715 France

1718 United States

1721 Germany

	1724	Canada
	1727	Italy
	1730	Japan
	1733	European Community
1905	Foreign Secretary arrives Jewel House, HM Tower of London;	
1910	Prime Minister arrives Jewel House;	
1915	Heads of Delegation and Foreign Ministers begin arriving at the Jewel House for pre-dinner drinks. (No officials): Photo call;	
	1915	European Community
	1919	Japan
	1923	Italy
	1927	Canada
	1931	Germany
	1935	United States
	1939	France
From 1930	Pre-dinner drinks for Sherpas and Political Directors, RRF Mess or Museum (first floor);	
1955	Heads of Delegation walk to Queens House (first floor) for working dinner;	
2000	Dinner Photo call	
	Foreign Ministers walk to RRF Mess (second floor) for working dinner;	
2000	Dinner Photo call	
2000	Working dinners for Sherpas and Political Directors, RRF Mess (first floor);	
2140	Ceremony of the Keys (for those Heads of Delegation and Foreign Ministers who wish to observe); possibly return to Queens House for coffee and further discussions;	
Later	Sherpas return to Lancaster House to draft Political	

Declaration;

Later — Heads of Delegation (and Foreign Ministers) depart Tower for Hotels in protocol order;

(specific time can be inserted)

TUESDAY 16 JULY

0850 — Foreign Secretary and Chancellor arrive at Lancaster House;

0855 — Prime Minister arrives at Lancaster House;

0900 — Heads of Delegation begin arriving at Lancaster Hous;.

0900 European Community

0903 Japan

0906 Italy

0909 Canada

0912 Germany

0915 United States

0918 France

0920 — Photo call;

0930 — Meeting of Heads of Government with Foreign Ministers to agree Political Declaration
then Plenary Session;

1200 or 1430 or later — Secretary of State gives Political Declaration Press Conference at Churchill Auditorium, QEII;

1230 — Session ends;

1245 — Pre-lunch drinks at Bridgewater House;

(Press pool will be at front of Lancaster House and in street before Bridgewater House);

1300 — Separate luncheons;

Heads of Delegation and Sherpas - Spencer House;

Foreign and Finance Ministers - Bridgewater House;

1425 — Leave Bridgewater and Spencer Houses to return to Lancaster House;

1430 — Plenary meeting resumes;

Photo call;

1630 Session ends;

1635 Heads of Delegation begin to leave Lancaster House;

1635 France

1639 United States

1643 Germany

1646 Canada

1649 Italy

1652 Japan

1655 European Community

2000 for 2030 (Individual arrival times to be notified);

State Dinner at Buckingham Palace for Heads of Delegation, Ministers and wives (black tie; no speeches) followed later (2200 hrs) by musical entertainment in Palace quadrangle - attended also by some other delegates;

Evening Sherpas draft Joint Declaration at Lancaster House;

WEDNESDAY 17 JULY

0840 Foreign Secretary and Chancellor arrive at Lancaster House;

0845 Prime Minister arrives at Lancaster House;

0850 Heads of Delegation begin arriving at Lancaster House;

0850 European Community

0853 Japan

0856 Italy

0859 Canada

0902 Germany

0905 United States

0908 France

0910 Photo call;

0915 Plenary session to agree Summit Declaration;

c.1030 Meeting concludes;

c.1200 Prime Minister reads Final Declaration at Lancaster
? ? House and bids farewell to Heads of Delegation in front of TV cameras;

Later Heads of Delegation leave for national press conferences;

United Kingdom

France

United States

Germany

Canada

Italy

Japan

European Community

END OF SUMMIT

Afternoon

Heads of Delegation begin to depart from Heathrow and Northolt. (No protocol order).

SUMMIT MEDIA ARRANGEMENTS

INTRODUCTION

1. In recent years, the number of media accredited to Economic Summits has been of the order of 4,000 although in practise, a lesser number have attended. We therefore need to plan for a similar number of accreditations for the 1991 Summit in London.

2. Our objectives in dealing with the media are to ensure that their legitimate professional needs and those of the media spokesman from each delegation are met smoothly and with the minimum of fuss, treating each delegation equally. Recent Summits, particularly that in Houston last year, were marked by a high level of "glitz". We do not believe it would be appropriate to attempt to match this but intend to concentrate on the provision of the best possible service and facilities to both the audio-visual media and the writing press.

3. This note outlines our present thinking on the facilities to be provided for the media at each Summit venue. We will, however come under very heavy pressure, especially from American Television to extend these facilities greatly. While such pressure can, and should, generally be resisted, we do need to retain a flexibility so that where possible, realistic requests for an extension to facilities can be considered sympathetically.

4. In providing the service for the media, we have to recognise that throughout the two and a half days of the Summit, there will be few occasions on which there is hard news. The only two formal occasions are the press conference given by the Foreign Secretary of the Political Declaration on the second day of the Summit, and the individual press conferences, following the presentation of the

final Summit Communique at the end of proceedings. Outside these periods, previously agreed guidelines prevent the Head of Delegation from undertaking briefings or press conferences and impose restrictions on the timing and format of other briefings. Much has to be left to the principal spokesmen for the delegations.

5. In common with other Summits, the media will in general not have access to the Summit location. We will therefore, have to ensure that as far as possible, all news and information about the Summit is fed rapidly and equally to the widest media audience at the Media Centre.

Media Centre

6. The whole of the Queen Elizabeth II Conference Centre will be used to house the media. The core of the operation will be a large open plan working area for nearly 1,000 writing journalists. They will have direct access to telephones and will be able to follow Summit activities on closed-circuit television. There will be separate services giving information on Summit activities, Summit background and personal messages. The basement of the QEII Centre will be used to house television and radio and provide them with facilities to play out reports to their national broadcasters.

7. All delegations with the exception of the United States will have press conference/briefing areas and offices within the QEII Centre (the United States as a matter of course always seek their own facilities and this year will be based at the Hilton Hotel). The UK briefing area will be in the Churchill Auditorium; it will also be used by the Foreign Secretary for his Political Declaration Press Conference on the second day of the Summit.

8. Summit tradition requires us to provide free food for the media. This will be supplied throughout the QEII Centre in two

forms: high quality snacks that can be taken away to a journalists work area and buffet style full meal facilities. Some of the food and drink is to be provided under sponsorship but despite this, the catering by Leiths will cost close to £1 million. Other areas of the QEII Centre will provide the ancillary services, such as Post Office, bureau de change, travel agency, theatre and hotel booking service, newstand, cigarettes and confectionery, expected today by the media.

Host Facilities

9. The limitations on direct coverage of most Summit events demands that the host country provides television and picture facilities which are made available free to all media. In organising the host broadcaster and Summit photographer services, we have had in mind the need to provide services which will have a high level of credibility with the world's media.

10. The Summit Photo service will be run by a highly respected Picture Editor and former UK Assistant Picture Editor of the Associated Press. All Summit photographers will be recognised news photographers and Summit photos will be processed within the QEII Centre and made available both within the Centre and by wire around the world.

11. The final decision on the appointment of the Host Broadcaster will be taken soon. Detailed proposals have been received from ITN and from Visnews (the BBC other UK broadcasters were not interested). The Host Broadcaster will both provide the additional pictures that will be required by other broadcasters, and will distribute a fully edited "programme" on the Summit on closed-circuit television around Lancaster House and the QEII Centre. In addition, to covering activities at each of the Summit

venues, the Summit TV service will broadcast on-the-record briefings by spokesmen, interviews by Ministers and other information directly or indirectly related to the Summit. If funds permit, we hope that the CCTV distribution system will thus offer a selection of regular TV channels from each of the G7 countries.

Media Facilities

12. Because of the limited space at Summit venue and the need to preserve an atmosphere of intimacy, virtually all facilities will be "pooled". The minimum standard size of such a pool is governed by the need to give access to each of the delegation's media. Such a minimum pool would consist of one television crew (one TV cameraman and one sound) plus one stills photographer for each delegation, together with the Host Broadcaster crew and Summit photographer. Where space and security considerations permit, this may be extended. At most locations the Host Broadcaster and Summit photographer will be given additional positions to provide extra shots for the world's media. The main facilities are listed in the annex to this note. A small degree of "stage management" of delegation arrivals at pooled locations will be required to ensure that Heads of Delegation are seen by cameras. Detail of this will be discussed with No 10 Press Office.

13. Additional facilities for the broadcast media include TV and radio studios at the Queen Elizabeth II Conference Centre and for urgent use at Lancaster House; TV journalists will also be able to do reports to camera in front of suitable backdrops near Lancaster House, the QEII Centre, Big Ben etc.

Accommodation and Transport

14. A hotel booking form will be issued at the same time as the accreditation form providing journalists with the option of

accommodation in a number of hotels within easy reach of the QEII. A shuttle bus service will be provided to media hotels and also to transport journalists attending pool events.

Liaison

15. Two liaison groups with whom to 'bounce' ideas have been established, one with representatives of London-based media and the other with Press Counsellors of the G7 Embassies.

Publications and Design

16. The Central Office of Information have now been appointed the design consultants on publications etc for use of the Summit logo; as already selected by the Prime Minister. Major items of print will be subject to competitive tender. The intention is that there should be a unity of design throughout the Queen Elizabeth II Conference Centre and a number of companies have presented proposals both for the design of signs throughout the Centre and of the set to be used in individual Press Conference/Briefing Rooms.

Other Media Events

17. There will be a series of events for the media in the run-up to the Summit. The aim of these is to provide background information on positive aspects of Britain such as the City and new technology together with a measure of entertainment for the media. This pre-programme is likely to include: a reception for the media on the evening of 14 July; presentations by the City and industry in the QEII Centre on 14 July; the opportunity for some media to visit the practice day of the British Grand Prix at Silverstone and to be briefed on the British motor racing industry; a visit by river ferry to Docklands on 15 July; privileged entry to museums, art galleries and possibly theatres as well as a special evening opening of Marks and Spencer's Oxford Street Store.

ANNEX

MEDIA POOL FACILITIES FOR SUMMIT PROGRAMME

(a) Airports. The media will cover the arrival of each delegation with a number of pool places for the arriving delegation.

(b) Lancaster House. A media stand will be provided in front of Lancaster House for a small pool. Arrangements will be made for access to this stand to cover all arrivals and departures throughout the period of the Summit. Additional Host Broadcaster and Summit Photographer positions will be made available in front of Lancaster House and in the hallway of Lancaster House to provide the additional shots necessary. A further media stand will allow the media to cover the delegates walking to Bridgewater House for lunch on the second day of the Summit.

During the course of the Summit, there will be a number of occasions when pools are brought into Lancaster House to cover specific events. These are: the "family portrait" which will take place on the terrace at the rear of Lancaster House, if it is fine, or else on the staircase in the main hall; round table shots at the opening of the first plenary session and of the opening of each individual session on 15 July; a round table shot of the final plenary session on 17 July; and if the Prime Minister agrees that the final declaration should be presented from Lancaster House, a pool to cover this presentation in the Music Room.

(c) The Tower of London. A media stand will be placed to cover arrivals of Heads of Delegation and Ministers at the Jewel House and of their walk to Queens House and to the Royal Regiment of Fusiliers Mess. Again the Host Broadcaster and Summit TV will be given extra positions to provide additional coverage. We propose that the Host Broadcaster and Photographer alone, are also given the opportunity of a round table shot of the Heads of Delegation when they sit down for their dinner in the Queens House. Before leaving the Tower, the pool will given a "briefing" on the Ceremony of the Keys by the Chief Yeoman Warder. Although no pictures are allowed of the Ceremony of the Keys, we will ensure that the Host Broadcaster and Photographer have material shot during a full dress rehearsal for distribution to the media.

(d) Buckingham Palace. A pool will cover arrivals at Buckingham Palace and there will be limited facilities inside for a group photograph with Her Majesty The Queen and possibly to cover Her Majesty escorting her guests to dinner.

The present intention is that a limited pool will be able to cover some of the entertainment following dinner. This will also be covered by the Host Broadcaster and we are aiming at widespread distribution to television companies around the world.

(e) Spouses Programme. Pool and Host facilities will cover various aspects of the spouses programme. The details of this will be agreed when the programme is finalised.

LONDON ECONOMIC SUMMIT 1991

SPOUSES PROGRAMME OUTLINE

Sunday 14 July	Majority of delegations arrive;
Monday 15 July	
Morning	Free (and remaining delegations arrive);
1230 or 1300 (depending on arrivals)	Lunch at No 10 Downing Street, hosted by Mrs Major;
Afternoon	Visit to Royal Botanical Gardens, Kew (with tea in Director's garden) [but visit to Docklands or to a community project in Brixton are still possible alternatives];
Evening	Theatre visit - Carmen Jones - at the Old Vic followed by supper at the theatre (first course during the interval).
Tuesday 16 July	
Morning	Visit National Spinal Injuries Centre, Stoke Mandeville Hospital, Buckinghamshire;
	Lunch at Chequers hosted by Mrs Major;
	Return early afternoon;
Evening	Dinner and Spectacular at Buckingham Palace (Black Tie).
Wednesday 17 July	
Morning	Free (assistance for shopping forays to be provided if required).

ECONOMIC SUMMIT

16 July 1991

Participants

* Mounted Band of The Life Guards (c28)
* Two Household Division Bands (100)
* Two Royal Marine Bands (100)
* Two Royal Air Force Bands (100)
* Two Pipes and Drums (c30)
* Lamplighters (2/6)

£6m

ECONOMIC SUMMIT

16 July 1991

Possible Format

* The Quadrangle is in darkness

* When the audience is in position the effects start

* The Chimes of Big Ben sound and the Lamplighters enter from the Central Arch and light the large Gas Lamps in time with the chimes

* As the Chimes fade a Massed Fanfare is played and the Economic Summit Logo appears on the central building - as the Fanfare continues Symbols of the Seven Nations are animated on the sides of the Quadrangle (3 mins)

* The Mounted Band enters through the Central Arch and plays a short selection (5 mins)

* The Massed enters to join them through the Three Arches playing a medley of British Folk Songs - the Mounted Bands make one circuit of the Quadrangle and exit through the outer arches (4 mins)

* When the Bands are in position the Pipes and Drums march on and perform a short display - perhaps with a section of a Sword Dance (5 mins)

* The Massed Bands then Troop to a selection of music from the Seven Nations whilst scenes from these countries are projected onto the faces of the building. The Bands end up in a Fan shaped formation (7 mins)

* The Soloist then plays a short piece accompanied by the Band and then an amusing piece - perhaps "If I were a Rich Man" or "Money, Money, Money " (5 mins)

* The Massed Bands then play the short Finale Piece during which there will be a Firework and Waterfall Effect on three sides of the Quadrangle and a Set-piece Firework of the Summit Logo (5 mins)

* The display finishes with the Pipers lined up on the roof playing as the lights fade (3 mins)

(Total 37 mins)

* The Massed Bands remain in position until the Guests have returned inside

ECONOMIC SUMMIT

16 July 1991

OUTLINE BUDGET

1. LIGHTING

* Quadrangle area
* Arches
* Building elevations
* Balconies
* Roof areas
* Design Fee
* Labour and transport £29,000

* 2 Generators and cable £3,950
Fuel c£200

2. LASERS

Option ONE

* 2 medium frame Argons
* 2 Large frame Argons
* Water re-circulators
* Programming and Digitising
(£19,500 less 35% discount.) £12,675

Option TWO

* 2 Multicolour Systems
* 2 Large frame Argons
* Water re-circulators
* Programming and Digitising
(£26,700 less 35% discount) £17,355

* Power Cables (required for either option) £700

3. SOUND

* Loudspeakers
* Control
* Playback
* Radio Mics
* Cables
* Design
* Labour and transport £9,580

4. RIGGING

* Cranage
* Lighting Supports
* Roof platforms
* Ground Row masking
* Firework setpiece
* Labour and transport £16,760

5. MILITARY COSTS

* Transport
* Meals etc — say £5,000

6. FIREWORKS

* Building effects
* Set-piece
* Labour and transport — £5,000

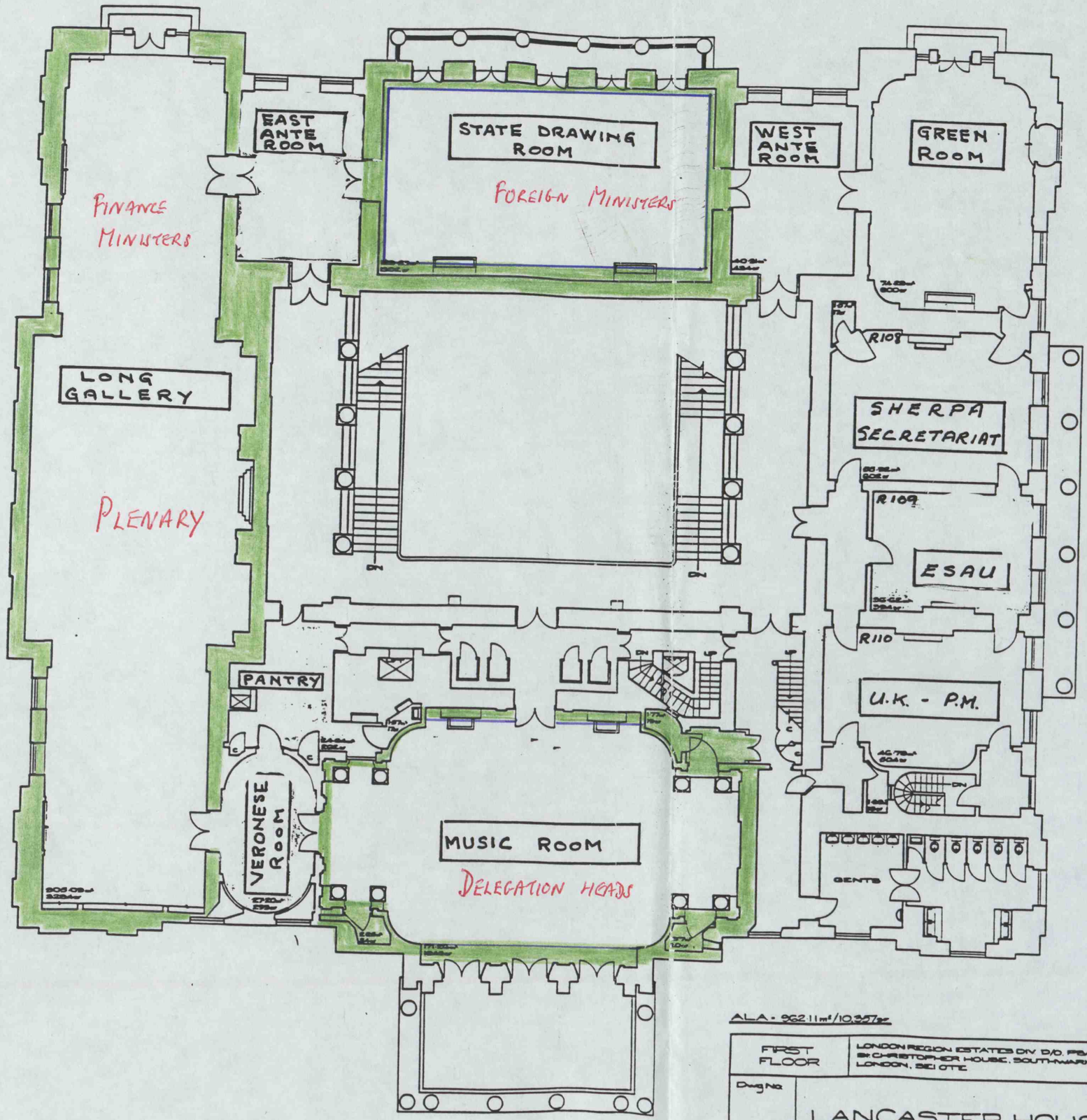
7. PRODUCTION

* Production Manager
* Site management
* Co-ord
* Drawings
* Office expenses — £3,000

TOTALS	with Laser Option One	£85,365
	with Laser Option Two	£90,545

all costs plus VAT

ECON POL: Summits P(3)



ALA - 962.11m²/10,357sq

FIRST FLOOR	LONDON REGION ESTATES DIV D/O. FBA. DOE 81 CHRISTOPHER HOUSE, SOUTHWARK STREET, LONDON, SE1 0TE

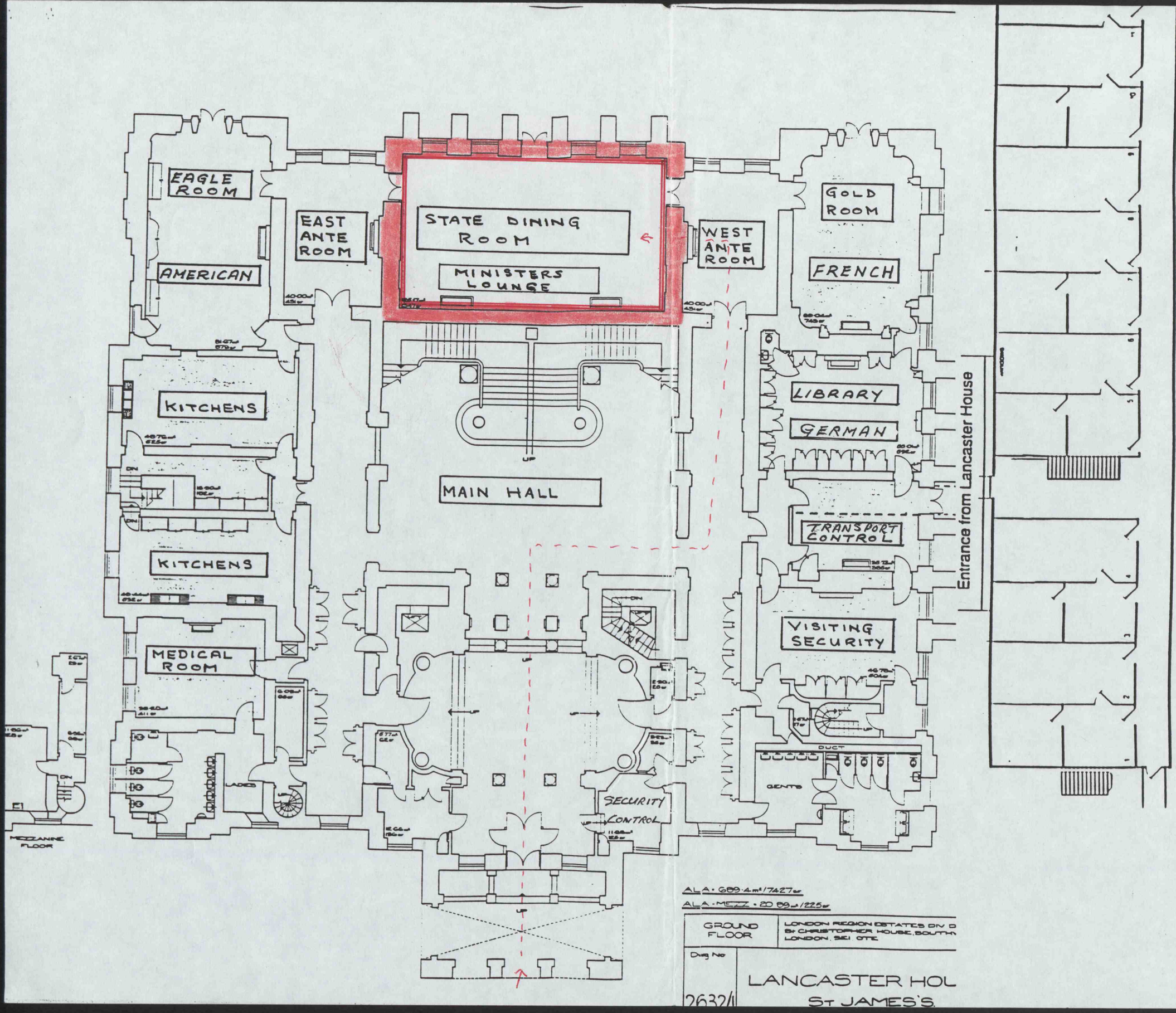
Drwg No. 2632/2

LANCASTER HOUSE. ST. JAMES'S.

Surveyed FERG & EDM

Drawn FERG

Date



A.L.A. 689.4m²/7427sq

A.L.A. MEZZ. 20.89m²/225sq

GROUND FLOOR	LONDON REGION ESTATES DIV D St CHRISTOPHER HOUSE, SOUTH LONDON, SE1 0TE
Dwg No 2632/1	LANCASTER HOU ST JAMES'S

c/London (MJ)

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

13 March 1991

Dear Nigel.

LONDON ECONOMIC SUMMIT: GIFTS FOR PRINCIPALS

Thank you for your letter of 8 March about gifts for Heads of Government and other Ministers and senior officials attending the London Economic Summit. I have consulted the Prime Minister who is content with what is proposed, in the order of preference set out in your letter. He would not be so imprudent as to express a view on the spouses' gifts, given the eminence of the selection committee. The way is open for orders to be placed.

I am copying this letter to Richard Gozney (Foreign and Commonwealth Office) and John Gieve (HM Treasury).

Yours ever,

Charles Powell

N.L. Wicks, Esq., CVO, CBE,
HM Treasury.

Mem

STRICTLY PERSONAL

MS
cc. Wicks

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

13 March 1991

LONDON ECONOMIC SUMMIT

The Prime Minister has been made apprehensive, by one or two teasing comments, about the arrangements for the London Economic Summit. We need to set his mind at rest. Is there a ready-made note on the arrangements which I could show him? Or could you commission one? It may be a good idea for you to call in and have a talk.

If you have time, we might have a word on the telephone.

Charles Powell

N.L. Wicks, Esq., CVO, CBE.
HM Treasury.

STRICTLY PERSONAL

4-12m

CHARLES

LONDON ECONOMIC SUMMIT: GIFTS FOR PRINCIPALS

I sent a list to those concerned of the gifts received by Heads of State/Govenment since Mrs. Thatcher took office. I have checked through those gifts recommended and I do not see that any would be a duplication of a previous gift (I do not therefore quite understand Nigel's point at the beginning of his third paragraph).

You should know that Mrs. Major has already chosen the gift for spouses, which is a Halcyon Days enamel box with a picture of Chequers on the lid. The inside of the lid is to be inscribed:

ECONOMIC SUMMIT LONDON
JULY 1991

JR
12 3 91

R8/3

①

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 071-270 4369

N L Wicks CVO CBE
Second Permanent Secretary

Sir C Powell
10 Downing Street
Whitehall
LONDON SW1

Prime Minister
Content with these recommendations?

8 March 1991

(I am dealing separately with wider aspects of the summit arrangements)

Dear Sir Charles

LONDON ECONOMIC SUMMIT: GIFTS FOR PRINCIPALS

*JR

The Economic Summit Administration Unit, following consultation with the Garden Rooms* and others have put together the attached dossier of suggestions for gifts from the Prime Minister to his fellow leaders and to other Ministers. It is proposed that all gifts, except those to spouses, should be given in the name of the Prime Minister as overall host for the Summit. Those for spouses might perhaps be given jointly by the Prime Minister and Mrs Major.

CDM (3/3

Recommendations have been based on the following ceiling prices:

Heads of Delegations: **£350 maximum**;

Finance and Foreign Ministers: **£250 maximum** (with four reserve gifts for additional Ministers such as the Japanese Minister for Trade and Industry);

ESAU have also come up with ideas for presents, not to exceed **£100**, for the eight visiting Sherpas and for ten senior members of each visiting delegation to a maximum of **£35** per item. There will be no gifts for the United Kingdom team.

ESAU have sought, so far as possible, to avoid recent duplication although it has not been easy to obtain information as to gifts received in recent years by Mrs Thatcher. The identified items are of high quality, British manufacture and are suitable for engraving or printing with an inscription and/or the Summit logo. We anticipate securing discounts for most of the items shown to allow us to work within our ceiling prices. ESAU approached the G7 embassies to seek their advice as to any specific interest or known preference of their Heads of Government which might provide ideas for tailor-made gifts. The response was disappointing and we had to abandon this line of attack.

In order of preference (with references to the relevant catalogues the provisional recommendations are as follows:

Heads of Delegation

(i) framed antique maps of each recipient's country of origin;

A (ii) Garrard Sheraton style reproduction barometer in mahogany veneer with hygrometer and quartz clock;

B (iii) Royal Doulton Prestige crystal three decanter Tantalus.

Foreign and Finance Ministers

C (i) sterling silver Garrard Elizabethan alms dish on diametre concessions with prices maximum or pair of
D Garrard sterling silver candlesticks;

E (ii) Royal Doulton prestige crystal two-bottle Tantalus (recommended only if the three-bottle Tantalus is not chosen for Heads of Delegation).

Spouses

(i) Burberry travel/picnic rug (already adjudged a possible idea by Mrs Major, Mrs Hurd and Mrs Lamont);

F (ii) Royal Doulton large crystal-footed rosebowl.

Sherpas

G (i) Garrard sterling silver oval cuff links (probably not suitable now the French have nominated Mme Lauvergeon as Sherpa!)

(ii) a set of 12 Dartington modern (ie not heavily cut) crystal wine glasses;

C (iii) Garrard sterling silver Elizabethan alms dish. (We could only run to about 4.5" diameter for our money).

Senior officials

H (i) Garrard silver plated square photograph frame, 5" x 3.5" window. This has a small central arch at the top of the frame which would well accommodate the logo.

I (ii) Parker 75 sterling silver fountain pen and ballpen set;

J (iii) small piece of Wedgewood jasper pale blue ware - with Summit logo in white. (Precise choice of object would have to be negotiated).

Note: This last item might also serve as a small gift (value not exceeding £25) for presentation to officials (excluding our regular team) and outsiders who had been particularly helpful.

I also attach the various catalogues illustrating the recommended items. I would be grateful for the Prime Minister's reactions including, of course, any alternative preferences that he may have. It would, of course, also be possible to arrange for samples of the various gift suggestions to be delivered to No.10 for inspection should this be thought to be helpful.

I am copying this letter for information to Richard Gozney (FCO) and to John Gieve (HMT).

E. Danes

pp N L WICKS

1225/2

HM Treasury

N L Wicks CVO CBE
Second Permanent Secretary

Parliament Street
London SW1P 3AG
Telephone 071-270 4369

Sir Charles Powell KCMG
10 Downing Street
LONDON
SW1

25 February 1991

Dear Sir Charles

IMF CONVENED REPORT ON THE SOVIET UNION

Following your letter of 5 February I have been in touch with Sherpas with a view to producing a somewhat fuller letter for the Prime Minister to send to the Managing Director to the IMF regarding the Report on the Soviet Union.

I now attach a draft letter which has been agreed word for word with the Sherpas. This draft represents a delicate balance between those like the Germans who would wish to make a positive and forward signal and those like the Japanese, US and Canadians who would wish to keep a most guarded profile on all matters to do with the Soviet Union at this particular stage. If the Prime Minister was minded to amend the draft, I feel that I would have to be in touch with my Sherpa colleagues again.

I am sending a copy of this letter to Private Secretaries to the Foreign and Commonwealth Secretary, the Chancellor of the Exchequer and to Sir Robin Butler.

Yours sincerely

N L WICKS

GR

Please type for PM's signature

DRAFT LETTER FOR PRIME MINISTER'S SIGNATURE

M Michel Camdessus
International Monetary Fund
700, 19th Street
WASHINGTON DC 20431

GR

REPORT ON THE SOVIET ECONOMY

1. I am writing on behalf of my Summit colleagues to express our sincere thanks for the Report on the Soviet economy prepared by the group convened by the IMF in response to the request from the Economic Summit in Houston.

2. We are most grateful to the institutions involved for this timely and substantial work. We are studying it carefully, and the Sherpas have had a preliminary discussion. I know that the institutions are discussing it too.

3. Our initial impression is that the Report provides a commendably objective, detailed and comprehensive analysis of economic conditions in the Soviet Union and is a key contribution to our understanding of the problems the Soviet Union faces in trying to achieve economic reform.

4. I would particularly commend the very close degree of coordination achieved between the institutions involved in the preparation of the Report. It has clearly benefitted from the extraordinary breadth of specialist expertise which exists amongst the main international economic organisations. I would very much hope that this excellent example of close cooperation can be developed further in the future work of your organisations.

5. We may wish, as might be appropriate, in due course to seek the further advice and assistance of the IMF and other institutions who helped to prepare the Report.

6. I should be grateful if you could pass on the sentiments in this letter to the Heads of the International Bank for Reconstruction and Development, the Organisation for Economic Cooperation and Development and the European Bank for Reconstruction and Development.

CONFIDENTIAL

FILE

c/Foreign/Wicks.

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

5 February 1991

LONDON ECONOMIC SUMMIT: FIRST SHERPA MEETING

The Prime Minister has seen your minute of 31 January reporting the outcome of the first meeting of Sherpas and is generally content with it.

As regards the possibility of a G7 Summit to settle outstanding Uruguay Round issues, he has commented that he is not keen on this except as a last resort.

He agrees that the four Gulf related issues will need attention at the Summit, and thinks the proposal to have a wider discussion about arms sales to developing countries is a good one.

He also agrees that the Summit perennials listed in paragraph 11 will need to be treated in one way or another.

He will await further advice on the form of the final ceremony. He seems reasonably open to the idea of reading the Declaration in front of television cameras.

The only other point is the handling of the IMF report on the Soviet economy. He feels that the draft letter attached to your minute is very bland. He hopes that, when you provide further advice on the reaction of other Summit Governments, you might be able to produce a slightly more lively draft.

I am copying this letter to the Private Secretaries to the Foreign and Commonwealth Secretary, to the Chancellor of the Exchequer and to Sir Robin Butler,

(C. D. POWELL)

Nigel Wicks Esq., C.V.O., C.B.E.,
HM Treasury.

CONFIDENTIAL

MER

FROM: N L WICKS
DATE: 31 JANUARY 1991
Ext : 4369

PRIME MINISTER

LONDON ECONOMIC SUMMIT: FIRST SHERPA MEETING

You may like a report on the main points of the Sherpas' discussion last weekend.

World Economy

2. There was general agreement that this Summit would take place against a more difficult economic background than recent ones. While we expected that G7 growth to pick up in the second half of the year, we noted more downside than upside risks: especially, Gulf uncertainties, financial fragility fears, possible failure of the Uruguay Round, instability in the Soviet Union etc. Even if growth picked up in the second half of the year, the perception of recovery may not be evident at the time of the July Summit. We therefore all agreed that this Summit could have a confidence building role by making clear that the "three pillars" supporting economic success in the "second cycle of economic Summits" (beginning in 1982 - sound monetary policies, prudent fiscal policies and structural reforms) should support economic prosperity in this third cycle of Summits. There appeared to be only one potential major area of disagreement on economic policy. US representatives regarded inflation of around 4-5 per cent as acceptable while the rest of us were after something lower. Some colleagues (France, Italy, Commission and even to some extent Germany) wanted to add a fourth pillar to economic policies, namely government influence over policy for monitoring cost growth, particularly wages.

Trade

3. There was some recognition that since the failure at December's Heysel meeting, the Uruguay Round had taken on an

increased political dimension in that the failure would corrode political relationships between the major economic powers. Failure would also bring adverse macroeconomic consequences in the short term by knocking confidence in the economic powers' ability to agree on vital economic issues and in the longer term through protectionism. My German colleagues recognised the urgency and were reasonably positive. The Japanese agreed that they had most to lose from the failure of the Round. The US wanted a deal and did not repeat some of their spokesmen's earlier aggressive remarks in other fora. They usefully explained their position on fast track following Mrs Hills' unhelpful remarks. The French, while taking a low profile, seemed increasingly to be the stumbling block. There was no mention of the possibility of a G7 Summit to provide the basis for setting outstanding Uruguay issues, except by my Canadian colleague whom I told privately that it was better to keep such initiatives quiet at least for the time being lest it distract negotiations elsewhere.

4. Our main discussion was on the significance of developments in the Gulf and in the Soviet Union for the Summit discussions. We agreed that economic and political aspects were so inextricably linked for both issues that this "Economic" Summit would inevitably have a much higher political content that usual.

Soviet Union

5. There was a sombre discussion of Soviet prospects, in the aftermath of events in the Baltic States, the departure of important economic reformers, and of what my Japanese colleague saw as the growing power of a repressive Ministry of the Interior. Yet no-one was clear that the USSR was sliding into a new period of economic and political repression, and no-one wanted to believe that the days of perestroika and glasnost were over. But nor could anyone identify the forces which would stop the economy's spiral of decline. Many Sherpas, including the US, said that their authorities were increasingly opening up contacts with representatives of the Republics, but in a way not intended to undermine President Gorbachev or the Union generally.

6. Against this sombre and uncertain background, only my German colleague was prepared to endorse the approach for handling the IMF Report described in paragraph 5 of my minute to you of 17 January (viz the establishment of an IMF convened group of G7, other interested governments and international organisations to keep the IMF Report up to date, provide a clearing house for information about technical assistance and possibly, in due course, to associate the Soviet Union in this work). The Canadians, with their strong Baltic lobby, and the Japanese, with President Gorbachev's visit to Tokyo still to come, were particularly opposed to any move which could be interpreted by the Soviet Union as a positive signal. The US thought our approach right before the events in the Baltic, but were wary of sending what could be construed as a positive signal, especially in the next month, which they seemed to believe to be the critical period.

7. There was, however, some feeling that the Managing Director of the IMF ought to have a reply to his letter to President Bush forwarding the study. This would thank him for the efforts and put him on notice, in a low key way, that further work might be required of the institutions in due course, with the clear implication that they should continue to keep economic developments in the Soviet Union under watch. We therefore suggested that if you agreed, you might write to the Managing Director in terms of the draft letter attached to this minute. This is acceptable to my Canadian, German, Japanese and Commission colleagues, provided the letter is sent in a low key way without publicity. The others wished to reflect, though the French said that they would want a short reference in the letter suggesting that the Managing Director should pass its contents to the Heads of the other institutions involved. I will let your office know directly the outstanding views are to hand.

8. Everyone agreed that the possibilities of associating President Gorbachev with the Summit should be considered nearer the time.

The Gulf

9. There was general agreement that the aftermath of the war would be a key issue at the Summit. My US colleague thought that four issues would need attention at the Summit:

i) Regional security agreements: over the longer term the two largest powers in the region - Iran and Iraq - have to find a way of retaining a balanced relationship, but with less reliance on military strength. Satisfactory arrangements would also have to be worked out to ensure the security of the smaller Gulf powers. There might also be problems of residual terrorism which could persist for some time after cessation of hostilities.

ii) The Arab/Israel conflict: though this issue would necessarily remain very difficult, there were perhaps some helpful signs: the successful outcome to the war would represent a victory for Arab moderates in the region and from the Israeli point of view the US's provision of Patriot missiles had been a powerful symbol of the reality of US military support, which might increase Israel's sense of security and confidence.

iii) Proliferation/arms control: even if hostilities had been concluded by the summer, it might be necessary to maintain a sanctions regime on Iraq, with particular reference to arms supply. The Summit could also look at the wider issues of arms proliferation in the area, with particular reference to chemical weapons and missile technology.

iv) Economic issues: issues here were reconstruction in both Kuwait and perhaps in Iraq, broader questions of economic cooperation with, and within the region as a whole, the economic encouragement for demilitarisation and the energy market.

These were all thought to be likely topics for the Summit and clearly a good deal of work needs to be done in various fora before then by way of preparation.

10. There was particular interest in iii) - arms control - and not only as it concerned the Gulf. There was a general feeling that too many developing countries were devoting too many resources to arms purchases with obvious adverse consequences for political and military stability as well as for their economic development. Officials are now considering how we might respond to these concerns, perhaps by way of an initiative for the Summit, and will provide advice.

Other Summit Issues

11. There was also discussion of some hardy Summit perennials:

(i) Eastern Europe: we agreed that concentration on the Soviet Union should not obscure the problems of democratising Eastern and Central European states. Economic prospects there looked for 1991 to be even worse than for 1990, partly because of the decline in those countries' exports caused by problems in the Soviet economy.

(ii) Environment: my Canadian colleague sought assurance that environment would still be regarded as a Summit priority. He was assured that it would be, and the focus might be on preparations for the 1992 UN Conference and the negotiation of international agreements on climate change, conservation of biological diversity and forestry.

(iii) Drugs: problems of Eastern European in dealing with drug threats were particularly noted.

(iv) Debt of the Developing Countries: By the Summit we ought to have a reasonable story to tell on debt: already an agreement since Houston for debt of lower middle income countries, and hopefully by the Summit agreement to your Trinidad Terms initiative and to debt reduction for Poland and Egypt.

Administration and Procedures

12. Some administration etc points.

(i) I said that experience showed that the ceremony at the end of the Summit when the presiding Head summarised the Economic Declaration could be a rather empty ceremony. However, most Sherpas saw value in some such ceremony. Visual impact was important and a short ceremony involving all Heads would be a valuable way of underlining an impression of common purpose. If discussion at the Summit had been difficult and the Heads went away without such a ceremony, an impression of disarray would be given.

Views were mixed on whether you might summarise the Declaration in front of television cameras (as happened at the Paris Summit) or at a ceremony in some hall (as happened at Houston). I undertook to report these views to you and indicated that I thought you would not wish to change the traditional procedure without giving all other delegations ample time to reflect and comment. The Summit Coordinator is now considering possibilities, particularly for reading the Declaration in front of television cameras, and further advice will be provided.

(ii) Informal Session: I was asked whether you intended to have an "informal" session at the Summit. Both the Toronto and Paris Summits included a two hour session for "informal" discussion by the Heads. This led in Toronto to a fascinating discussion on education in the '90s. This was dominated by debate between Mrs Thatcher and President Mitterrand, who argued that the challenge facing education was to impart technical education awareness, and Mrs Thatcher who said that education was all about values. Discussion in Paris on the environment had been more structured, but was still interesting. The US had intended to discuss "The Next Century" at Houston, but had dropped it for lack of time. The Commission Sherpa said that Delors would be interested to discuss this topic in London. Another possible topic was migration, an issue which cropped up several times in our discussions.

Whatever the potential interest of informal discussion, I am doubtful whether the timetable would comfortably allow discussion of the sort envisaged particularly with the Gulf and the Soviet Union likely to be major agenda items. But I will provide further advice before the second Sherpa meeting, which is not until May.

13. I am sending a copy of this minute to the Foreign & Commonwealth Secretary, to the Chancellor of the Exchequer and to Sir Robin Butler.

N.L.W.

N L WICKS

NOT TO BE SENT UNTIL FURTHER ADVICE IS SENT TO NO 10

M Michel Camdessus
Mr D L C Peretz
International Monetary Fund
700, 19th Street
Washington DC 20431

REPORT ON THE SOVIET ECONOMY

I am writing on behalf of my Summit colleagues to thank you for the Report on the Soviet economy prepared by the group convened by the IMF in response to the request from the Economic Summit in Houston.

2. We are grateful to the institutions for the Report, which is a valuable contribution to our understanding of the Soviet economy. We are studying the Report, and the Personal Representatives of the Summit participants have had a preliminary discussion. I know that the institutions are discussing it too.

3. We may wish, as might be appropriate, in due course to seek the further advice and assistance of the IMF and other institutions who took part in its preparation. The Personal Representatives have meanwhile been asked to keep the Report under careful review.

NOT TO BE SENT UNTIL FURTHER ADVICE IS SENT TO NO 10

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KW
d/foreign/varcoe

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

24 January 1991

LONDON ECONOMIC SUMMIT 1991: LOGO

Thank you for your further letter of 23 January about the logo for the Economic Summit. Our distinguished panel - all men and women of exquisite taste I can assure you - looked through the other designs which you sent over. There was quite a body of opinion in favour of No.4: indeed the panel was split equally between 4 and 15. I therefore showed both to the Prime Minister who took one look at 4 and said he couldn't see the point of it. We may therefore settle for 15.

Thank you for your help. I am returning the designs.

I am copying this letter to Nigel Wicks (HM Treasury) and Richard Gozney (Foreign and Commonwealth Office).

CHARLES POWELL

J R Varcoe Esq

PRIME MINISTER'S
PERSONAL MESSAGE
SERIAL No. T27B/91

MINISTER-PRESIDENT

SUBJECT CC MASTER OPs

The Right Honourable
Mr. John Major
Prime Minister of the United
Kingdom of Great Britain and
Nothern Ireland

Nr. 91M000143

The Hague, 23 January 1991

Dear John,

Thank you for your letter about the next annual Economic Summit in London this year.
I will be glad to follow the good habit that the President of the European Council will be present and I am looking forward to see you in London.

Yours sincerely,

R.F.M. Lubbers,
Prime Minister of the Kingdom
of the Netherlands

Form. 125 AZ

Postbus 20001 - 2500 EA 's-Gravenhage - Kantooradres: Binnenhof 20 - Tel. 070-3564100 - Fax 070-3564683

Foreign &
Commonwealth
Office
071-270-3597
London SW1 2AH

23 January 1991

Sir Charles Powell KCMG
No 10 Downing Street
WHITEHALL

Dear Charles,

LONDON ECONOMIC SUMMIT 1991: LOGO

1. Thank you for your letter of 22 January notifying me of the Prime Minister's views on the three designs for the logo submitted under cover of my letter of 18 January.

2. I note that the Prime Minister was not widely enthusiastic about any of our recommended submissions. I am sorry about this but not too surprised. I have to confess that our own committee did not identify any one design which caused us to unite in saying "this is it!". In fairness to the graphic artists concerned it is more difficult to design an eye-catching and memorable logo for something as nebulous as an economic summit than it is for a company producing a product with which its name is widely associated. I believe, however, that whatever design the Prime Minister eventually chooses, we shall become more attracted to it once we become familiar with it. Moreover any Summit logo is bound to have only a short shelf-life.

3. As requested I am now sending over all the designs submitted to us, including the three that you have already seen (now designated numbers 13-15). You should note that the design marginally preferred by the Prime Minister was originally rather more elaborate and that we asked for it to be modified. Both versions are on the card.

4. In looking at all the designs I am sure the Prime Minister will bear in mind the wide-range of applications for which the logo will be used: these will include an animated lead-in for all TV coverage, letterheads, stage backdrops imprints on publicity material and even sponsored give-aways. To demonstrate the latter I am sending over one of the rather nice sports bags distributed at Houston and the equally horrid plastic beer mug.

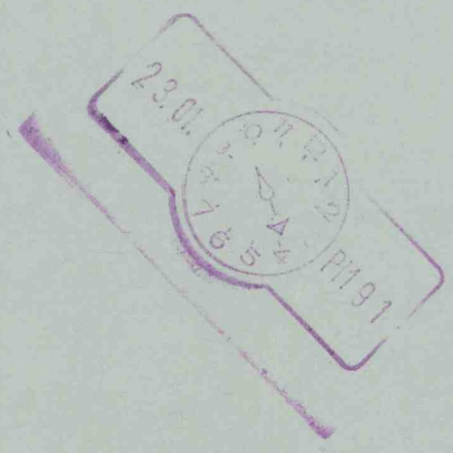
/5. Should

5. Should the Prime Minister consider that none of the designs are satisfactory, I will, of course, commission further submissions. But I would prefer to avoid delay if at all possible. So that if further designs are needed, it would obviously help as I said in my earlier letter, to have any indication of the Prime Minister's conceptual preferences.

6. I am copying this letter to Nigel Wicks in the Treasury and Richard Gozney.

Yours ever,

J R Varcoe
AUS Coordinator
London Economic Summit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10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

22 January 1991

LONDON ECONOMIC SUMMIT 1991:
LOGO

Thank you for your letter of 18 January about the logo for the London Economic Summit.

returned to FCO

I have shown the three designs to the Prime Minister. I have to say that he was not wildly enthusiastic about any of them: nor was the panel of distinguished judges whom he assembled (ie the Private Office). If he had to have one of them, it would be 'C'. But before reaching a final decision, would it be possible to send over the other fifteen submissions, or at least photographs of them? Sorry to cause you difficulties.

I am copying this letter to Nigel Wicks (HM Treasury) and Richard Gozney (Foreign and Commonwealth Office).

CHARLES POWELL

J. R. Varcoe, Esq.,
Co-ordinator, London Economic Summit
Foreign and Commonwealth Office

KW

Foreign &
Commonwealth
Office
071-270-3597
London SW1 2AH

18 January 1991

Sir Charles Powell KCMG
No 10 Downing Street
WHITEHALL

Dear Charles,

LONDON ECONOMIC SUMMIT 1991: LOGO

1. I appreciate that the Prime Minister will in the near future be much occupied with the Gulf crisis. Nevertheless, I hope he will be able to find a few minutes to select the logo to be used at this year's Summit Conference of the G7 industrialised nations, to be held in London in July. I submit three proposals, each portrayed in three forms: in colour, in black and white, and as a letterhead.

2. As you know, traditionally, each year's Summit has its own logo. I attach examples of the designs used in 1984 (the last time that Britain hosted the Summit) and at Houston last year.

3. Four design consultants, three from the private sector, and the Central Office of Information, were invited to submit proposals embodying, as far as possible, the following concepts:

(i) the idea of a Summit;

(ii) the fact that there are eight participants;

(iii) some, not too jingoistic, identification with the UK;

(iv) the notion of a conference - possibly expanded to reflect the idea of eight nations gathering, and co-operating, around a table.

Our design brief further suggested that the theme proposed for the Summit - "Strengthening the International Order" - should also be borne in mind.

4. A group of officials, headed by Nigel Wicks and including a representative of the No 10 Press Office, Philip Aylett, convened to consider the 15 submissions. The Head of Design at the Chelsea College of Art was present to give a professional view on the merits of each proposal.

5. The committee selected three designs for the Prime

Minister's consideration. By a happy coincidence, these reflect three different approaches to the subject. Whilst an effective logo should not require any explanation, brief comments may be helpful.

Design A: A rosette-style, strongly reminiscent of the 1984 logo. It conveys concepts (ii)-(iv) above well. The round shape would lend itself readily to reproduction on articles of varying shapes. But perhaps not a very exciting example of modern British graphics.

Design B: Original and striking. It projects powerfully the Summit image and the concept of constructing the international order. A corner of the Union Flag is represented by the red and blue sections.

Design C: This embodies several concepts; the letter "S" conveys both a Summit and also looks like an incomplete figure 8, representing the eight participants. Further, the "S" partially encircling the globe could suggest the idea of gathering round a table as well as embracing the World and its problems.

6. We hope one of these designs will appeal to the Prime Minister. If so, we would appreciate an indication of his choice. We will then arrange for it to be worked up by the designer for application in a number of different ways.

7. If the Prime Minister feels that none of the designs is right, we would, of course, commission other designers to produce fresh artwork. But, as this would be a time-consuming and relatively costly process, it would be most helpful to have some prior indication of the Prime Minister's design preferences.

8. I am copying this letter to Nigel Wicks in the Treasury and to Richard Gozney.

Yours ever,

Jeremy Varcoe

J R Varcoe
AUS Coordinator
London Economic Summit

THE LONDON
19 84
ECONOMIC SUMMIT

★ Special Events ★

Media Fest

Service operates to and from the George R. Brown Convention Center to the Museum District on July 7.

Buses Depart from the George R. Brown Convention Center
7:15 PM - 8:15 PM

Shuttle buses will provide transportation between the museums from 7:30 PM to 11:00 PM for members of the media.

Buses return to the George R. Brown Convention Center
8:00 PM - 11:00 PM

Rodeo/Opry

Service operates from the George R. Brown Convention Center to the Astrohall on July 8.

Press Pools #1 and #2
Depart 2:10 PM

Invited guests
Depart 2:30 PM - 4:00 PM
Buses are available for return trips to the George R. Brown Convention Center until 10:00 PM.

Visitor Information

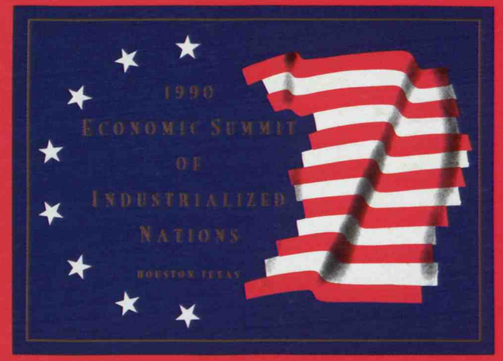
Emergencies	911
Passport Office	653-3153, 653-3159
Tourist Information	523-5050
Weather	228-8703
For information on local city bus service call METRO	635-4000

This Delegation and Press bus schedule is also available in French at the Transportation Desk at the George R. Brown Convention Center.

L'horaire Français des bus de la Délégation et de la Presse sera aussi disponsible au Bureau de Transportation dans le George R. Brown Convention Center.

All scheduled information subject to change.

METRO®



DELEGATION AND PRESS BUS SCHEDULE

★ Press Pool Buses ★

All Press Pool Buses leave from and return to the George R. Brown Convention Center.

Check your press schedule for detailed service information and times.

Ellington Field

Service operates July 6 - 9 to and from Ellington Field for the arrivals of the Heads of Delegations and July 11 for the departures of the Heads of Delegations.

Rice University

Service operates July 8 - 11 to the Rice University Campus.

Bayou Bend

Service operates to and from Bayou Bend on July 9.

Press Pools #10 and #11 pre-set
Depart 10:00 AM

Press Pool #10 - Arrivals of the Heads of Delegations
Depart 5:15 PM - Return 8:00 PM

Press Pool #11 - Summit Class Photo
Depart 5:45 PM - Return 8:00 PM

The Museum of Fine Arts, Houston

Service operates to and from the Museum of Fine Arts, Houston on July 10.

Press Pool #15 pre-set
Depart 1:15 PM

Press Pool #15 - Toast and Entertainment
Depart 6:15 PM - Return 10:35 PM

Stand Up Press to Rice University

Service operates to and from the Rice University Campus.

July 8, 10

7:30 AM - 8:00 PM every 30 minutes
8:00 PM - 12:00 midnight every 60 minutes

July 9

7:30 AM - 12:00 noon every 30 minutes
5:30 PM - 8:00 PM every 30 minutes
8:00 PM - 12:00 midnight every 60 minutes

July 11

7:30 AM - 4:00 PM every 30 minutes

★ Press Shuttle ★

Service operates to and from the press hotels to the George R. Brown Convention Center from July 6, 12:00 noon - July 12, 12:00 noon.

Schedule

Hours of Operation
24-hour service

7:00 AM - 12:00 midnight

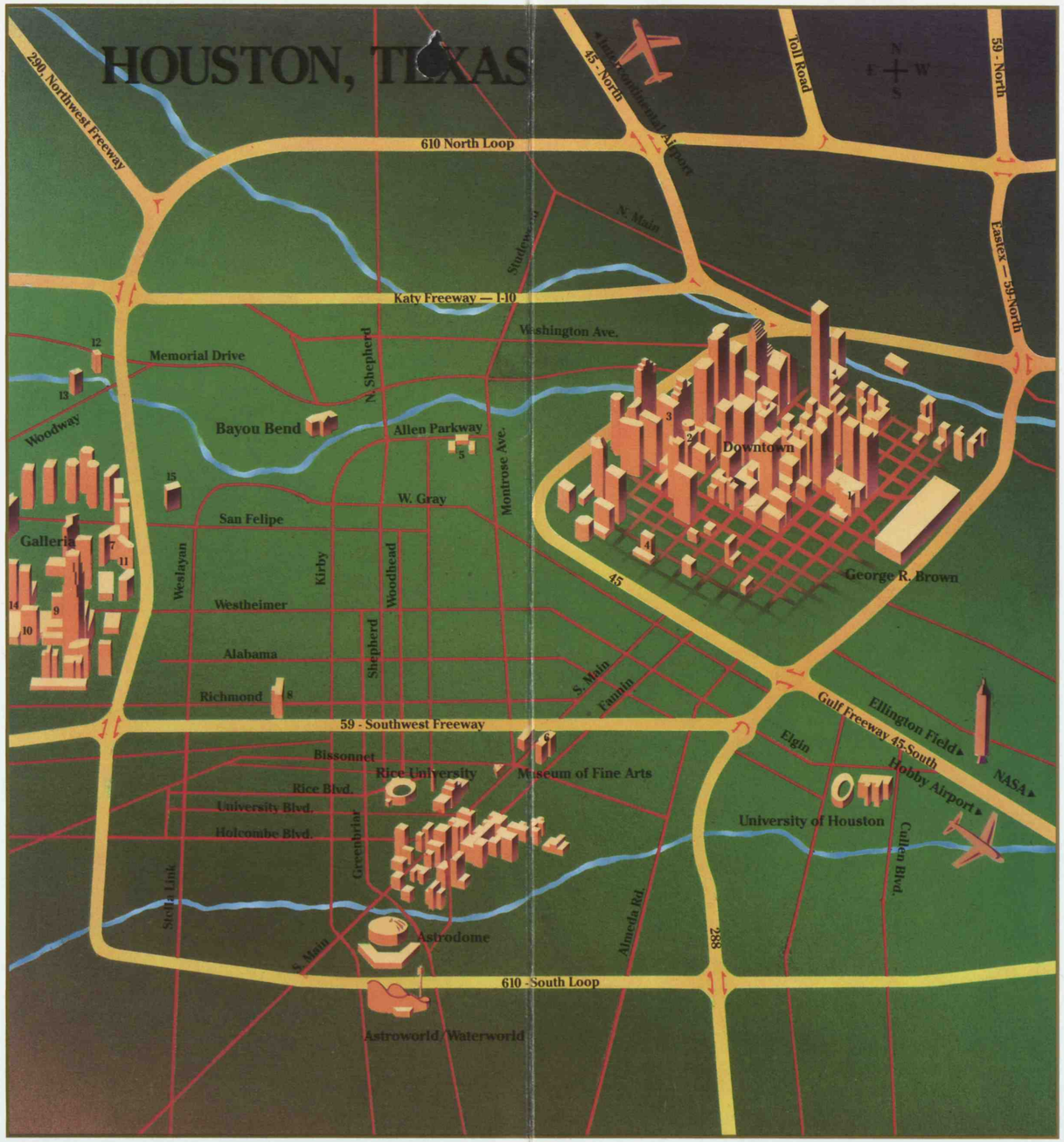
Operates every 15 minutes from Downtown Hotels.
Operates every 30 minutes from Galleria Hotels.

12:00 midnight - 7:00 AM

Operates every hour from all hotels.

Hotel	Map#	Phone #	Travel Time RUSH/NON RUSH
Allen Park Inn	5	521-9321	:15/:10
Days Inn Downtown Houston	4	659-2222	:10/:05
Doubletree Allen Center	3	759-0202	:10/:05
*Doubletree at Post Oak	7	961-9300	:30/:25
Four Seasons Hotel	1	650-1300	:20/:15
*Holiday Inn Crowne Plaza	11	961-7272	:35/:30
Hyatt Regency Houston	2	654-1234	:10/:05
*The Ritz-Carlton	15	840-7600	:40/:35
Wyndham Warwick	6	526-1991	:15/:10

*Designates Galleria Hotels



★ Delegation Shuttle ★

Service operates to and from the delegation hotels to the Rice University Campus.

Schedule

Service July 9, 10
7:00 AM - 10:00 PM

Service July 11
7:00 AM - 4:00 PM

Delegation/Hotel	Map#	Phone #
United States Delegation		
The Houstonian	12	680-2626
Westin Galleria	10	960-8100
French Delegation		
Westin Oaks	9	960-8100
United Kingdom Delegation		
The Ritz-Carlton	15	840-7600
German Delegation		
Doubletree at Post Oak	7	961-9300
Canadian Delegation		
Inn on the Park	13	871-8181
Italian Delegation		
Wyndham Warwick	6	526-1991
Japanese Delegation		
J.W. Marriot	14	961-1500
European Community Delegation		
Stouffer Presidente Hotel	8	629-1200

Delegation Shuttle (within Rice University)

Service operates around the Rice University Campus every 10 minutes.

Schedule

Service July 8
9:00 AM - 5:00 PM

Service July 9, 10
6:00 AM - 10:00 PM

Service July 11
6:00 AM - 4:00 PM

Delegation Shuttle Rodeo/Opry Schedule

Service operates to and from each hotel to the Astrohall on July 8. Buses depart at 2:30 PM and 3:30 PM. Buses are available for return trips to the hotels until 10:00 PM.

PRIME MINISTER'S
PERSONAL MESSAGE
SERIAL No. T26/90.

fl6

SUBJECT cc MASTER OPS.

SRW

cc FCO

10 DOWNING STREET
LONDON SW1A 2AA

THE PRIME MINISTER

28 December 1990

Dear Ruud,

The United Kingdom will be the host for the next annual Economic Summit in London on 15-17 July 1991.

The Community is represented at the Summit by the Presidency and the Commission. Since the London Summit will fall during the Netherlands Presidency of the European Council, I am writing to invite you to join us in London. Jacques Delors will also attend as President of the Commission.

I do hope that you will be able to join us and I look forward to welcoming you in London. I will arrange for my officials to be in touch with yours to make the necessary administrative and other arrangements.

Yours Ever,

John

His Excellency Dr. S. Ruud F. Lubbers

CONFIDENTIAL

DSG.

File

bc: PC

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

28 December 1990

Dear Nigel,

LONDON ECONOMIC SUMMIT

I have shown your minute of 19 December about the London Economic Summit to the Prime Minister, who is generally content with what is proposed, in particular the organisational aspects, the way in which it is proposed to associate President Gorbachev with the Summit, and the theme for the Summit. He would like to have a talk with you and me before the first Sherpa meeting. You may like to get in touch when you are back in the office to arrange a time for this.

I am copying this letter to Richard Gozney (Foreign and Commonwealth Office), John Gieve (H.M. Treasury) and to Sir Robin Butler.

Yours ever,

Charles Powell

N. L. Wicks, Esq., C.V.O., C.B.E.,
H.M. Treasury.

CONFIDENTIAL

DSG

RESTRICTED

DSG

File

bc: PC

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

28 December 1990

Dear Richard,

LONDON ECONOMIC SUMMIT

Thank you for your letter of 21 December about the presentation of the Final Summit Declaration at the London Economic Summit. I have to say that the Prime Minister is not at all attracted by the idea of a public presentation in Westminster Hall with statements by Heads of Delegation. He would prefer a much lower-key arrangement, with no elaborate reading or series of statements. Perhaps we should put this down for discussion between the Prime Minister and the Foreign Secretary at a bilateral early in the New Year.

I am copying this letter to Nigel Wicks and John Gieve (H.M. Treasury) and to Tim Sutton (Lord President's Office).

Yours ever,

Charles Powell

Richard Gozney, Esq.,
Foreign and Commonwealth Office.

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Foreign and Commonwealth Office

RESTRICTED London SW1A 2AH

21 December 1990

Dear Charles,

London Economic Summit, July 1991

We understand that Nigel Wicks is minuting the Prime Minister direct about preparations for next year's Summit. The Foreign Secretary has also examined some of these issues and I am writing about those aspects which are potentially tricky.

Up to now no decision has been taken on where and how the Final Summit Declaration should be presented. This is a somewhat strange event since at previous Summits it has consisted only of a reading or summary of the Joint Declaration by the host leader in the presence of his colleagues before the television cameras but without any questions from the press. The Heads of Delegation have then dispersed to give their own national press conferences. Despite the limited nature of the event, it is nevertheless the finale of the Summit and the Foreign Secretary considers that there is a good case for making the occasion one of maximum possible interest to both participants and the media. He therefore suggests that we should aim to have the presentation in Westminster Hall in the presence of the delegations (including visiting Ministers' wives who will have completed their own separate programme), selected British guests, the G7 Ambassadors, perhaps some school children (including from the Prime Minister's school) and, of course, the media. The Foreign Secretary also proposes one change in the format whereby, after the Prime Minister has delivered a summary of the main points of the Declaration, he would invite the other heads of delegation to make short individual statements as well. Questions would not be taken. These would wait for the separate national press conferences of the Delegation Heads.

We should need to get the agreement of the other governments to this amended format. The use of Westminster Hall for this event would require the agreement of the three authorities responsible for the Palace of Westminster - the Speaker, the Lord Chancellor and the Lord Great Chamberlain. We will follow this up.

It has been proposed that the separate working lunches for the Heads of Delegation, the Foreign Ministers and Finance Ministers should be held at Spencer and Bridgewater Houses,

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both conveniently close to Lancaster House. Whilst Captain Latsis has again kindly agreed that Bridgewater House will be available to the Government free of charge for the Summit, the Spencer family Trustees and Lord Rothschild have proposed a fee of £2,500 for the use of Spencer House. This represents a substantial reduction on the normal charge of £10,000. Given that large sums of money have recently been spent to restore the House to a very fine standard and that it is now being operated on a commercial basis, the Foreign Secretary believes that a charge of this kind is reasonable.

The total cost of mounting the Summit is estimated to be between £5½-£6 million. This is a considerable sum but the figures for the last three years in Houston, Paris and Toronto were the equivalent of £12 million, £19 million and £10 million respectively. A good deal of the expenditure will be to provide facilities for the media. Expenditure will be closely controlled, with competitive tenders used whenever possible. Efforts to secure sponsorship through the association of the private sector with the Summit are already underway. Although the results are not likely to match those of the Americans, there should be worthwhile savings.

I am copying this letter to Nigel Wicks and John Gieve (the Treasury) and Tim Sutton (Lord President's Office).

Yours ever,

Richard Gozney

(R H T Gozney)
Private Secretary

Sir Charles Powell KCMG
10 Downing Street

PM 3 0

CONFIDENTIAL

CYPC

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 071-270 4369

N L Wicks CVO CBE
Second Permanent Secretary

C D Powell Esq
10 Downing Street
LONDON
SW1

CDP
27/xii

19 December 1990

LONDON ECONOMIC SUMMIT: SOVIET UNION SCHOLARSHIP SCHEME

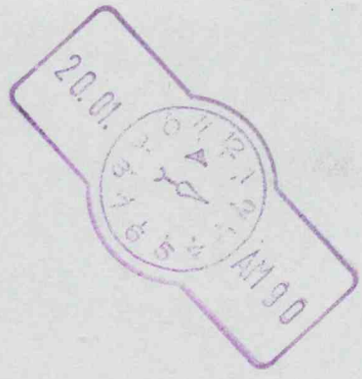
You will remember that I wrote to you at Flop on 21 November about the possibilities of our mounting an initiative in connection with the London Economic Summit for the establishment of a G7 funded scholarship scheme to finance Soviet post-graduate student studies in this country and the other G7 countries.

You will see that I have not mentioned this in the submission that I have just put to the Prime Minister about preparations for the Summit. I rather wonder whether it is something for this year's agenda. So unless you advise me otherwise, I will not carry this idea forward.

Yours ever,
Nigel

N L WICKS

Switchboard 071-270 3000 Fax 071-270 5653 Telex 9413704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1990

CONFIDENTIAL

FROM: N L WICKS
DATE: 19 DECEMBER 1990
Ext : 4369

PRIME MINISTER

LONDON ECONOMIC SUMMIT

Some work on the preparations for the Economic Summit on 15-17 July 1990 was agreed by Mrs Thatcher and is already in hand, particularly on the administrative arrangements. Policy preparations are due to begin in earnest at the first meeting of Sherpas on 25-27 January; I will, of course, seek your guidance beforehand on the line I should take. But I would be grateful for any comments you may have on three aspects on which I consulted Mrs Thatcher in mid-November:

- the organisation of the Summit;
- associating the Soviet Union with the Summit;
- and a theme for the Summit.

Organisational Aspects

2. I attach a summary note on organisation together with an outline of the draft programme. This was agreed with Mrs Thatcher on the basis that the Summit should be an essentially workmanlike occasion with the emphasis on the discussion of serious issues rather than on pageantry and show. Dates for the Summit have now been agreed with Summit partners. Planning on other aspects, such as venues for the main events and the general format of the programme, are by now well advanced, though changes could be made if you wished. Other details, such as the welcoming arrangements and the entertainment are, of course, a matter for what you prefer. I will consult you as planning proceeds on all important organisational aspects. *Meanwhile, are you content that we should proceed as outlined in the note attached*?

Associating the Soviet Union

3. The note on administrative arrangements mentions the possibility of associating President Gorbachev with the Summit in some way. We have been giving some thought to how we might follow-up the reference in Mrs Thatcher's speech at Aspen in August to taking a first step towards bringing the Soviet Union into closer association with the Economic Summit. Uncertainty about developments in the Soviet Union makes it preferable to delay a final decision on this as long as possible. But I may need to be ready to give some indication of our initial thinking at the first Sherpa meeting on 25-27 January. We also need to have in mind the likely organisational implications. The Foreign Secretary and Mrs Thatcher broadly endorsed the following approach.

Yes: Delay

4. There are two distinct options. The first, less ambitious option would be to invite President Gorbachev to visit the UK some time before or after the Summit for discussions with you which could cover Summit subjects. This would be a distinct advance on what was done in 1989 or 1990. But it would not directly affect arrangements for the Summit itself and could if necessary be arranged at relatively short notice.

5. The second, more ambitious option, would be inviting President Gorbachev to a meeting with the Summit Heads, though this would be separate from the Summit itself. Such a meeting could take place either immediately before, or immediately after the Summit. (A meeting during the Summit poses difficulties from both policy and administrative points of view. It would be difficult to draw a clear line between the session with President Gorbachev and the Summit itself, risking setting an unwieldy precedent. It would be extremely complex to organise at short notice since it would necessitate significant reorganisation of the Summit programme.)

6. A session after the Summit would offer most opportunity to combine a session with Summit Heads with a broader programme of meetings in the UK. But it would be difficult to avoid the

impression that he was being summoned to be told what the G7 had decided and for this reason this option may not be attractive to President Gorbachev himself.

7. A session before the Summit looks the most practicable and would give President Gorbachev an opportunity to make a substantive input (although we would need to avoid giving the impression to Gorbachev that he was leaving just as the G7 were getting down to serious business). This might best take the form of a luncheon on the first day, Monday 15 July. A session any earlier that this would probably mean that all Summit Heads would have to arrive on the Sunday. This would add to the overall length of the Summit and be difficult for President Mitterrand, Sunday being 14 July.

8. Thus President Gorbachev's visit might, for example, involve a programme along the following lines: arrive at the weekend, bilateral talks with him on the Sunday, perhaps at Chequers, continuing for the early part of Monday morning, if so wished, followed by a joint press conference. (It is possible that the other Summit leaders, such as President Bush, might an to use part of the morning for separate bilateral meetings with President Gorbachev). The bilateral proceedings with President Gorbachev would conclude before your formal greeting of Summit participants. The luncheon meeting between the Summit leaders and President Gorbachev would come next and could begin relatively early, say 12.45, so as not to restrict unduly the time available for the first Summit session in the afternoon. A key advantage of such an arrangement is that it could be organised at relatively short notice without requiring major changes in the Summit programme or the travel plans of other Summit participants and thus enable us to postpone a decision until much nearer the time, when the situation in the Soviet Union and the position of President Gorbachev should be clearer. Given the uncertainties about developments in the Soviet Union, it would obviously be prudent to keep all options open for as long as possible.

9. I will, of course, seek your guidance before the first Sherpa meeting in January about precisely what I say to my Sherpa

colleagues, but *it would be helpful to know now whether you agree broadly with the approach suggested in paragraphs 7 and 8 above* if President Gorbachev is to be associated with the Summit.

Theme for the Summit

10. In many key areas, not least the Gulf and the Soviet Union, it is still too early to attempt any predictions of how matters may stand at the time of the Summit. Nevertheless, we thought it worthwhile developing a theme for the Summit, as the Americans did with "Securing Democracy" at Houston to reflect the democratic resolutions in Eastern Europe and elsewhere. The need at London will be to underpin the progress made and to adapt to (not wholly foreseeable) new challenges. The Foreign Secretary and Mrs Thatcher agreed (in November) that "Strengthening the International Order" would provide a suitable theme. (I attach the Foreign Office paper which argued the case for such a theme more fully.) This would cover interlocking political and economic issues based on the general objective of underpinning democracy, the rule of law, good government and sound economic management worldwide. It would encompass:

a. strengthening and adapting the existing instruments of international cooperation;

b. completing the world system by reintegrating the East European countries and the Soviet Union;

c. helping those most vulnerable to current disturbances;

d. stimulating cooperation on issues requiring worldwide treatment.

11. The paper proposes that the theme could be launched at the first Sherpa meeting and make the skeleton for the Summit's Economic and Political Declarations. It could also be developed in speeches by yourself, the Foreign Secretary and the Chancellor between now and the London Summit. *Do you agree with this theme*?

Yes excellent

12. I am sending a copy of this minute to the Foreign and Commonwealth Secretary, the Chancellor of the Exchequer and to Sir Robin Butler.

N.L.W.

N L WICKS

A THEME FOR THE LONDON SUMMIT

Introduction

1. The Houston Summit took as its theme "securing democracy"; a theme that arose naturally out of the democratic revolutions of 1989 in Eastern Europe and elsewhere, and provided a thread of continuity with the preceding EC and NATO summits. We need to find a theme for the London Summit that builds on the success of "securing democracy", provides a common thread for all of next year's summits and relates to the political issues likely to be dominant in July 1991.

A Theme

2. It is difficult to predict next summer's "hot" political issues but they will probably include :

(a) The aftermath of the Gulf Crisis: an international conference on Arab/Israel, construction of a regional security system, new role for the UN.

(b) NATO Strategy Review, Arms Control, and European security.

(c) Distintegration of the Soviet Union and possibly conflict in Yugoslavia

3. There are also a series of longer term trends in international relations, to which the theme should be relevant. The bi-polar world of the post-war era has crumbled, but the threats to world peace have not disappeared and we can expect widespread regional upheaval and turbulence in the next year. The United States is not strong enough to exercise the role of global policeman alone in combatting these threats. If the rule of law is to be maintained it must be done through international cooperation in multilateral fora. The unfreezing of East/West relations will make such cooperation

easier, but the countries of the developing world will also need to be drawn in if we are to be effective in combatting the new threats (global warming, drugs trafficking, migration etc). In Europe we are seeing a gradual shift in the roles of the various multilatleral organisations (NATO, CSCE, WEU and EC) that maintain security. The theme for the Summit should reflect these changes, and give the G7 a role in steering them.

4. The best theme to capture these trends and our policy towards them would be "Strengthening the International Order". This would :

- emphasise the need to increase respect for the rule of law in international relations so that small nations can be secure from aggression by larger neighbours;

- express our aim of strengthening international cooperation in a more multipolar and more inter-dependent world;

- encompass the aim of completing the world economic and political system, by reintegrating the Soviet Union and the countries of Eastern Europe.

But we would need to avoid any attempts to use the theme to create new and unnecessary bodies or to interfere with existing bodies that work well (eg by enlarging the UN Security Council). We would also have to ensure that we were not open to criticism by others claiming that we and the Americans had transgressed international law in the Gulf War.

Content

5. The theme could be drawn widely enough to include all the subjects we expect to be on the agenda at the London Summit.

6. On the political side these would include :

(a) An Arab/Israel peace conference and the construction of a regional security structure in the Middle East.

(b) Strengthening the UN system : We would need to be clear that this did not involve changing the composition of the UN Security Council: we are strengthening the international order in changing it.

(c) Reintegrating the Soviet Union and the countries of Central and Eastern Europe into the world political system.

(d) Coping with the implications of the likely disintegration of the Soviet Union, and with similar disintegration in Yugoslavia.

(e) Building security in Europe (Arms Control, CSCE, EC and NATO).

(f) Helping in the reconstruction of South Africa (although we would have to beware of making unnecessary problems for ourselves with the Canadians and French, or in the context of CHOGM, which will follow the Summit in October 1991).

(g) Applying the rule of law and the need to settle disputes peacefully to other regional crises, eg a UNSC role on Afghanistan, India/Pakistan etc.

(h) Good government : domestic order, democracy and the rule of law as the basis of a sound international system (naturally both a political and an economic issue).

(i) Terrorism: the Gulf Crisis is almost certain to give rise to a resurgence of terrorist activity which will need to be addressed at the summit.

(j) Proliferation and arms sales (see para 10 below).

7. In the economic field :

(a) Building on the (hoped for) success of the GATT Uruguay Round to create freer world trade by keeping up the pressure on agriculture and services, strengthening the GATT as an institution and improving liaison between the GATT and the IFIs. If the Uruguay Round fails, picking up the pieces. .

(b) Completing the international economic system by integrating the Soviet Union and the countries of Central and Eastern Europe into the GATT and the IFIs so that they become truly global institutions.

(c) Strengthening global cooperation on the environment as negotiations begin on the World Climate Convention and the Biological Diversity Convention, and preparatory meetings for the 1992 UN Conference on Environment and Development take place.

(d) Tackling the other transnational problems , including drugs and migration.

(e) Following up the Chancellor's debt iniative.

(f) Economic assistance for those countries affected by the Gulf Crisis.

(g) Energy cooperation, not only with the Soviet Union but more generally.

8. We would need to beware of (French or Canadian) attempts to use the theme to reopen the debate on the need for a New International Economic Order (although we may need to refer to Development as a counterbalance to Good Government). We could argue that in a world from which the East/West division has been removed the North/South division makes less and less sense. Countries in Asia and Latin America are turning to democracy and to open trade and investment

regimes. Our aim should be to build one world rather than to perpetuate the artifical division between the First, Second and Third worlds of theoretical Marxism.

Sequence of Summits

9. We may be able to use this theme as a unifying thread to the UK's approach to the other Summits in the next 12 months. It would certainly be appropriate to the CSCE Summit in November, where our objective is to underpin the spread of democracy and the rule of law in Eastern Europe, and to strengthen the CSCE as an institution for dialogue and conciliation. Likewise the two EC IGCs would fit into the pattern, where our aim is to strengthen the EC by sensible steps towards economic and political integration. There may also be a NATO Summit prior to the London Summit to discuss the NATO Strategy Review and - possibly - NATO's out of area role. This would provide an excellent forum for our message on the need to strengthen European security by adapting NATO to new roles. Finally we can expect the Luxembourg Presidency to call a European Council at the end of June to pre-cook Community positions prior to the London Summit. The Americans will fear a repetition of the Houston Summit where they felt bounced by the Community. As Chairman we will have to handle this danger sensitively and ensure the Americans are not presented with faits accomplis. We will therefore want the Luxembourg Summit to cover many of the same subjects as the London Summit, but not to steal its thunder.

Gorbachev

10. If there is a meeting between Gorbachev and G7 leaders we would also want to extend the theme to cover that meeting. We should avoid it being no more than a begging session and we need substance to fill it. One option would be a joint declaration by Gorbachev and G7 leaders on arms sales and CW, BW and nuclear proliferation post Gulf. If this is not pursued in the context of a meeting with Gorbachev we would want it developed as part of the Summit itself.

Follow Up

11. If we are to take "strengthening the international order" as the theme for the London Summit and the common thread for our approach to the Summits that precede it we will need to :

(a) Build the theme into speeches by the Prime Minister, Foreign Secretary and Chancellor between now and the London Summit. The first obvious opportunity for the Prime Minister will be her speech to the CSCE Summit, and for the Foreign Secretary in Berlin in December (although he is in trailing the idea in his Chatham House Speech).

(b) Use the theme in our preparations for the other Summits and international gatherings, eg the two EC IGCs.

(c) Introduce the theme at the first meetings of Sherpas and Political Directors in January and make it the skeleton for the Summit's Political Declaration and Economic Communique.

(d) Work up a series of initiatives for the Summit within the theme (possible areas include arms sales and proliferation, proposals for follow up to the Uruguay Round, proposals for strengthening the UN, post-Gulf proposals, proposals on South Africa etc).

Policy Planning Staff

October 1990

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ADMINISTRATIVE ASPECTS OF THE LONDON ECONOMIC SUMMIT

The outline programme as attached reflects a number of points specifically approved by Mrs Thatcher. These included the proposal that protocol for the arrivals at the airport should be kept to a minimum and that the Prime Minister should first greet each delegation head in turn, with appropriate protocol but minimal ceremonial, at the entrance to Lancaster House before the opening session. The Sunday is to be left free both to allow for the likely last-minute arrival of some delegations and to accommodate the possible association of President Gorbachev with the Summit. This could perhaps most easily be done by a joint luncheon with him and the Summit Heads on Monday 15 July.

2. Our aim for entertainment is to provide attractive settings for what would predominantly be working meals. The separate dinners on the first evening for Delegation Heads and Foreign Ministers are planned for the Tower of London whilst the Finance Ministers would dine in the City at a venue still be fixed. The three separate working lunches on the second day, Tuesday, would be held in Bridgewater and Spencer Houses (the last depending on whether a potentially embarrassingly high fee for use would be required), two fine town houses conveniently close to Lancaster House. The Queen will give a relatively small dinner at Buckingham Palace on the evening of 16 July and this will be followed by a 30-40 minute entertainment in the quadrangle based on military bands but with some speciality acts.

3. Mrs Thatcher saw no need or scope to include in the programme any reception for delegates at large. However, it would be possible to hold a short reception, either immediately before or after the handling of the Final Communique on the Wednesday. I will submit further advice on this shortly, as well as on the venue for the reading, if any, of the Final Communique.

4. A programme on these lines should provide both a convenient, creditable and business-like framework for the Summit. We hope to defray some of the cost of the Summit through limited commercial sponsorship on clearly defined guidelines as approved by Mrs Thatcher.

ANNEX A

LONDON ECONOMIC SUMMIT: PRELIMINARY OUTLINE PROGRAMME

SUNDAY 14 JULY

AM & PM	Delegations arrive (greeted at airport by Queen's Representative and Foreign and Commonwealth Secretary of State or other Foreign Office Minister)
Evening	FREE (but available for Reception given by Prime Minister, possibly followed by entertainment/spectacular)

MONDAY 15 JULY

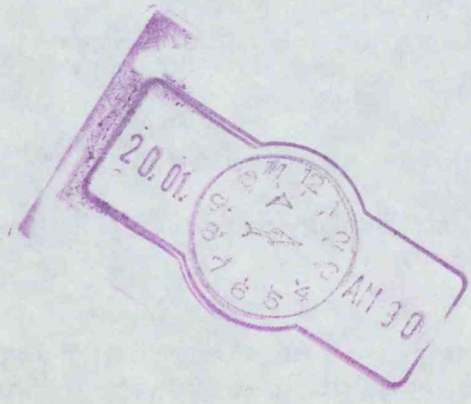
Early AM	Remaining delegations arrive
1300	Prime Minister arrives at Lancaster House
1315-1345	Prime Minister greets Summit leaders in reverse order of protocol Prime Minister meets each delegate on arrival at front door of Lancaster House and escorts them through a Carpet Lining Party (Horseguards - dismounted) to main hall/State Dining Room where coffee and drinks will be available. Prime Minister returns to front door to meet next arrival. [After greeting President Mitterrand Prime Minister escorts him in and remains in the main hall/State Dining Room]
1350	Mingle in main hall or State Dining Room
1405	Official photograph (Heads of Delegation, on staircase of main hall or terrace of State Dining Room)
1415	Separate Head of Delegation and Ministerial meetings (preceded by Plenary Session if required)
1700	Meetings conclude
2000-2030	Separate working dinners: Heads of Delegation and Foreign Ministers at the Tower of London, Finance Ministers at a City venue.
Later	Sherpas return to Lancaster House to draft Political Declaration

TUESDAY 16 JULY

0930	Meeting of Heads of Government with Foreign Ministers to agree Political Declaration then Plenary Session
1230	Session ends
1245	Pre-lunch drinks at Lancaster House or Spencer House
1300	Separate luncheons (3+Sherpas) at Bridgewater and Spencer Houses
1430	Plenary meeting resumes
1630	Session ends
1635	Farewells by Prime Minister
1645	(or earlier if necessary) Secretary of State gives Political Declaration Press Conference at Churchill Auditorium, QEII
2000 for 2030	State Dinner at Buckingham Palace (black tie; no speeches) followed later (2200 hours) by muscial/pageantry entertainment in Quadrangle of the Palace
Evening	Sherpas draft Joint Declaration

WEDNESDAY 17 JULY

0845/0900	Plenary session to agree Summit Declaration
1100	Meeting concludes Interval in Holding rooms (allowing time for printing of Declaration)
1120-1140	Farewells by Prime Minister in reverse protocol order
1130-1150	Delegates arrive at QEII (or Westminster Hall) in reverse protocol order and are met by the Prime Minister. Mingle over drinks (with spouses)
c.1200	Presentation of Summit Declaration by Prime Minister Small Vin d'Honneur for Minister and a few other guests before or after Presentation.
Later	Heads of Delegation leave for national press conferences
	END OF SUMMIT
Later that week?	Thank you reception given by Prime Minister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AM 30

Foreign and Commonwealth Office

London SW1A 2AH

5 December 1990

Dear Charles,

London Economic Summit: Dutch attendance

Participants at the Houston Economic Summit last July accepted Mrs Thatcher's invitation to the next Economic Summit in London in July. The dates of 15-17 July have been agreed.

It is accepted practice that the EC Presidency, as well as the President of the Commission, should be represented at Economic Summits. If the Summit takes place at a time when the Presidency is held by a non-G7 country, the Head of Government of the country holding the Presidency leads the Community delegation, accompanied by M. Delors. We therefore need to invite the Dutch Prime Minister as President of the European Council at the time of the Summit. I enclose a draft letter to this effect from the Prime Minister.

Mr Wicks, as UK Sherpa, has told his Commission colleague that, following precedent, we would expect that Mr Lubbers would be accompanied by his Foreign Minister and M. Delors by one Commissioner (probably Mr Andriessen).

Mr Wicks has also been in touch with his Sherpa colleagues at the Commission to clarify to what extent the Dutch should be involved in the meetings of Sherpas to prepare the Summit. The Commission have secured informal Dutch agreement to attend only the last Sherpa meeting (which falls during their Presidency) and possibly the previous one (during Luxembourg's Presidency). The Commission Sherpa will keep them informed of discussions at the earlier meetings.

I am copying this letter to Nigel Wicks (HMT).

Yours,

Stephen Wall

(J S Wall)
Private Secretary

C D Powell Esq
10 Downing Street

DRAFT LETTER FROM THE PRIME MINISTER

The United Kingdom will be the host for the next annual Economic Summit in London on 15-17 July 1991.

The Community is represented at the Summit by the Presidency and the Commission. Since the London Summit will fall during the Netherlands Presidency of the European Council, I am writing to invite you to join us in London. Jacques Delors will also attend as President of the Commission.

I do hope that you will be able to join us and I look forward to welcoming you in London. I will arrange for my officials to be in touch with yours to make the necessary administrative and other arrangements.

His Excellency Dr Ruud F M Lubbers
Prime Minister of the Netherlands

05.12 PM 9:00

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TL
Sm

c: Foreign/Summit

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

22 November 1990

LONDON ECONOMIC SUMMIT

I wrote to you recently about the arrangements for the London Economic Summit and said I would consult the Prime Minister further about ~~times~~ Runs. In view of the Prime Minister's decision to stand down, we shall need to start this exercise again with a new Prime Minister, although we should assume that the practical arrangements agreed for the Summit should stand.

I am copying this letter to John Gieve (Treasury) and to Stephen Wall (Foreign and Commonwealth Office).

CHARLES POWELL

N L Wicks Esq CVO CBE
Treasury

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10 DOWNING STREET

CF

Please bring forward
for new PM
to consider in
due course

CL

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cc PU

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 071-270 4369

N L Wicks CVO CBE
Second Permanent Secretary

C D Powell Esq
10 Dowing Street
LONDON
SW1

21 November 1990

Dear Charles,

LONDON ECONOMIC SUMMIT: A USSR SCHOLARSHIP INITIATIVE

When I minuted the Prime Minister on 6 August with first views about possible topics for the London Summit, I suggested that the Summit might be used to launch a USSR scholarship scheme. This could be along the lines of the Rhodes, Harkness or Fulbright schemes, and financed entirely from private sector sources in the G7 countries, to enable the brightest Soviet students to study in the West and become exposed to Western methods and attitudes. Its aim would be to create a growing nucleus of Western trained people - throughout all walks of Soviet life - who would have gained experience of Western ideas and approaches at a formative stage of their life. In the light of your letter of 9 August, I have been considering further how such an initiative might be carried forward, if the Prime Minister wished to do so.

First, to give some idea of rough orders of cost; I understand that the Harkness Fund is currently spending about $1 million a year on roughly 14 scholars. But that would not necessarily provide an exact parallel; their costs vary enormously with family size and with the fees charged by the destination institution, which in the US vary widely. A G7 scheme <u>might</u> exclude dependents - on the grounds that the potential benefit to the chosen scholars would more than outweigh the pain of separation - though that needs careful thought. But the average post graduate tuition fee in the G7 countries is almost certainly substantially lower than the average in the US. Illustratively, the unit costs for a Soviet scholar taking an MBA at a British higher education institution would be around £12,000 - say £6,000 for subsistence (a little more than our current post graduates stipend), £5,000 for fees and £1,000 for travel. Goodwill would be greatly enhanced by adding a little more for subsistence and travel during the period of study; £15,000 per head might be generous.

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Switchboard 071-270 3000 Fax 071-270 5653 Telex 9413704

The next question is how many scholars would be needed to make an impact. Say 10 per country: that would be £150,000 a year for each of the G7 countries - say a total expenditure of around £1 million a year. So a capital sum would be required to endow a fund which would produce such a level of (inflation proofed) income (plus administration costs) each year - say £20-£30 million, though professional advice would be needed on precise figures.

The organisational issues of getting such a venture off the ground require careful management so as to reconcile the triple objectives of efficient administration, concerted G7 action and substantial private sector support. One possibility might be to establish a small central organisation of satellite bodies, on trust fund lines. But again this is something that needs further thought.

If the Prime Minister is attracted to such a venture, we need to decide how it might be launched. One possibility might be to identify someone who might form the chairman of a G7 steering committee to get the operation off the ground and to raise the necessary contributions. Such a person would have to have drive and determination, financial knowledge and first class international contacts. It will not be easy to find someone willing to devote sufficient time and energy to this role. But one possible candidate would be Sir Michael Butler (though a possible complication here is that Sir David Hancock, a fellow member of the Hambros Board, is associated with the Harkness Fund). If Sir Michael (or someone else) were willing to take the matter on, he might produce an outline scheme and the Prime Minister might then write in the New Year to the other Summit participants saying that this <u>private</u> sector venture - it would need to be emphasised that there was no question of public sector contributions - has her full support, she hopes that other Heads can similarly endorse it and that some announcement could be made before the London Summit. There would also need to be contact with the Soviet authorities to ensure that they were on board.

Clearly the challenges in mounting such an initiative are considerable. But if something like it could be made to work, it could have considerable potential for improving potential in the long term of the Soviet Union. Ten scholarships a year for each G7 country after 10 years would produce 700 students who had been through the scheme. That might have some effect even in a country of the size of the USSR.

I should be glad to know how the Prime Minister wishes to proceed in this matter.

I am sending a copy of this letter to the Private Secretaries to the Chancellor of the Exchequer, the Foreign & Commonwealth Secretary and the Secretary of State for Education & Science and Sir Robin Butler.

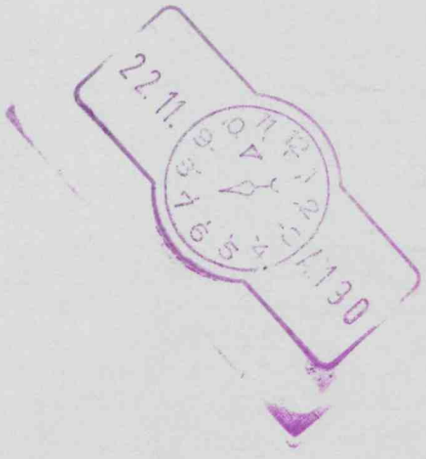
Yours ever

Nigel

N L WICKS

ECON POL: Summits PT 51.

22.11. 1130



A THEME FOR THE LONDON SUMMIT

Introduction

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A Theme

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(c) Distintegration of the Soviet Union and possibly conflict in Yugoslavia

3. There are also a series of longer term trends in international relations, to which the theme should be relevant. The bi-polar world of the post-war era has crumbled, but the threats to world peace have not disappeared and we can expect widespread regional upheaval and turbulence in the next year. The United States is not strong enough to exercise the role of global policeman alone in combatting these threats. If the rule of law is to be maintained it must be done through international cooperation in multilateral fora. The unfreezing of East/West relations will make such cooperation

easier, but the countries of the developing world will also need to be drawn in if we are to be effective in combatting the new threats (global warming, drugs trafficking, migration etc). In Europe we are seeing a gradual shift in the roles of the various multilatleral organisations (NATO, CSCE, WEU and EC) that maintain security. The theme for the Summit should reflect these changes, and give the G7 a role in steering them.

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- express our aim of strengthening international cooperation in a more multipolar and more inter-dependent world;

- encompass the aim of completing the world economic and political system, by reintegrating the Soviet Union and the countries of Eastern Europe.

But we would need to avoid any attempts to use the theme to create new and unnecessary bodies or to interfere with existing bodies that work well (eg by enlarging the UN Security Council). We would also have to ensure that we were not open to criticism by others claiming that we and the Americans had transgressed international law in the Gulf War.

Content

5. The theme could be drawn widely enough to include all the subjects we expect to be on the agenda at the London Summit.

6. On the political side these would include :

(a) An Arab/Israel peace conference and the construction of a regional security structure in the Middle East.

(b) Strengthening the UN system : We would need to be clear that this did not involve changing the composition of the UN Security Council: we are strengthening the international order in changing it.

(c) Reintegrating the Soviet Union and the countries of Central and Eastern Europe into the world political system.

(d) Coping with the implications of the likely disintegration of the Soviet Union, and with similar disintegration in Yugoslavia.

(e) Building security in Europe (Arms Control, CSCE, EC and NATO).

(f) Helping in the reconstruction of South Africa (although we would have to beware of making unnecessary problems for ourselves with the Canadians and French, or in the context of CHOGM, which will follow the Summit in October 1991).

(g) Applying the rule of law and the need to settle disputes peacefully to other regional crises, eg a UNSC role on Afghanistan, India/Pakistan etc.

(h) Good government : domestic order, democracy and the rule of law as the basis of a sound international system (naturally both a political and an economic issue).

(i) Terrorism: the Gulf Crisis is almost certain to give rise to a resurgence of terrorist activity which will need to be addressed at the summit.

(j) Proliferation and arms sales (see para 10 below).

7. In the economic field :

(a) Building on the (hoped for) success of the GATT Uruguay Round to create freer world trade by keeping up the pressure on agriculture and services, strengthening the GATT as an institution and improving liaison between the GATT and the IFIs. If the Uruguay Round fails, picking up the pieces.

(b) Completing the international economic system by integrating the Soviet Union and the countries of Central and Eastern Europe into the GATT and the IFIs so that they become truly global institutions.

(c) Strengthening global cooperation on the environment as negotiations begin on the World Climate Convention and the Biological Diversity Convention, and preparatory meetings for the 1992 UN Conference on Environment and Development take place.

(d) Tackling the other transnational problems , including drugs and migration.

(e) Following up the Chancellor's debt iniative.

(f) Economic assistance for those countries affected by the Gulf Crisis.

(g) Energy cooperation, not only with the Soviet Union but more generally.

8. We would need to beware of (French or Canadian) attempts to use the theme to reopen the debate on the need for a New International Economic Order (although we may need to refer to Development as a counterbalance to Good Government). We could argue that in a world from which the East/West division has been removed the North/South division makes less and less sense. Countries in Asia and Latin America are turning to democracy and to open trade and investment

regimes. Our aim should be to build one world rather than to perpetuate the artifical division between the First, Second and Third worlds of theoretical Marxism.

Sequence of Summits

9. We may be able to use this theme as a unifying thread to the UK's approach to the other Summits in the next 12 months. It would certainly be appropriate to the CSCE Summit in November, where our objective is to underpin the spread of democracy and the rule of law in Eastern Europe, and to strengthen the CSCE as an institution for dialogue and conciliation. Likewise the two EC IGCs would fit into the pattern, where our aim is to strengthen the EC by sensible steps towards economic and political integration. There may also be a NATO Summit prior to the London Summit to discuss the NATO Strategy Review and - possibly - NATO's out of area role. This would provide an excellent forum for our message on the need to strengthen European security by adapting NATO to new roles. Finally we can expect the Luxembourg Presidency to call a European Council at the end of June to pre-cook Community positions prior to the London Summit. The Americans will fear a repetition of the Houston Summit where they felt bounced by the Community. As Chairman we will have to handle this danger sensitively and ensure the Americans are not presented with faits accomplis. We will therefore want the Luxembourg Summit to cover many of the same subjects as the London Summit, but not to steal its thunder.

Gorbachev

10. If there is a meeting between Gorbachev and G7 leaders we would also want to extend the theme to cover that meeting. We should avoid it being no more than a begging session and we need substance to fill it. One option would be a joint declaration by Gorbachev and G7 leaders on arms sales and CW, BW and nuclear proliferation post Gulf. If this is not pursued in the context of a meeting with Gorbachev we would want it developed as part of the Summit itself.

Follow Up

11. If we are to take "strengthening the international order" as the theme for the London Summit and the common thread for our approach to the Summits that precede it we will need to :

(a) Build the theme into speeches by the Prime Minister, Foreign Secretary and Chancellor between now and the London Summit. The first obvious opportunity for the Prime Minister will be her speech to the CSCE Summit, and for the Foreign Secretary in Berlin in December (although he is in trailing the idea in his Chatham House Speech).

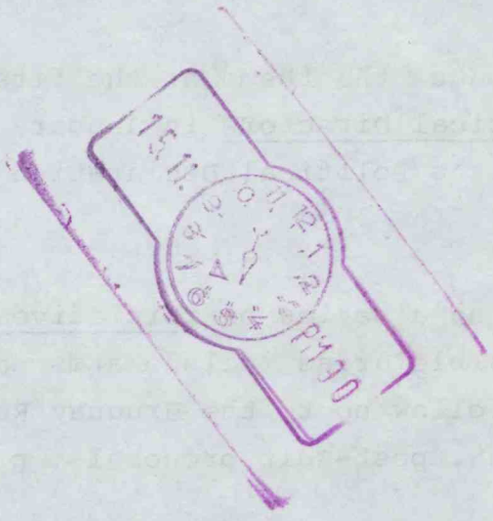
(b) Use the theme in our preparations for the other Summits and international gatherings, eg the two EC IGCs.

(c) Introduce the theme at the first meetings of Sherpas and Political Directors in January and make it the skeleton for the Summit's Political Declaration and Economic Communique.

(d) Work up a series of initiatives for the Summit within the theme (possible areas include arms sales and proliferation, proposals for follow up to the Uruguay Round, proposals for strengthening the UN, post-Gulf proposals, proposals on South Africa etc).

Policy Planning Staff

October 1990



CONFIDENTIAL

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

18 November 1990

LONDON ECONOMIC SUMMIT

Thank you for your letter of 15 November about the arrangements for next year's London Economic Summit. The Prime Minister is in general well content with what you propose and has answered yes to all the questions in your letter. Her only additional comment is that there is no need at all for a special public event on the evening of Sunday 14 July. Nor does she think it necessary to have an informal reception for delegates on the Monday morning.

As regards President Gorbachev, she agrees that it would be best to invite him to visit the UK immediately before the Summit and then ask him to attend a lunch with Summit Heads of Delegation on the Monday.

I am afraid the Prime Minister has not yet focussed on the question of a theme for the Summit. I will have to write to you separately about that when I have had an opportunity to consult her.

I am copying this letter to Stephen Wall (Foreign and Commonwealth Office), John Gieve (H.M. Treasury) and Sir Robin Butler.

C. D. POWELL

Nigel Wicks, Esq., C.V.O., C.B.E.
H.M. Treasury.

CONFIDENTIAL

CONFIDENTIAL

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(1)

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 071-270 4369

N L Wicks CVO CBE
Second Permanent Secretary

Prime Minister

It would be helpful if you could annotate this with your views. Most of the proposals seem eminently sensible.

Dear Charles,

15 November 1990

C D Powell Esq
10 Downing Street
LONDON
SW1

LONDON ECONOMIC SUMMIT

I am writing to seek the Prime Minister's guidance on some format and organisational aspects of next year's London Economic Summit. Some suggestions are set out in the preliminary draft programme at Annex A. They are based on the assumption that the Prime Minister wants a workman-like occasion with the emphasis on the discussion of serious issues rather than on pageantry and show. *Does the Prime Minister agree this approach?* Should she require something more elaborate, we can put forward proposals to meet this.

Some particular points on the programme at Annex A are:

(i) The Greeting Arrangements

The Japanese, Americans and Canadians are likely to arrive in London before or over the weekend but some of the Europeans may well prefer to travel on the Monday morning: particularly the French as the Sunday is 14 July. We therefore think it best not to press the other leaders to arrive early by arranging a formal programme for the Sunday. To allow time for the last delegations to arrive on the Monday morning, we propose that the Prime Minister should first greet each delegation Head in turn, with due protocol but minimum ceremonial, at the entrance to Lancaster House before the opening session of talks. *Does the Prime Minister agree?*

Yes

A Personal Representative of The Queen and an FCO Minister would also meet the leaders at the airport, with special regard to the status of Presidents Mitterrand and Bush. In 1984 the Prime Minister held rather more elaborate greeting ceremonies at Kensington Palace but then most delegations arrived the day before the conference started as it was not a weekend. As an alternative we could, if she so wished, adopt the Houston practice and mount a more formal opening ceremony at which the Prime Minister could

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make a short speech of welcome near to Lancaster House. But this would take more time and may not be consistent with the primary objective of a working occasion. We are assuming that the Prime Minister would not wish to do this. *Is this right?* Yes

(ii) Possible Association of Soviet Union with the Summit

There is another reason for keeping the Sunday free and the Monday programme simple. I am minuting separately on how we might follow up the reference in the Prime Minister's Aspen speech to associating the Soviet Union with the Summit. Although uncertainty about developments in the Soviet Union makes it preferable to delay a final decision on this as long as possible, we clearly need to have the likely organisational implications in mind in constructing the programme. The option recommended in my separate minute - luncheon on Monday 15 July for President Gorbachev and Summit Heads - would be the most amenable to a late decision, since it could be fitted into the programme as proposed above with a minimum of disruption and without unduly adding to the Summit's length. But it would mean some juggling with the arrangements for the Monday. A possible programme to take account of a Gorbachev lunch and the time needed for him to give a possible joint press Conference with the Prime Minister before she arrives at Lancaster House to greet the Summit leaders is at Annex B. *Does the Prime Minister have any first thoughts on this sort of arrangement if President Gorbachev comes?*

(iii) Meals etc

I suggest we follow the normal precedent of holding three separate working dinners on the first evening. There are a number of attractive potential venues but I see a good case for arranging for all the dinners in the same area. The Tower of London has enough suitable rooms and it would make a most striking venue. It should be possible to arrange a private viewing for the guests of the Crown Jewels and/or the Ceremony of the Keys if so desired. *Would the Prime Minister like us to plan on this basis?*

We envisage that the separate working lunches on the second day, Tuesday, would be held in or close as possible to Lancaster House. As for the NATO Summit we shall again be able to use both Spencer and Bridgewater Houses. These will provide attractive settings for all the lunches and for joint pre-lunch drinks. *Does the Prime Minister agree?*

I understand that The Queen favours a relatively small dinner at Buckingham Palace on the Tuesday evening, 16 July. This would be held in the Bow Room which has, I understand, a capacity of just over 60. This could well mean that it will not be possible to include wives of visiting Ministers other than those who are accompanying Heads of Delegations. However, I would hope that all will be able to attend. After the dinner it is proposed that The Queen should take her guests on to the terrace to watch a 30-40 minute entertainment. The organisation is in the hands of Major Parker who mounts the Royal Tournament and also handled the celebrations for The Queen Mother's 90th birthday. The show would be based on traditional military pageantry but he hopes to introduce some lighter and more modern touches. Although this

will be a Palace affair, we will have a chance to influence its shape.

The entertainment at the Palace will not provide an opportunity for the people of London, who bear the brunt of the traffic hold-ups on such an occasion, to derive some enjoyment from the Summit. It is likely that the show could be televised live but this is not quite the same thing. The only opportunity for a more public event would be on the evening of Sunday 14 July. As already explained, the difficulty with this is that it is unlikely that all delegations will have arrived by then. Nevertheless it would be still be open to the Prime Minister to put on an entertainment, probably following a dinner, for delegation members already in London and for other invited guests (possibly including President Gorbachev), which the people of London could also enjoy. Having regard to both cost and visibility for the public, this would probably have to take the form of a fireworks display over the Thames watched by the VIP group either from the Palace of Westminster or possibly from Greenwich. My own view is that such an additional event is unnecessary and there could be some risk of carping comments and suggestions of a boycott if the Prime Minister held a function which was not attended by all, or nearly all visiting Heads of Government. *Does the Prime Minister agree?*

The one obvious omission from the programme, as now set out, is any occasion for the Prime Minister to meet and to entertain members of delegations other than the Heads of Government. The natural slot for a Reception would be the Sunday evening - in line with what happened in 1984 - but unfortunately the value of such an occasion would be much reduced if only a few of our visitors were in London in time to attend. With Monday evening occupied by a working dinner and the Buckingham Palace dinner on Tuesday the one opportunity might be to insert a short informal reception for delegates between their arrival at Lancaster House on the Monday and the first session of talks. However, this would not be easy to accommodate if President Gorbachev is to meet the Summit leaders and it would in any case mean an earlier departure for delegates from their hotels. So unless the Prime Minister particularly wishes us to reconsider a more general reception, I believe that this should not be included in the programme.

(iv) Presentation of Joint Declaration

One aspect of the arrangements which might be improved compared to the 1984 Summit is the presentation of the Final Communique. In 1984 the presentation was in the Guildhall. Next year it would be even more difficult to ensure the smooth and rapid transfer of the delegates, not to mention the press corps, through London's traffic to the City. We therefore think that the final act of the Summit should also take place as close as possible to Lancaster House. The choice lies between the Churchill auditorium (which seats around 900) at the Queen Elizabeth II Conference Centre or Westminster Hall. This will, of course, not be a public occasion and in practice many of the journalists would be content to watch the event on closed circuit TV. We therefore think we should opt for the QEII Centre provided that the auditorium is not required as part of the working area for the media. At the moment we are looking at ways of avoiding the use of a marquee in Green Park for

the press as was done at the NATO Summit. But since we expect a larger media contingent this time, the only way to provide proper facilities for all of them at the QEII Centre may be at the penalty of having to deliver the Communique elsewhere. I therefore propose that our first choice for this should be the QEII Centre but that if this proves impossible, we may have look again at Westminster Hall (though there are obvious Parliamentary sensitivities in using this venue which have given the Foreign & Commonwealth Secretary some pause for thought). *Would the Prime Minister be content with our working on the basis that the Declaration would be read in the QEII Centre?*

(v) Summit Cost and Sponsorship

The Budget allocation for the Summit over the two financial years is £4.33 million. This estimate of needs was based on updated 1984 costs and is considerably less than we understand to have been spent on the last two Summits in Paris and Houston. We shall make every effort, without sacrificing quality, to contain expenditure within this figure but the need to pay for any extra major function or "spectacular" would probably require some additional funds. So too would a custom-built media centre in Green Park.

Both to reduce costs, and to be able to show that we have done so, we are urgently investigating the scope for commercial sponsorship. This was accepted, within clearly defined guidelines for the 1984 Summit but the results were patchy. With their rather different culture the Americans raised nearly half the cost of the Houston Summit, mainly through gifts in kind. Whilst we cannot expect to secure support on that scale I hope that the Prime Minister can agree that we should proceed on the same basis as 1984? *Does the Prime Minister agree?*

If so, a targeting strategy will be drawn up concentrating on opportunities where British industry could be associated with the Summit by demonstrating the best of its products, services and technology. We have identified the provision of cars, office equipment and sophisticated communications equipment, either free or at cost, as the most promising areas for the efficient running of the conference. In addition we will be looking for some commercial support with gifts for the visitors, the facilities for the media and the provision of free food and drink for the journalists, all of which have become traditional at these summits. Whilst it will not be easy to match the lavish hospitality extended to the media in Houston, we have to be sure that their reasonable needs are adequately met.

It was evident in 1984 that one of the more attractive inducements for companies to give their support was the personal recognition by the Prime Minister that this brought with it by means of an invitation to her reception at St James's Palace. As things now stand there will be no comparable function next year. It would therefore be a nice touch, which I know would be widely appreciated, if the Prime Minister was able to agree to give a somewhat smaller reception a few days after the event for those involved in the Summit. We envisage that the Chairman or' Chief Executives of companies which had contributed or been particularly

helpful would be invited together with some of the officials who had borne the brunt of the preparatory work. *Would the Prime Minister agree to this?*

(vi) Meetings of Personal Representatives

I plan to reduce by two the number of Sherpa meetings compared with the American series. But a lot will depend on how discussions develop. The meetings will be held in or near London except that I would like to maintain the tradition of holding one of the Sherpa meetings outside the host country as a courtesy to the non-Europeans, particularly the Japanese, who have to travel long distance to attend. One possibility here is to hold a Sherpa meeting in Hong Kong. I believe there would be some longer term benefit from exposing such a group of senior officials from Foreign Offices and Treasuries to the vibrancy and commercial success of Hong Kong. They will then have a first hand appreciation of the value of preserving such assets up to and beyond 1997. We have consulted both HM Ambassador in Peking and the Governor. They see few political risks in using Hong Kong for a meeting of this kind and the Foreign and Commonwealth Secretary is also content. Certainly there would be some extra costs, mainly the fares of UK participants which we will keep to the very minimum. But the extra costs are, I think, worthwhile if they help to increase the awareness in G7 capitals of supporting the prosperity of Hong Kong in the years to come. *Would the Prime Minister also agree that it would be worthwhile to hold a Sherpa meeting in the Colony next May?*

Yes very good

I am copying this minute to Stephen Wall in the Foreign & Commonwealth Secretary's Office, John Gieve in the Chancellor of the Exchequer's Office and to Sir Robin Butler.

Yours ever
Nigel

N L WICKS

ANNEX A

LONDON ECONOMIC SUMMIT: PRELIMINARY OUTLINE PROGRAMME

SUNDAY 14 JULY

AM & PM	Delegations arrive (greeted at airport by Queen's Representative and Foreign and Commonwealth Secretary of State or other Foreign Office Minister)
Evening	FREE (but available for Reception given by Prime Minister, possibly followed by entertainment/ spectacular)

MONDAY 15 JULY

Early AM	Remaining delegations arrive
1300	Prime Minister arrives at Lancaster House
1315-1345	Prime Minister greets Summit leaders in reverse order of protocol Prime Minister meets each delegate on arrival at front door of Lancaster House and escorts them through a Carpet Lining Party (Horseguards - dismounted) to main hall/State Dining room where coffee and drinks will be available. Prime Minister returns to front door to meet next arrival. After greeting President Mitterrand Prime Minister escorts him in and remains in the main hall/ State Dining Room
1350	Mingle in main hall or State Dining Room
1405	Official photograph (Heads and Ministers, on staircase of main hall or terrace of State Dining Room)
1415	Separate Head of Delegation and Ministerial meetings (preceded by Plenary Session if required)
1700	Meetings conclude
1705	Group photograph (Heads only)
1710	Prime Minister bids farewell to delegates in protocol order
2000-2030	Separate working dinners either at 3 different venues or all at the Tower (Sherpas to dine near Heads of Delegation)
Later	Sherpas return to Lancaster House to draft Political Declaration

TUESDAY 16 JULY

0930	Meeting of Heads of Government with Foreign Ministers to agree Political Declaration then Plenary Session
1230	Session ends
1245	Pre-lunch drinks at Lancaster House or Spencer House
1300	Separate luncheons (3 + Sherpas) at Bridgewater and Spencer Houses
1430	Plenary meeting resumes
1630	Session ends
1635	Farewells by Prime Minister
1645	(or earlier if necessary) Secretary of State gives Political Declaration Press Conference at QEII or Westminster Hall
2000 for 2030	State Dinner at Buckingham Palace (black tie; no speeches) followed later (2200 hrs) by entertainment in Palace grounds (Note: Heads of delegations, their spouses and visiting Ministers (but perhaps not their spouses) would be invited to dinner whilst other senior delegation officials would be invited to the entertainment only.)
Evening	Sherpas draft Joint Declaration

WEDNESDAY 17 JULY

0845/0900	Plenary session to agree Summit Declaration
1100	Meeting concludes Interval in Holding rooms (allowing time for printing of Declaration)
1120-1140	Farewells by Prime Minister in reverse protocol order
1130-1150	Delegates arrive at QEII (or Westminster Hall) in reverse protocol order and are met by the Prime Minister. Mingle over drinks (with spouses)
c.1200	Reading of Summit Declaration by Prime Minister
Later	Heads of Delegation leave for national press conferences
	END OF SUMMIT
Later that week?	Thank you reception given by Prime Minister

ANNEX B

LONDON ECONOMIC SUMMIT: POSSIBLE ALTERNATIVE PROGRAMME FOR 14-15 JULY IF PRESIDENT GORBACHEV IS INVOLVED

SUNDAY 14 JULY

AM & PM	Summit Delegations arrive
AM/PM	Bilateral meetings between Prime Minister and President Gorbachev (at Chequers)
Evening	Free or available for Prime Minister's reception for Summit delegations. And with President Gorbachev invited, followed by either dinner for Summit leaders (for debriefing on Gorbachev bilaterals) or entertainment for visiting delegations

MONDAY 15 JULY

AM	Remaining delegations arrive at Heathrow/Northolt Possible further round of bilaterals with President Gorbachev and possible joint press conference by Prime Minister and the President
1145	Prime Minister arrives at Lancaster House
1155-1230	Prime Minister separately greets each delegate at 5 minute intervals in reverse order of protocol
1230-1245	Mingle over drinks either in Lancaster House or on terrace of Bridgewater or Spencer Houses
1245	Separate lunches (Summit Heads and President Gorbachev, Foreign Ministers and Finance/Economic Ministers) at Lancaster/Bridgewater/Spencer
1415	Lunches finish followed by group photograph of Summit leaders (and Soviet President?) Prime Minister bids farewell to President Gorbachev
	OPENING OF SUMMIT
1430	Separate Head of Delegation and Ministerial meetings (preceded by Plenary Session if required)
c.1700	Meetings conclude
1705	Group photograph (Heads only)
1710	Prime Minister bids farewell to Summit delegates in protocol order
2000-2030	Separate working dinners either at 3 different venues or all at the Tower (Sherpas to dine near Heads of Delegation)
Later	Sherpas return to Lancaster House to draft Political Declaration

Covering RESTRICTED

FROM: N L WICKS
DATE: 15 NOVEMBER 1990
Ext : 4369

PRIME MINISTER

LONDON ECONOMIC SUMMIT

There are two policy issues on which I would like your guidance for preparation of the Summit:

- associating the Soviet Union;

- a theme for the Summit.

I am writing to your Private Secretary separately about organisational aspects.

Associating the Soviet Union

2. We have been thinking about the follow-up to the reference in your Aspen speech to taking a first step towards bringing the Soviet Union into closer association with the Economic Summit. Uncertainty about developments in the Soviet Union makes it preferable to delay a final decision on this as long as possible. But I may need to be ready to give some indication of our initial thinking at the first Sherpa meeting in January. Also, as I mention in my letter to your Private Secretary on the Summit programme, we need to have in mind the likely organisational implications. I have discussed this with the Foreign Secretary who has broadly endorsed the following approach.

3. There are two distinct options. The first, less ambitious option would be to invite President Gorbachev to visit the UK some time before or after the Summit for discussions with you which could cover Summit subjects. This would be a distinct advance on what was done in 1989 or 1990. But it would not directly affect arrangements for the Summit itself and could if necessary be arranged at relatively short notice.

4. The second, more ambitious option would be inviting President Gorbachev to a meeting with the Summit Heads, though this would be separate from the Summit itself. Such a meeting could take place either immediately before, or immediately after the Summit. (A meeting during the Summit poses difficulties from both policy and administrative points of view. It would be difficult to draw a clear line between the session with President Gorbachev and the Summit itself, risking setting an unwieldy precedent. It would be extremely complex to organise at short notice since it would necessitate significant reorganisation of the Summit programme.)

5. A session after the Summit would offer most opportunity to combine a session with Summit Heads with a broader programme of meetings in the UK. But it would be difficult to avoid the impression that he was being summoned to be told what the G7 had decided and for this reason this option may not be attractive to Gorbachev himself.

6. A session before the Summit looks the most practicable and would give Gorbachev an opportunity to make a substantive input (although we would need to avoid giving the impression to Gorbachev that he was leaving just as the G7 were getting down to serious business). This might best take the form of a luncheon on the first day, Monday 15 July. A session any earlier than this would probably mean that all Summit Heads would have to arrive on the Sunday. This would add to the overall length of the Summit and be difficult for President Mitterrand, Sunday being 14 July.

7. Thus President Gorbachev's visit might for example involve a programme along the following lines: arrive at the weekend, bilateral talks with him on the Sunday, perhaps at Chequers, continuing for the early part of Monday morning, if so wished, followed by a joint press conference. (It is possible that other Summit leaders such as President Bush might want to use part of the morning for separate bilateral meetings with President Gorbachev.) The bilateral proceedings with Gorbachev would conclude before your formal greeting of Summit participants. The luncheon meeting between the Summit leaders and Gorbachev would

come next and could begin relatively early, say 12.45, so as not to restrict unduly the time available for the first summit session in the afternoon. A key advantage of such an arrangement is that it could be organised at relatively short notice without requiring major changes in the Summit programme or the travel plans of other Summit participants and thus enable us to postpone a decision until much nearer the time, when the situation in the Soviet Union and the position of President Gorbachev should be clearer. Given the uncertainties about developments in the Soviet Union, it would obviously be prudent to keep all options open for as long as possible.

8. I will, of course, seek your guidance before the first Sherpa meeting in January about precisely what I say to my Sherpa colleagues, but *it would be helpful to know now whether you agree broadly with the approach suggested above <u>if</u> President Gorbachev is to be associated with the Summit.*

<u>Theme for the Summit</u>

9. My minute of 6 August made some preliminary suggestions about possible topics for the London Summit. Since then we have set in train some work in areas where we might seek to launch initiatives, including the idea of a scholarship scheme for the Soviet Union on which I shall send you a minute soon. In many key areas, however, not least the Gulf and the question of possible assistance to the Soviet Union, it is still too early to attempt any predictions of how matters may stand at the time of the Summit.

10. Nevertheless, I believe it would be worthwhile <u>developing a theme</u> for the Summit, as the Americans did with "securing democracy" for Houston. I have discussed this with the Foreign Secretary who agrees that "<u>Strengthening the International Order</u>" would provide a broad theme to cover all the various economic and political subjects we are likely to want discussed, from post-Gulf security structures to the environment. I attach a Foreign Office paper which sets out the case for such a theme more fully. The paper proposes that the idea be launched at the first Sherpa meeting in January and made the skeleton for the Summit's Economic

and Political Declarations. It could also be developed in speeches by yourself, the Foreign Secretary and the Chancellor between now and the London Summit. *Do you agree with this theme*?

11. I am sending copies of this minute to the Foreign and Commonwealth Secretary, to the Chancellor of the Exchequer and to Sir Robin Butler.

N.L.W.

N L WICKS

010

Foreign and Commonwealth Office

London SW1A 2AH

25 October 1990

Dear Tim,

Economic Summit of Industrialised Nations: London

The Prime Minister will be hosting the Economic Summit from 15 to 17 July 1991. The meetings of the three groups comprising heads of State/Government, Foreign Ministers and Finance Ministers will all take place at Lancaster House.

The Personal Representatives of the Heads of State/Government (Sherpas) will also need to meet at Lancaster House some time prior to the Summit. As a result of these meetings and other administrative preparations I am writing to let you know that Lancaster House will not be available for use between Monday 1 July and Friday 19 July inclusive.

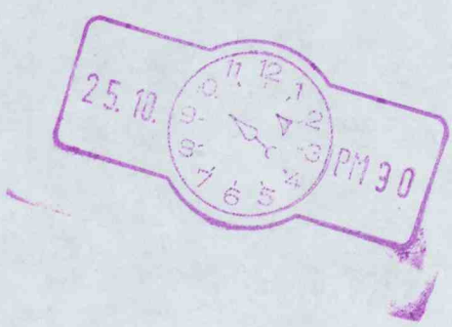
I hope that this does not cause your Ministers any inconvenience.

I am copying this letter to Private Secretaries in all Government Departments, and to Sonia Phippard (Cabinet Office).

Yours ever,

(S L Gass)
Private Secretary

Tim Sutton Esq
PS/Lord President of the Council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Telephone 071-270 4369

N L Wicks CVO CBE
Second Permanent Secretary

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2 cc.

A Turnbull Esq
Principal Private Secretary
10 Downing Street
LONDON
SW1A 2AA

4 October 1990

Dear Andrew

LONDON ECONOMIC SUMMIT: ENTERTAINMENT

Thank you for sending me copies of the exchange of correspondence with Robert Fellowes about the entertainment to be given on the occasion of the London Economic Summit. file attached

I am very glad that agreement has now been reached that the dinner and entertainment at Buckingham Palace should take place on the second night of the Economic Summit - ie Tuesday 16 July. An event on the Monday would have frustrated the customary Summit timetable whereby the Heads discuss the world political situation at their dinner on the first evening so that they can give Sherpas/Political Directors the instructions for the draft of the Political Declaration which is published sometime on the morning of the second day.

I am copying this letter to Roger Hervey and to Roger Bone in the FCO.

Yours ever,

Nigel

N L WICKS

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Econ Pol: London Econ Summit Pt 31

SRW

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

3 October 1990

Dear Nigel,

LONDON ECONOMIC SUMMIT

Thank you for your letter of 2 October about the dates for the Economic Summit. It seems to me very typical of the Canadians: no one ever tells Mr. Mulroney anything! I knew that we had proposed some dates but, caught off guard, could not remember the precise ones. I will get in touch with Mr. Spector and urge him to polish up his act.

I am sending a copy of this letter to Stephen Wall (Foreign and Commonwealth Office).

yours ever,

(C. D. POWELL)

Nigel Wicks, Esq., C.V.O., C.B.E.,
HM Treasury.

6

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 071-270 4369

N L Wicks CVO CBE
Second Permanent Secretary

C D Powell Esq
10 Downing Street
LONDON
SW1

2 October 1990

Dear Charles,

PRIME MINISTER'S MEETING WITH THE CANADIAN PRIME MINISTER: LONDON SUMMIT

I was a bit bemused to see Mr Mulroney's request to the Prime Minister to let him know the approximate timetable for the London Economic Summit.

As you know, I have already written off to Sherpas about this and indeed have had a reply from the Canadian Sherpa accepting the proposed dates of 15-17 July! A copy of his letter is attached.

I am sending a copy of this letter to Stephen Wall.

Yours ever,
Nigel

N L WICKS

The National Archives

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Foreign and Commonwealth Office
London SW1A 2AH

Telephone 01-210 4059

Your reference

Our reference

Date 23 August 1990

Mr C D Powell
10 Downing Street

Dear Mr Powell,

LONDON ECONOMIC SUMMIT: 1991

1. Economic Relations Department in the FCO is the lead department responsible for the smooth running of the Economic Summit due to be hosted by the British Government in 1991. The Head of Department, Roger Bone, has requested our assistance in providing the appropriate IT equipment for:

   a) Political departments - responsible for briefing material;

   b) The secretariat - responsible for the administration of the Summit and,

   c) The delegations at the Conference itself.

2. I have employed a consultant from an IT company, PRAXIS Systems Plc, with the brief to:

   a) Analyse the working of the Summit;

   b) Analyse the responsibilities and the inter-relationships between the various Government organisations involved;

   c) List current IT equipment used in Departments in the FCO and Ministries in the Whitehall area;

   d) Recommend where new equipment might be necessary.

3. The consultant has produced his report on Phase I of the Project and I have pleasure in attaching a copy. Also attached is a summary of the main conclusions and recommendations of the Report.

4. Since the Report has been produced progress has been made on the first two sections of Phase II of the study which has been broken down into its five main components, namely:

a) equipment for the the Conference Secretariat;

b) possible electronic communications between the Briefing Departments;

c) equipment for the Briefing Departments,

d) equipment for the Government Hospitality Fund of the FCO and,

e) equipment for the Conference Delegates.

Secretariat:

a) The hardware, software and operating system suitable for the Secretariat have been identified and an Invitation to Tender to hire the equipment for 11 months has been issued to IT companies. It is expected that the equipment will be installed in the FCO during the first week in October in anticipation of the the first section of the Secretarial staff taking up their appointments during the second week in October.

Electronic Communications:

b) The importance of quick and efficient communications between officers involved in preparing briefing material within the FCO and other Government Departments is recognised. A further study has been commission to identify any bottlenecks in communications and to recommend solutions to ease the information flow taking into account cost, time available for implementation and security. The Report has just been received and the recommendations are currently being analysed. Copies of this Report will also be issued to interested parties in due course.

5. I would welcome any comments you have on either the attached Report or on any aspect of the work so far.

Yours sincerely,

pp K Willis
Information System Division
(Projects)

SUMMARY OF THE CONCLUSIONS AND RECOMMENDATIONS

1. **REQUIREMENTS**

An analysis of the information requirements for the Summit are:

a) Briefing Departments:

(i) The DUSS, Mr Bayne, Economic Relations Department (ERD), Policy Planning Staff and Security Co-ordination Department (SCD), require facilities to prepare, store, review, revise and print briefs and other documents for the preparatory meetings and the Summit.

(ii) They also need an efficient method of receiving briefing documents from relevant FCO and other Government departments involved, editing and returning them. Documents should reach their destination within minutes and should not need to be retyped to incorporate amendments.

b) Secretariat

(i) The Secretariat require facilities to store information, prepare correspondence, produce plans, publish documentation and project manage all conference activities. At present there are no IT facilities available for their use.

(ii) The Secretariat will be required to provide facilities for delegates and their support staff at the Conference Centre. Delegates need equipment for the simultaneous transmission of meeting notes to the staff while meetings are in progress. Delegate support staff require facilities for the preparation, editing and printing of documents.

c) Government Hospitality Fund (GHF)

(i) The Government Hospitality Fund require facilities to produce high-quality dinner invitations, table plans, menus and transport plans.

d) Press Centre

(i) It is anticipated that all Press arrangements will be sub-contracted out (probably to the Central Office of Information). We have assumed that the COI will have the necessary IT facilities to deal with the administration involved and that they will not require any links into the Secretariat's or other FCO computer equipment.

2. CONCLUSIONS

We have reviewed the requirements and reached the following conclusions:

a) the equipment currently available to the DUSS, ERD, Policy Planners, SCD and GHF does not meet the needs of these departments. The equipment used by the DUSS does not have sufficient storage capacity. The current equipment is too complex for use by desk officers, are slow and cumbersome in their printing and do not have the quality of print required. The equipment used by GHF is not capable of producing the diagrams needed for table plans, is unreliable and does not meet the print quality required.

b) the existing messenger service does not meet the needs of the DUSS and ERD for document transmission because it does not operate quickly enough, or out of office hours and does not deliver documents in a form whereby they can be edited.

c) the Secretariat needs IT facilities to operate effectively and ensure the success of the Summit.

3. RECOMMENDATIONS

In drawing up our recommendations, we recognise that strict budget constraints apply. Where practical we have suggested hire of equipment for the period required. Where we have recommended the purchase of hardware and software, this has been based on the minimum level necessary to ensure that departments are able to meet their responsibilities for the Summit. Our recommendations are summarised below:

a) Document transmission facilities for the DUSS, Mr Bayne, ERD and other relevant FCO and other Government Departments are investigated and the most appropriate option is implemented.

b) Improved word-processing facilities are provided for the DUSS and the staff involved in preparing briefings in ERD, Policy Planners and Security Co-ordination Department. This will enable them to prepare and revise papers more effectively within the tight schedules imposed.

c) The Secretariat is equipped with a multi-user micro-computer which will provide word-processing, database, spreadsheet, document scanning, project management and desktop publishing facilities. Their requirements need to be defined further and appropriate hardware/software selected.

d) Consideration is given to the creation of a permanent conference facility within the FCO using the hardware selected for the Secretariat.

e) Word-processing equipment required for delegates' support staff is hired for the conference period.

f) The electronic writing machines required for delegates use are investigated to determine suppliers and availability for hire.

g) The requirements of GHF are investigated in detail and replacement equipment selected and installed. The selection process should take into account the Fund's normal operations.

h) The staff in the departments involved are given sufficient training in the use of the hardware and software provided.

i) The Secretariat and GHF are given assistance in developing the databases they require.

j) Departments are given support by Information Systems Division (Operations) in the lead-up to the Summit.

LONDON ECONOMIC SUMMIT

1991

PRAXIS

Document Set FCO Summit Scope Reference S.P0217.41.01

Title : Outline of User Requirements for the 1991 London Economic Summit

Synopsis : This document contains an analysis of the Economic Summit of the G7 Nations, and an outline of the user requirements for information technology to support the 1991 Summit.

File Under : S.P0217

Contents :
0 Document Control
1 Introduction
2 Management Summary
3 Summit Analysis
4 Departments Involved
5 User Requirements
6 Summary of Recommendations
Appendices
A Functional Model
B Current IT Equipment
C Summit Activity Schedule

Status : Provisional

Issue Number : 1.1

Date : 29th June 1990

Copied To :
FCO
Keith Willis, ISDP
Harry Robertson, ISDP

Praxis
John Thornton
Quality

Front Sheet : Dave Allen

Originator : Chris Brookes

Signed : Chris Brookes.

Approved : John Thornton

0 DOCUMENT CONTROL

0.1 Changes History

Issue 0.1: (25th May 1990) is the first draft issued for comment to John Thornton. This is an incomplete version, with sections on management summary, political briefing, summary of recommendations and appendices missing.

Issue 0.2: (25th May 1990) is the second draft issued for formal review to John Thornton, David Deans, and Harry Robertson. It incorporates changes suggested by John Thornton, but does not include any additional sections.

Issue 0.3: (30th May 1990) is the third draft issued for comment to Keith Willis and Harry Robertson, ISDP/FCO. The management summary section and appendices have been added, and changes made to the summit analysis section.

Issue 0.4: (5th June 1990) is the fourth draft, issued for informal review to John Thornton and David Deans. The political briefing and summary of recommendations sections have been added, together with changes to all sections to incorporate suggestions arising from versions 0.2 and 0.3.

Issue 0.5: (5th June 1990) is the fifth draft, issued to Keith Willis and Harry Robertson for comment. This version includes minor alterations arising from version 0.4.

Issue 0.6: (12th June 1990) is a draft issued to Keith Willis and Harry Robertson for approval. This version includes minor alterations to most sections, and a new section for DUSS Mr Bayne. Appendix B has been completed.

Issue 1.0: (19th June 1990) is a provisional version issued to Harry Robertson for release to FCO departments for their approval. This version includes minor alterations to several sections, and a new section has been added for Security Coordination Department.

Issue 1.1: (29th June 1990) is a provisional version issued to ISDP for final approval. This version includes minor alterations to most sections based on comments received from FCO departments, and significant changes to the sections relating to Security Coordination Department.

0.2 Changes Forecast

Further changes may be required.

0.3 Glossary

AUSS	Assistant Under-Secretary of State
COI	Central Office for Information, a Government agency
DOEv	Department of the Environment
DTI	Department for Trade and Industry
DUSS	Deputy Under-Secretary of State
ECD(E)	European Community Department (External)/FCO
EEC	European Economic Community
EED	Eastern European Department/FCO
ERD	Economic Relations Department/FCO.
ESED	Environment, Science and Energy Department/FCO (formerly Maritime, Aviation and Environment Dept/FCO)
FCO	Foreign & Commonwealth Office
G7	A group of the seven major industrialised nations
GHF	Government Hospitality Fund/FCO
HESD	Home Estate & Services Department/FCO
HP	Hewlett Packard, a computer manufacturer
IBM	International Business Machines, a computer manufacturer
ICL	International Computers Limited, a computer manufacturer
IMF	International Monetary Fund
ISD(P)	Information Systems Department (Projects) /FCO.
ISD(O)	Information Systems Department (Operations) /FCO.
IT	Information Technology
LRD	Library Records Department/FCO
MAFF	Ministry of Agriculture, Fisheries and Food
MS-DOS	An industry-standard operating system for IBM-compatible PC's
NCAD	Narcotics Control & AIDS Dept/FCO
OAB	Old Admiralty Building
ODA	Overseas Development Administration
OECD	Organisation for Economic Co-operation & Development
OGD	Other Government Departments
PA	Personal Assistant
PC	Personal Computer

PM	Prime Minister
POD	Personnel Operations Dept/FCO
PUS	Permanent Under-Secretary of State
SCD	Security Coordination Dept/FCO
Sherpa	The Prime Minister's personal representative in the preparation of annual Summit meetings.
Sub-Sherpa	A senior official appointed to assist the Sherpa in Summit matters.
UK	The United Kingdom
UNIX	An industry-standard computer operating system
XENIX	A computer operating system developed from UNIX

0.4 References

1 Terms of Reference document S.P0217.1.2 issued on 19 April 1990

2 Scoping Study Breakdown, issued on 20 April 1990

1 INTRODUCTION

This document has been produced as part of a scoping study into information technology requirements in support of the 1991 London Economic Summit. The study has been commissioned by Keith Willis, Head of ISDP, on behalf of Roger Bone, Head of ERD.

The objectives of the study are defined in the Terms Of Reference [1] as amended by the Scoping Study Breakdown [2].

1.1 Purpose

The purpose of this document is three-fold:

— to describe the activities which are expected to take place in the preparation for, and organisation of, the Summit;

— to define the FCO departments, Other Government Depts, and external organisations who are expected to be responsible for those activities;

— to define the user requirements for additional IT facilities to support the Summit, together with Praxis' recommendations in regard to those requirements.

1.2 Scope

The document is concerned only with requirements for the 1991 London Economic Summit, and excludes general requirements for IT to support departments' ongoing activities.

1.3 Structure

The main points of the document are summarised in Section 2, the Management Summary. Section 3 provides an analysis of Summit activities, while Section 4 defines the FCO departments, other Government departments and external organisations who are involved, and their primary responsibilities.

The user requirements are defined by department in Section 5, accompanied by our recommendations, while Section 6 summarises the recommendations over all.

Functional diagrams of the briefing and organisation information flow are shown in Appendix A, with current IT equipment analysed in Appendix B. Appendix C provides an activity schedule for the Summit, detailing responsibility and timing.

1.4 Meetings

Meetings have been held with the personnel shown below. Praxis would like to thank them for their time and assistance.

Foreign & Commonwealth Office

DUSS	Nicholas Bayne
Economic Advisers	Neil Chrimes
Economic Relations Dept	Roger Bone Stephen Chard Richard Tauwhare Stan Gibby John Hawkins Sam Sharpe Martin Bourke Gary Jenkins
Environment Science and Energy Dept	Maurice Dalton
European Community Dept (External)	Vivien Life
Finance Dept	Alex Grant
Government Hospitality Fund	Brigadier Alan Cowan Neil Mackenzie Brian Borough Kevin Finnerty
Information Dept	David Noble Mary Maxwell
Management Review Staff	Mike Gower
Policy Planning Staff	Jonathan Powell
Protocol Dept	Anne Morrison Graham Perkins Sheila Waghorn Colonel Williams (Security)
News Dept	David Ridgeway
Security Dept	Peter Norris (Computer Security)
Soviet Dept	Richard Stagg
Library Records Dept	Oliver Hayward (Translation Services)
1984 Admin Unit	Rick Morgan
1984 Press Unit	Maggie Cleaver

Other Government Depts

Cabinet Office	Joy Buchan Jim Robertson
Dept of Environment	Deborah Lamb
Dept of Trade & Industry	Paul Williams
H.M. Treasury	Peter Edmonds
Ministry of Agriculture, Fisheries & Food	Brian Bibby
UK Sherpa's Office	Ginnia Brown (PA)

Discussions were also held with:

FCO Security Coordination Dept	Chris Wood
Bank of England	Nigel Jenkinson
QE II Conference Centre	Sylvia Jones

We would also like to thank Harry Robertson of ISDP for his assistance in the preparation of this document.

2 MANAGEMENT SUMMARY

In 1991 the UK will host the Economic Summit of the G7 nations in London. The UK Sherpa, Mr. Wicks, will be responsible for all arrangements and summit briefings. He will be assisted by a special unit, the Summit Secretariat, which will be formed in September 1990. This unit will administer all arrangements for the visiting delegations of the G7 nations. Detailed plans for the provision of Accommodation, travel, security, Ministerial dinners, the Conference Centre layout, IT equipment, communications facilities, etc, need to be prepared, published and executed.

The Secretariat will be responsible for organising and equipping the conference centre, Lancaster House. The delegates will use electronic writing machines, linked between the meeting rooms and the support offices, for the purpose of note-taking. Each delegation will bring their own support staff, a small number of whom will be based in the conference centre.

It is anticipated that the Government Hospitality Fund will, on behalf of the Secretariat, organise the official reception and the Ministerial lunches and dinners. The Fund are expected to produce the dinner invitations and table plans, co-ordinate menus, and draw up car plans for transport of delegates to the venues.

The Summit Co-ordinator, who will head the Secretariat, will also be responsible for making the necessary arrangements to accommodate the expected 5-6,000 UK and foreign press during the Summit. The Press Centre, the QEII Centre, will require television, telephone, messaging and word-processing facilities. The centre will be used by the official press offices of each country. It may also be used by the Prime Minister to read out the joint declaration at the conclusion of the Summit.

Over the six months prior to the Summit, the UK Sherpa will host a series of meetings with the other G7 Sherpas, to set out the issues for discussion at the Summit, and draft the declaration. For each of these meetings, and for the Summit itself, Economic Relations Dept will commission, co-ordinate and review economic policy briefs, the thematic paper, and the draft declaration(s). Contributions will be required from a number of FCO and other Government Departments, primarily HM Treasury, Dept of Trade and Industry, and Dept of the Environment. The DUSS, Mr Bayne, will supervise the briefing cycle, maintaining close contact with the Sherpa, other Government Departments and British missions in the G7 countries and Brussels.

While the Sherpa meetings are in progress, the UK Political Director will host meetings with his G7 colleagues to draw up the Political Declaration(s) for the Summit. Policy Planners will prepare and revise the texts involved, and provide the political briefs for the meetings and Summit, in liaison with geographical departments and SCD.

Security Coordination Dept will host meetings of a G7 working group of experts on terrorism, to exchange views on current issues on which they will draft a declaration. SCD will organise the meetings and prepare the draft declaration, for inclusion in the Political Declaration at the Summit.

We have analysed the information requirements for the Summit. These are:

- The DUSS, Mr Bayne, ERD, Policy Planners and SCD require facilities to prepare, store, review, revise and print briefs and other documents for the preparatory meetings and the Summit.
- The DUSS and ERD also need an efficient method of receiving briefing documents from relevant FCO and other Government departments involved, editing them and returning them. Documents should reach their destination within minutes, and should not need to be retyped to incorporate amendments.
- The Secretariat require facilities to store information, prepare correspondence, produce plans, publish documentation, and project manage all conference activities. At present there are no IT facilities available for their use.
- The Secretariat are required to provide facilities for delegates and their support staff at the Conference Centre. Delegates need equipment for the simultaneous transmission of meeting notes to their secretaries while meetings are in progress. Support staff need facilities for the preparation, editing and printing of documents.
- The Government Hospitality Fund require facilities to produce high-quality dinner invitations, table plans, menus, and transport plans, if they are involved as anticipated.

It is anticipated that all Press arrangements will be subcontracted out (probably to the Central Office of Information). We have assumed that the COI will have the necessary IT facilities to deal with the administration involved, and that they will not require any links into the Secretariat's or other FCO computer equipment.

We have reviewed the requirements and reached the following conclusions:

— the equipment currently available to the DUSS, ERD, Policy Planners, SCD and GHF does not meet the needs of these departments. The equipment used by the DUSS does not have sufficient storage capacity. The facilities used by ERD, SCD and Planners are too complex for use by desk officers, are slow and cumbersome in their printing method, and do not have the quality of print required. The equipment used by GHF is not capable of producing the diagrams needed for table plans, is unreliable, and does not meet the print quality required.

— the messenger service does not meet the needs of the DUSS and ERD for document transmission because it does not operate quickly enough, or out of office hours, and does not deliver documents in a form whereby they can be edited.

— the Secretariat need IT facilities to operate effectively and ensure the success of the Summit.

Our recommendations are that:

a. the DUSS, ERD, Policy Planners and SCD are provided with improved word-processing facilities for use by the staff involved;

b. methods of transmitting documents (electronic mail/FAX/existing equipment) between the relevant personnel are investigated, and the most appropriate method, bearing in mind security, cost and time constraints, is implemented;

c. the Secretariat is equipped with multi-user computing facilities to meet their needs. The appropriate equipment and software can be hired for the period involved;

d. the FCO gives consideration to the purchase of equipment for the Secretariat to provide a permanent conference facility. In this way, the information and plans built up on the system, as well as the expertise acquired, would be available to future conference organisers;

e. GHF are provided with replacement equipment, offering graphics and high quality printing capability, if they are to be involved in the Summit as anticipated;

f. training is provided to enable personnel to be fully effective with the facilities installed.

Following discussion and agreement of this document, ISDP need to take the following actions:

1. Prepare a plan for the further specification, selection, and installation of the relevant IT equipment to support the Summit;

2. Appoint a project manager to manage the tasks included in the plan;

3. Reach a decision in regard to the Secretariat equipment, as to whether it should be hired or purchased.

3 SUMMIT ANALYSIS

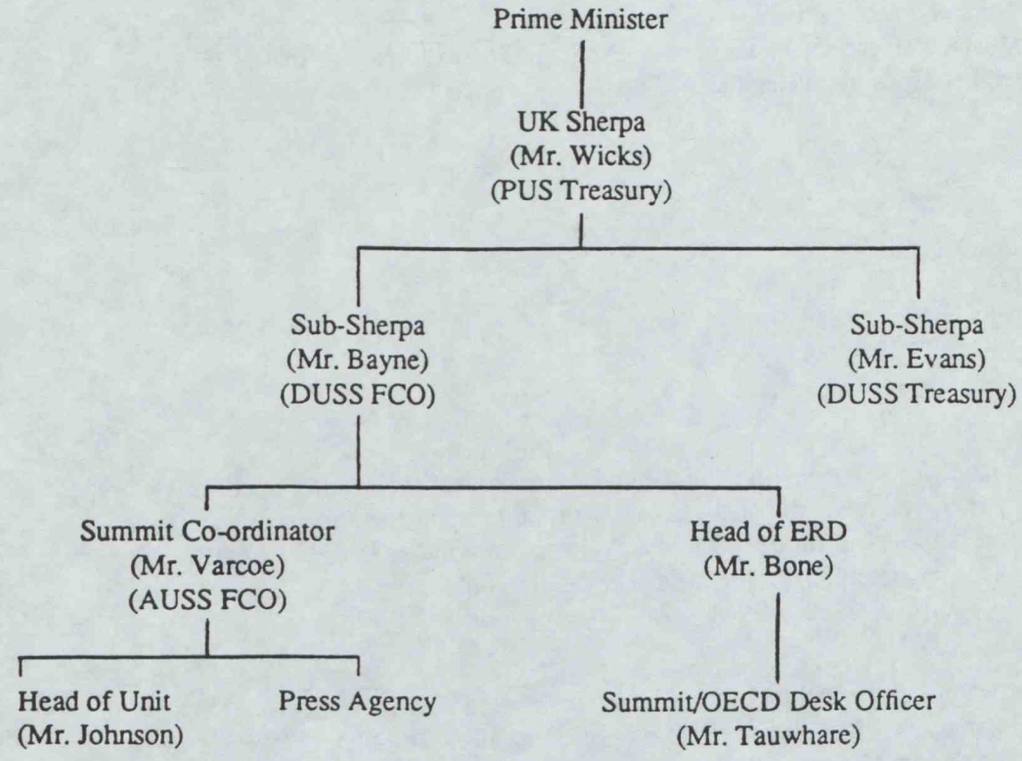
3.1 General

An Economic Summit is held annually by the G7 nations: France, Italy, the German Federal Republic, Japan, USA, Canada and the UK. In 1991 it is the turn of the UK to host the Summit.

The Summit will be held in London over a period of 3 days between 5th - 18th July, 1991. The main conference centre will be Lancaster House, with Queen Elizabeth II Centre being used as the Press Centre. Central Hall Westminster may be used as an overspill Press area if necessary.

In addition to the G7 countries, delegations are expected from the European Commission, and The Netherlands in its role as President of the EEC.

The host of the London Summit is the Prime Minister, who delegates the organisation of the Summit to the UK Sherpa, currently Mr Wicks, 2nd PUS at the Treasury. He is assisted by two sub-Sherpas, Mr Bayne, FCO, and Mr Evans, Treasury. A Summit Secretariat will be formed in September 1990 to administer the arrangements. It will be supervised by Mr. Bone, Head of ERD, until the Summit Co-ordinator takes over in October 1990. The chain of command is shown below:



There are four major groups of activities involved in the preparation of the Summit:

- Organisation of Delegation arrangements
- Organisation of Press arrangements
- Economic policy briefing & declaration
- Political briefing & declaration
- Security declaration

These are described below:

3.2 Organisation of Delegation Arrangements

Planning for delegation arrangements at the Summit starts in the September of the preceding year. The Summit Secretariat will be primarily responsible for drawing up and putting into effect the administration plan, assisted by other departments where shown.

3.2.1 Accreditation

Information is gathered and maintained about the attending delegates, and their support staff. The information is needed by the Police, and used to arrange customs clearance.

The official delegation per country numbers 15. However, each country can be expected to bring a much larger unofficial delegation, at their own expense. For example, at the 1986 Tokyo Summit, the total number of visiting delegates was 1015, made up as follows:

United Kingdom	60
West Germany	117
Italy	123
France	154
United States	387
Canada	135
European Commission	39

3.2.2 Accommodation

Block bookings are placed for delegates' hotel accommodation about a year in advance. In 1984 this was arranged by the Government Hospitality Fund. Normally each delegation will stay in the hotel of their preference, although Senior Ministers may be accommodated in their own embassy. The host country pays for the hotel bills of the official delegation only.

3.2.3 Arrivals/ Departures

Detailed plans are drawn up for the arrival of the delegations at Heathrow, Gatwick or Stanstead, and their subsequent departure. Arrival times are staggered to allow for each delegation to be met and welcomed by a Senior Minister. The delegates, accompanied by an escort, are expected to be flown by helicopter into London for the main reception, where the Prime Minister will greet them.

In 1984, helicopters were provided by the RAF, and escorts by GHF. Delegates luggage was transferred from the airport to the appropriate hotels by cars arranged by GHF.

3.2.4 Transport

Plans are drawn up for the transport of delegates between hotels, the conference centre, and venues. Cars and drivers are expected to be arranged by GHF, who will also produce the detailed plans for each delegate.

3.2.5 Conference Centre

Plans are drawn up for the layout of the Conference Centre during the Summit. Detailed plans are made for the main conference room, other meeting rooms, dining rooms, rest rooms, and offices for the delegations' support staff.

Arrangements are made to provide office furniture, photocopiers, typewriters, and word processors for the support staff offices. The appropriate administration staff in each country are notified and consulted on the equipment and furniture provided.

3.2.6 Communications

Additional communications links will be required in Lancaster House to cater for:

— Additional International Direct Dialling telephone lines

— Direct phone links with the respective embassies

— a confidential FAX link for each delegation, between their office in Lancaster House and their Government Office. This will normally be operated by a communications specialist from the delegation, and is stored at the respective Embassy overnight.

— unclassified FAX links

— hand-held radios for support staff

— electronic writing machines are provided, allowing note taking in the main meeting to be immediately displayed in the support offices of each delegation.

Portable phones are likely to be provided.

3.2.7 Dinners

A number of venues are selected for the main reception and dinner parties. At least three dinners will be held each day, one hosted by the PM, one by the Foreign Secretary, and one by the Chancellor of the Exchequer. In 1984 unusual venues such as the National Portrait Gallery were chosen.

Guest lists for the dinners are drawn up by the Secretariat for the approval of the hosts. Invitations, table plans, place cards and menus are expected to be produced by GHF, in liaison with the Host involved. Menus from previous functions are checked to ensure non-repetition of food or wines for the hosts and the VIP guests. National and religious preferences are also taken into account.

3.2.8 Security

Information is required to be held on delegates, their support staff, and all those who need to enter the official venues, such as caterers, drivers, etc. Different types of passes are produced using equipment held by Protocol Dept. Car park passes are also issued as necessary to general support staff.

Security section of Protocol Dept anticipate that they will act as the link between the Secretariat and Special Branch regarding delegate protection.

3.2.9 Delegates Handbook

Handbooks are prepared in English and French, the official languages of the Summit, for issue to the delegates. These are high quality productions with colour photographs, maps, the Summit timetable, plans etc. Approximately 1,000 copies are produced. Translation of the text is expected to be organised by Translation Services.

Many changes in plans are expected to take place during the final weeks prior to the Summit. Handouts may therefore need to be typed and issued to cover last minute alterations.

3.2.10 Summit Timetable

Booklets containing details of the Summit timetable are also produced, for issue to support staff, police, and other responsible authorities.

3.2.11 Interpreters

Simultaneous interpretation is provided at all meetings. In 1984, interpreters were arranged through Translation Services.

3.2.12 Reconnaissance Visits

Representatives of the G7 countries are invited by the host nation to an initial reconnaissance visit in March, and a secondary visit in May/June prior to the Summit. Reconnaissance for the Paris Summit was made by the following UK representatives, although much larger groups can be expected from the other nations:

Head of Security, Protocol Dept;
Conference Officer, Protocol Dept;
PM's Protection Officer;
No. 10 Press Office;
Telecomms Secretariat, Cabinet Office;

A substantial information pack is provided for each representative, giving details about:

— programme of events;
— information bulletins;
— travel arrangements;
— venue arrangements;
— pass system;
— living accommodation;
— evening office accommodation;
— communications/ office equipment plans;
— transport (within London) plans;

— press arrangements;

— interpretation arrangements.

Members of the Secretariat will meet each group of representatives, and escort them around the Conference Centre, Press Centre, hotels and summit venues.

All countries take part in the first visit, not all take up the second invitation.

3.2.13 Relocation of staff

The Secretariat are expected to move into temporary offices next to the conference centre approximately 24 hours before the Summit commences, taking their equipment with them. The Sherpa and his PA will similarly move into their appointed office in the centre.

3.3 Organisation of Press Arrangements

It is expected that there will be 5-6,000 accredited UK and foreign press personnel present for the London Economic Summit. They need to be issued with passes, provided with a Press Centre with its associated facilities, and transport between the various venues.

3.3.1 Press Accreditation

Forms have to be sent to all members of the Press who will be attending, for the purpose of accreditation. Details need to be stored, together with the pass number and date of its issue. The Police require information on the Press attending, with a summary by country and by occupation (journalist/photographers etc).

In 1984, accreditation forms were received during the 6 weeks before the Summit, with most arriving in the final 2 weeks. Many last minute changes were made in the names of the journalists attending. Passes were issued from a special unit in The Mall prior to the Summit, and at the Press Centre on the opening day.

3.3.2 Press Centre Equipment

A whole host of television and telecomms lines are installed into the Press Centre for the event. The media are normally supplied with a message service via a network of terminals. This provides general information on the Summit, and also allows for messages to be left for individuals. A large TV screen is normally used for broadcasting information.

Journalists are usually supplied with a bank of word processing equipment to use for generation of their own copy (however, many use their own portable PCs).

Each delegation's own official press spokesman (comparable to No 10 Press Office) also has an office in the Press Centre. They may request word processing equipment for their own needs, or may bring their own equipment.

It is normally the PM's wish that the Press Centre is a showcase for British technology.

3.3.3 Press Handbook

Handbooks are prepared in English and French, and issued to all accredited press personnel. These are high quality productions with colour photographs, maps, the Summit timetable, plans etc. Approximately 6,000 copies are produced.

Many changes can be expected to occur in the final weeks. For each alteration after production, handouts will be typed, copied and issued.

Handouts are also provided for additional information such as transport arrangements and other details.

3.3.4 Press Briefings

At the opening of the Summit, a background press briefing will be given.

At the end of the Summit, the Prime Minister as the host will read the joint declaration. This is expected to take place in the Press Centre (Guild Hall was used in 1984). Press conferences will then be given by the heads of delegations in their national Press briefing rooms.

Handouts of the PM's opening statement and the Declaration are typed, copied and issued to the media.

3.3.5 Transport

Coaches and minibuses are normally provided to transport the media between their hotels, the Press Centre and any functions taking place. Schedules need to be produced daily for drivers and escorts.

3.3.6 Information Desk

The information desk at the Press Centre is manned 24 hours a day.

3.3.7 Catering

Catering facilities are provided at the Press Centre by the Host Country. In 1984, sponsorship was obtained from various organisations.

3.4 Economic Policy Briefing

The Sherpa of the host country holds meetings with his G7 colleagues approximately monthly during the six months prior to the Summit. The purpose of the meetings is to define the issues for discussion at the Summit, and to prepare the Declaration which will be issued.

ERD are responsible for preparing briefing papers for the UK Sherpa at these meetings, and for the Senior Ministers attending the Summit. In 1991 as host, the UK will take the lead in setting the content of the Summit. ERD will coordinate the preparation of the Thematic Paper and the Draft Declaration.

3.4.1 Scene Setting Letters

Prior to each Sherpa meeting, Mr. Bayne (Sub Sherpa) calls for a scene-setting letter. ERD write to all relevant Summit contacts, asking for contributions - usually a paragraph of text from each. ERD receive and format these contributions into a draft on which Mr. Bayne bases the letter, which is passed to the Sherpa to consult with the PM. Comments are fed back from the Sherpa to ERD, and may affect the briefs which are being prepared. Copies of the letters will be passed to British missions in the G7 capitals for information.

3.4.2 Economic Policy Briefs

Two weeks before each Sherpa meeting, and three weeks prior to the Summit, ERD write to appropriate Summit contacts in the FCO and other Government Departments, asking for briefs. ERD specify which FCO/OGD department is responsible for providing each brief, and the FCO/OGD departments with which the briefs have to be cleared.

Briefs are 5-6 pages in length, but are accompanied by annexes which can be of any length. The majority of briefs are classified as Confidential, others are restricted. Each contact draws up a brief, possibly from scratch or from existing material, which is passed to the other contacts involved for clearing. The briefs may need to be revised by the originator before they are passed to ERD.

The Summit/OECD Desk Officer reviews the briefs, checks they meet requirements, and adds comments. If there is time, they are returned to the originator for revision, otherwise ERD will add amendments or additional text following discussion with the originator. Many last minute changes are required largely as a result of changes taking place in current affairs.

ERD then format the briefs, and add briefing notes and speaking notes. For Sherpa meetings, the briefs are prepared in draft format, double spaced, on white paper, and passed to Mr Bayne the sub-Sherpa, who reviews them. For the Summit itself the briefs are prepared single-spaced, photocopied onto white paper in 70-80 numbered sets, and passed to the Cabinet Office for distribution.

3.4.3 Thematic Paper

The thematic paper is prepared by the host nation, and sets out the main topics for discussion at the Summit. The draft is commisioned by ERD, specifying which FCO/OGD is responsible for each section, and circulated to various FCO and other Government Depts for comments, before review by ERD and the DUSS Mr. Bayne. The paper is then reviewed at each of the Sherpa meetings, following which revisions are carried out by the originating departments to take into account oral or written comments from the other Sherpas, and developments in current affairs. Copies of the draft and final papers are passed to British missions in the G7 capitals for information.

3.4.4 Draft Economic Declaration

The draft declaration is generated by the host nation, based on the Thematic Paper. ERD will call for contributions from the normal contacts. These are formatted together for discussion at the last Sherpa meeting.

3.5 Political Briefing & Declaration

The Political Director of the host country holds two or possibly three meetings with his G7 colleagues, starting in the January/February prior to the Summit. The purpose of these meetings is to prepare the agenda for the Heads of Government and Foreign Ministers' discussions at the Summit, and to prepare the political declaration(s) which will be discussed and issued.

The first meeting normally overlaps the first Sherpa meeting, while the second takes place in late June. Assistance will be needed from the Secretariat to organise the meetings.

3.5.1 Political Briefing

The Assistant Head of Policy Planners prepares and co-ordinates the briefing for the UK Political Director, Mr Weston DUS/FCO, prior to each of the Political Directors meetings. Briefs are called for from the Geographical Depts, reviewed and where necessary revised by the originating department.

Briefs are similarly prepared prior to each Sherpa meeting, and passed to ERD for inclusion with the Economic policy briefs for the Sherpa.

The final versions of the briefs are prepared prior to the Summit, for the Prime Minister, Secretary of State, and the Political Director.

3.5.2 Political Declarations

The Assistant Head of Policy Planners drafts the Political Declaration for the Political Director. The draft declaration is then discussed and reviewed at the Political Directors meetings.

During the Summit, the Political Directors attend the meetings of the Foreign Ministers, parts of the meetings of Heads of Government, and together with the Sherpas, finalise the drafting of the Declaration(s).

3.6 Declaration on Terrorism

At least two meetings are held, in March and June prior to the Summit, by a working group composed of experts on terrorism of the G7 countries. The group meet to exchange views on current issues, and, in their second meeting, to draft a declaration on terrorism for forwarding to political directors. In 1991 Security Coordination Department will host the meetings and prepare the draft declaration.

4 DEPARTMENTS INVOLVED

4.1 FCO Depts

This section lists the main FCO departments who are involved in the Summit, with a brief description of their involvement. Other departments may be involved depending upon the subjects topical at the time.

4.1.1 Secretary of State

The Secretary of State will be the main spokesman on the political issues discussed at the Summit. He will be provided with economic policy briefings prepared by ERD, and the political papers prepared by Policy Planners.

4.1.2 Minister of State (Mr. Maude)

The Minister of State receives copies of the briefings provided for the Secretary of State.

4.1.3 Sub-Sherpa DUSS

Mr. Bayne, DUSS FCO, is Sub-Sherpa responsible for the preparation of economic policy briefing, and the organisation of the Summit. He will review economic policy briefs prepared by ERD.

4.1.4 Political Director

Mr. Weston, DUSS FCO, is the Political Director responsible for the provision of political policy papers to the Private Office. He will review the papers produced by Policy Planners, and will host the meetings of the G7 Political Directors.

4.1.5 Economic Relations Dept

ERD is responsible for the production and coordination of economic policy briefing papers, the Thematic Paper and Draft Declaration. The Head of Department is also responsible for supervising the Secretariat until the Summit Coordinator is appointed in October 1990.

4.1.6 Policy Planning Staff

Policy Planners prepare and co-ordinate political briefing for the Political Directors meetings and the Summit, and draft the political declaration.

4.1.7 European Community Dept (External)

ECD(E) contribute to the economic policy briefing and political briefing (trade issues).

4.1.8 Environment, Science and Energy Dept

ESED contribute to economic policy briefing in liaison with Dept of the Environment and the ODA (environment and energy issues).

4.1.9 Narcotics Control & AIDS Dept

NCAD contribute to the economic policy briefing in liaison with ERD (drugs issues).

4.1.10 Eastern European Dept

EED contribute to the economic policy briefing and political briefing.

4.1.11 Economic Advisors

Economic Advisors contribute to economic policy briefing.

4.1.12 Soviet Dept

Soviet Dept contribute to economic policy briefing and political briefing.

4.1.13 Security Coordination Dept

The Department will host meetings and prepare a draft declaration on terrorism for forwarding to Political Directors. They will also contribute towards the wider briefing exercise on political issues.

4.1.14 Protocol Dept

One or more conference officers from Protocol Dept will be co-opted onto the Secretariat. Security aspects will be dealt with by the Secretariat in liaison with Protocol Security section.

4.1.15 Government Hospitality Fund

It is anticipated that GHF will arrange the official reception, Ministerial lunches and dinners on behalf of the Secretariat.

4.1.16 Information Systems Dept (Projects)/(Operations)

ISDP and ISDO will provide & install IT equipment, train users, and provide support and maintenance.

4.1.17 Information Dept

The department provides briefing material and copies of verbatim texts to overseas missions. These are currently distributed by the COI, but the Dept expect to have their own facilities for verbatim texts by the time of the Summit.

4.1.18 News Dept

News Dept will organise press briefings and any interviews with the Foreign Secretary, assisted by COI.

4.1.19 Library Records Dept

It is anticipated that LRD Translation Services will organise the translation of Delegate handbooks, and provide interpreters for the Summit, on behalf of the Secretariat.

4.2 Other Government Departments

This section lists the other Government departments who are involved in the Summit:

4.2.1 Prime Minister/No. 10

The Prime Minister leads the UK delegation, and in 1991 is the host to the G7 delegations. No. 10 will receive the briefs for the Summit.

4.2.2 Chancellor of the Exchequer

The Chancellor will be the main spokesman on economic policy issues at the Summit. He will receive briefs from ERD.

4.2.3 UK Sherpa

The UK Sherpa for the 1991 Summit is Mr. Wicks, 2nd PUS at HM Treasury. He consults and informs the PM on preparations, and represents the PM at the Sherpa meetings. He will direct and receive briefs prepared by ERD for these meetings and the Summit. He will also attend the Summit, acting as official Writer in the meetings.

4.2.4 H.M. Treasury

Treasury contribute to economic policy briefing and the draft Thematic Paper in liaison with ERD.

4.2.5 Department of Trade & Industry

DTI contribute to economic policy briefing in liaison with MAFF and ECD(E). The Dept also drafts the trade section for the Thematic Paper. External European Policy section act as the main co-ordinators within the Dept, circulating papers to the other sections involved.

4.2.6 Dept of Environment

DOEv contribute to economic policy briefing in liaison with Dept of Energy and ESED. EPINT (Environment Protection International) section act as the co-ordinators within the Dept.

4.2.7 Home Office

Home Office contribute to economic policy briefing in liaison with NCAD and ERD.

4.2.8 Cabinet Office

Cabinet Office distribute final economic policy and political briefs.

4.2.9 MAFF

MAFF External Trade Policy Division contribute to economic policy briefing in liaison with DTI.

4.2.10 Bank of England

The Bank contribute to economic policy briefing in liaison with HMT and ERD.

4.2.11 Dept of Energy

Dept of Energy contribute to economic policy briefing in liaison with Dept of Environment.

4.2.12 Overseas Development Administration

ODA contribute to economic policy briefing in liaison with ERD and ESED.

4.2.13 No. 10 Press Office

The Press Office organise press briefings, assisted by the COI.

4.3 Other Organisations

This section lists the other organisations who are involved in the Summit:

4.3.1 Central Office of Information

It is anticipated that the COI will organise all aspects of Press, and the Press Centre under contract from the FCO.

4.3.2 COI Radio Technical Services

COI Radio will record the speeches given by Ministers at the Summit, transcribe and pass to Information Dept.

4.3.3 Queen Elizabeth II Conference Centre

The QEII Conference Centre Unit manages bookings for the QEII Centre and Lancaster House. They will organise the equipping of meeting rooms and delegation offices in Lancaster House in liaison with the Secretariat. They will also organise the equipping of, and security arrangements for, the QEII Centre in liaison with the Press Agency.

4.3.4 Police

The Police advise on and provide general security, crowd control and traffic control.

5 USER REQUIREMENTS

This section sets out the requirements for additional information technology to support the 1991 London Economic Summit.

The following departments have requirements:

— DUSS Mr. Bayne

— Economic Relations Dept

— Political Director/ Policy Planning Staff

— Security Coordination Dept.

— Summit Secretariat

— Government Hospitality Fund

— Conference Centre

— Press Centre

5.1 Structure

For each department, the following aspects are defined:

— Requirement

— Facilities

— Staff involved

— Location

— Timescales

— Security Classification

— Sizing

— Technical Options

— Current Equipment

— Risks

— Conclusions

— Recommendations

5.2 DUSS Mr. Bayne

The DUSS Mr Bayne is the Sub-Sherpa responsible for supervising the preparation of economic policy papers for the Summit, and the organisation of the Summit.

5.2.1 Requirement

The DUSS has two general requirements:

1. A rapid method of receiving unclassified and confidential documents, amending them, and transmitting them to the personnel/departments below.

   The Sherpa
   The Sub-Sherpa Mr Evans, Treasury
   DUSS Mr. Weston, Political Director
   AUSS Mr. Slater
   AUSS Mr. Kerr
   AUSS Mr. Miles
   ERD
   Geographic Depts
   NCAD
   Policy Planners
   Private Secretary, No. 10 Downing St.
   Deputy Secretary, DTI
   Deputy Secretary, ODA
   Deputy Secretary, DOEv
   Deputy Secretary, MAFF
   British missions in G7 countries and Brussels

2. The ability to call up and view on a computer terminal any previously typed Summit briefing material. The means to prepare, revise and print documents.

5.2.2 Facilities

Requirement 1 will be met by an electronic mail or Fax facility linking the DUSS and his PA to the personnel/departments shown above.

Requirement 2 can be met by word-processing facilities which:

— are available for use by all the staff involved;

— are "user-friendly", ie that is simple to learn and use;

— have substantial disk capacity without the need to change disks;

— include fast laser printers which are capable of high-quality printing in a variety of styles and font sizes;

— are reliable;

— can be replaced quickly and easily if a malfunction occurs.

5.2.3 Staff Involved

The personnel who require facilities are:

DUSS - Mr Bayne
PA to the DUSS, Louise Phillips

5.2.4 Location

First floor of the main FCO Whitehall building.

5.2.5 Timescales

Facilities are required during the period December 1990 to August 1991.

5.2.6 Security Classification

The majority of briefing documents are classified as Confidential, some are restricted. The system is not required to process documents classified Secret.

5.2.7 Sizing

Approximately 30 documents are currently prepared weekly. This can be expected to rise during the period defined.

5.2.8 Technical Options

The requirements can be met by:

- PC's for the DUSS and his PA, running word-processing software, plus secure FAX links to the primary contacts. The FAX links could be direct into the PC, alternatively scanning tools could be used to input documents directly.
- Electronic links between the Communications Centre, Mr. Bayne and other selected FCO departments.
- PC's for the DUSS and his PA linked, via local area and wide area networks, to compatible PC's used by the personnel specified in 5.2.1. All PC's would need to run compatible operating system, electronic mail, word-processing and network software. The PC's to have hard-disk capacity, and laser printers.
- A multi-user computer running electronic mail, text editor and network software, with terminals for use by the DUSS, his PA, and the personnel specified in 5.2.1, linked by local and wide area networks.

5.2.9 Current Equipment

The PA to the DUSS has a Wyse PC with dual floppy-disk drives, and a HP Laser Jet Printer. Word-processing software is Merlinword. The PC has no hard-disk, thereby limiting the amount of information available on-line.

Secure Fax links exist between the FCO and British missions in Paris, Bonn, Washington and Brussels.

5.2.10 Risks

Because of the tight deadlines prevailing in the run-up to the Summit, there is a risk that under the current method of circulating briefs, information will not be received or processed within timescales.

5.2.11 Conclusions

In our view the current methods for circulating briefs and other Summit papers do not meet the user requirements. The timed messenger service takes about an hour (normal service up to three hours), and only operates within office hours. While the messenger service can be used to pass documents held on floppy-disk, this is only of use where equipment is compatible.

Delays in the messenger service could be bypassed by means of an electronic link between Commcen and departments.

The word-processing equipment in use does not meet requirements because it has no hard-disk facility, and there is no terminal available for the DUSS.

5.2.12 Recommendations

We recommend that:

- Communications methods are investigated, and the most appropriate method of transmitting documents between the relevant personnel, bearing in mind security, cost and time constraints, is implemented. This will meet the first requirement.
- The DUSS and his PA are provided with word-processing facilities which have hard-disk storage capability. This will meet the second requirement.
- The equipment should be retained by the DUSS for use in the annual Summit briefing cycle.
- Training is provided to enable the system users to be proficient in the facilities.

5.3 Economic Relations Department

ERD are responsible for the preparation and co-ordination of economic policy papers for the Summit.

5.3.1 Requirement

The department has two general requirements:

1. The first is for a flexible and effective means of preparing, revising, re-formatting and printing the various policy papers which are required for Sherpa meetings and the Summit.

   The papers are prepared at short notice to very tight deadlines. They are subject to many revisions following consultation with other FCO and Government departments. Some documents need to be split into sections for issue; other documents need to be collated together and reworked to a common style. Frequently this work is carried out after normal office hours.

   The papers produced will be used by the Heads of State, Senior Ministers and senior officials of the G7 nations. The print quality of these documents needs to be of the highest form as it reflects on the UK in general and the Prime Minister in her role as host of the Summit.

2. The second is for a swift method of transmitting documents between ERD and the departments shown below, for comment and revision.

   H.M.Treasury - IF2 section
   DTI - EEP section
   Dept of Environment - International section
   MAFF
   FCO - Economic Advisers, ESED, NCAD, EED, Soviet Dept, ECD(E), etc.
   FCO - DUSS Mr. Bayne

5.3.2 Facilities

Requirement 1 can be met by standard word-processing facilities which:

— are available for use by all the staff involved;

— are "user-friendly", ie that is simple to learn and use;

— include fast laser printers which are capable of high-quality printing in a variety of styles and font sizes;

— are reliable;

— have sufficient capacity that the section can still function with a terminal or printer out of action;

— are compatible with that used by the PA to the DUSS.

Requirement 2 would be met by an electronic mail or secure FAX facility linking ERD to the departments shown above.

5.3.3 Staff Involved

The staff who directly require facilities are:

Head of department
Desk officer, Summit/OECD section
Assistant desk officer, Summit/OECD section
PA to the Head of Dept
Secretaries x 2

It is likely that an additional assistant desk officer will be appointed for the period, and will need access to the system.

5.3.4 Location

The ERD staff involved are based on the third floor of the main FCO Whitehall building.

5.3.5 Timescales

Facilities are required during the period September 1990 to August 1991.

5.3.6 Security Classification

The majority of briefing documents are classified as Confidential, some are restricted.

5.3.7 Sizing

The current word processing equipment used by the PA and secretaries is used to process an average of 20 new documents, each having an average size of 4 pages, per day. In addition, approximately 40 documents are amended daily. The Summit element of this is approximately 25%.

The number of briefing papers passed between ERD and other departments varies enormously, but is likely to be a maximum of 300 pages per week.

5.3.8 Technical Options

The requirements can be met by:

- PC's for the staff in ERD, running word-processing software, plus secure FAX links to the primary contacts. The FAX links could be direct into the PC, alternatively scanning tools could be used to input documents directly.
- Electronic links between the Communications Centre, ERD and other selected FCO departments.
- PC's for the staff in ERD linked, by local area and wide area networks,to compatible PC's used by the Depts listed in 5.3.1. All PC's would need to run compatible operating system, electronic mail, text editor, word-processing and network software. The ERD equipment would include hard-disk storage capacity and laser printers.
- A multi-user computer running electronic mail, word-processing, and network software, with terminals for use by ERD and the Depts listed in 5.3.1, linked by local and wide area networks.

5.3.9 Current Equipment

There are three sets of equipment in ERD:

- Word-processing equipment is Logica Nexel "Kennets". Two processors, with a shared printer, are based in the secretaries office for their full-time use, with another processor and printer in the PA's office for her use. The system has no hard-disk, requiring disk changes every time a utility is invoked, eg to copy a file. The disk drives are unreliable, with files being lost irretrievably on a regular basis. Backing up of discs is a lengthy process involving many disk changes.

  The printer is single sheet feed only, requiring each sheet to be hand fed and lined up, and later extracted. As a result, use of the equipment is very time consuming.

  The system is not compatible with laser printers, and is complex to operate for a new user.

- A Compaq PC, with HP Laser printer, is based in the Summit/OECD section for enquiry access to the OECD Database in Paris. Because of security constraints this equipment may not be used for preparation of briefs.

- An ICL terminal, with Dataproducts laser printer, is based in the IMF section, linked to the Office Power system in the Treasury via an Ethernet optical fibre link. The terminal is used for accessing and printing Treasury generated economic papers.

5.3.10 Risks

Because of the tight deadlines operating, there is a risk that under the current method of circulating briefs, a brief may not be prepared in time for a Sherpa meeting or the Summit, causing a substantive issue to be missed or mishandled. There is also a small possibility of errors creeping in, or amendments being missed.

5.3.11 Conclusions

In our opinion the current word-processing equipment in the department does not meet the user requirements because of its speed of operation, its lack of flexibility, its unreliability, and its inability to produce high quality printing. It will therefore not be capable of providing the level or quality of service needed by the department for the Summit.

The current methods for circulating briefs and other Summit papers do not meet the user requirements. The timed messenger service takes about an hour (normal service up to three hours), and only operates within office hours. While the messenger service can be used to pass documents held on floppy-disk, this is only of use where equipment is compatible.

5.3.12 Recommendations

We recommend that:

- Replacement word-processing facilities are installed in ERD for at least the period defined. A terminal/PC is to be provided for the Head of Dept, Summit/OECD desk officer, assistant desk officers, the Head of Department's PA, and the two secretarial staff. This would meet the first requirement.
- The equipment should be retained by the department for use in the annual Summit briefing cycle.
- Communications methods are investigated, and the most appropriate method of transmitting documents, bearing in mind security, cost and time constraints, is implemented. This would meet the second requirement.
- Training is provided to enable the system users to be proficient in the facilities.

5.4 Political Director/ Policy Planning Staff

Planners are responsible for the preparation and co-ordination of papers for the political part of the Summit.

5.4.1 Requirement

The department has a general requirement for:

1. A flexible and effective means of preparing, revising, and printing the papers which are required for G7 Political Directors meetings and the Summit. The papers produced will be used by the Prime Minister, Secretary of State, the Political Director and senior officials of the G7 nations. The print quality of these documents therefore needs to be of the highest form.

5.4.2 Facilities

The requirement is for word-processing facilities which:

— are available for use by the Assistant Head of Planners as well as the secretarial staff within the department;

— are "user-friendly", ie that is simple to learn and use;

— includes fast laser printers which are capable of printing in a variety of styles and font sizes;

— are reliable;

— have sufficient capacity that the section can still function with a terminal or printer out of action;

— are compatible with that used by the PA to the Political Director and ERD.

5.4.3 Staff Involved

The staff who directly require facilities are:

Political Director
PA to Political Director
Assistant Head of Planners
Secretary

5.4.4 Location

The main FCO building, Downing Street West and East.

5.4.5 Timescales

Facilities are required during the period September 1990 to July 1991.

5.4.6 Security Classification

The majority of the documents are classified as Confidential.

5.4.7 Sizing

It is estimated that approximately 40 documents are prepared per week on the existing equipment.

5.4.8 Technical Options

The requirements can be met by:

- Stand alone PC's running MS-DOS based word-processing packages, with laser printers attached.

5.4.9 Current Equipment

Logica word-processing equipment is currently in use. The system has no hard-disk, requiring disk changes every time a utility is invoked, eg to copy a file. The equipment is complex to operate.

5.4.10 Risks

Because of tight deadlines there is a risk that papers may not be prepared in time for a Political Director's meeting, or for the Summit.

5.4.11 Conclusions

In our opinion the current equipment does not meet the user requirements because of its unreliability, inflexibility and inability to print high quality documents. It will therefore not be capable of providing the level or quality of service needed by the department for the Summit.

5.4.12 Recommendations

We recommend that:

- Replacement word-processing facilities are installed for the period defined for use by the Political Director, his PA, the Assistant Head of Planners, and secretary.
- This equipment should be retained by Planners for use in the annual Summit briefing cycle.
- Training is provided to enable the system users to be proficient in the facilities.

5.5 Security Coordination Department

SCD are responsible for the organisation of at least two meetings of the G7 experts on terrorism, and for the preparation of a declaration on terrorism for inclusion in the Political Declaration.

5.5.1 Requirement

The department has a general requirement for a flexible, effective and speedy means of preparing, revising, and printing documentation for the meetings of terrorism experts and the draft declaration on terrorism for the Summit. The department also needs to request briefing from other Government departments (primarily Home Office, Ministry of Transport and Northern Ireland Office) and collate it for the UK delegation at the experts' meetings.

5.5.2 Facilities

The requirement is for standard word-processing facilities which are compatible with those used by Policy Planners, and for speedy, good quality printing.

5.5.3 Staff Involved

The staff who are involved are:

AUSS Mr. Slater
Head of Department
Secretary to the Head of Department
Desk Officer
Assistant Desk Officer
Secretary

5.5.4 Location

The main FCO building, Whitehall.

5.5.5 Timescales

Facilities are required during the period December 1990 to July 1991.

5.5.6 Security Classification

The documents are classified as Confidential.

5.5.7 Sizing

Several documents are prepared, the longest being 20-30 pages, and issued to over 50 recipients.

5.5.8 Technical Options

The requirements can be met by:

- Stand alone PC's running MS-DOS based word-processing packages, with laser printers attached.

5.5.9 Current Equipment

Logica word-processing equipment is currently in use.

5.5.9 Current Equipment

Logica word-processing equipment is currently in use.

5.5.10 Risks

No risks have been identified.

5.5.11 Conclusions

In our opinion the current equipment does not meet the user requirements because of its complexity and inability to produce high quality documents.

5.5.12 Recommendations

We recommend that:

- Replacement word-processing facilities are installed for the period defined for use by the Desk Officer, assistant Desk Officer and secretary involved.
- This equipment should be retained for use in the annual Summit briefing cycle.
- Training is provided to enable the system users to be proficient in the facilities.

5.6 Summit Secretariat

The Summit Secretariat will be responsible, from its formation in September 1990, for the administration of the Summit.

5.6.1 Requirement

The general requirements of the unit are anticipated to be:

1. The means to store, maintain and print details of the administrative arrangements for the Summit. This is a wide set of information covering:
   a. Accommodation arrangements for each delegate;
   b. arrival and departure plans for each delegate;
   c. travel plans for delegates between hotels and venues;
   d. security pass details for delegates and support staff;
   e. car park pass details for support staff;
   f. venue details;
   g. guest lists for dinners.
2. The means to store and maintain other information relevant to summit, including contact names of caterers, transport companies, hotels, venues, etc.
3. The means to prepare and print correspondence.
4. The means to extract the relevant details from the administrative plans to create the draft form of the delegates handbook.
5. The means to incorporate plans and diagrams into correspondence and other documents. This would be used for airport plans, venue layouts, street maps, etc.
6. The means to prepare and format some documents to a level comparable to published material, for printing "inhouse".
7. The means to pass information and messages directly between team members.
8. The means to plan and co-ordinate all summit activities using some form of project planning tool.
9. The means to manage the Summit budget using a spreadsheet-type tool.
10. The means to produce high-quality printed documents, using a variety of print styles and font sizes, also name and address labels.
11. The means of transmitting information quickly to organisations such as the Police, hotels, caterers, etc.

5.6.2 Facilities

Requirements 1, 2, 3, 4, and 9 will be met by an integrated office automation software package providing word-processing, database tools and spreadsheet utility. The system will need to be multi-user to allow a number of users access to the administrative database for simultaneous update and enquiry. Electronic mail software on a multi-user system will meet requirement 7.

Requirement 5 will be met by a scanner and scanning software, requirement 6 by desktop

publishing software, and requirement 8 by a project planning tool. These three requirements need the use of graphics terminals.

Laser printers attached to the system will meet requirement 10.

A standard FAX service will meet requirement 11.

5.6.3 Staff Involved

It is anticipated that the Secretariat will consist of the following staff, all of whom will probably require access to facilities for update and enquiry purposes:

— AUSS;

— PA;

— Head of unit;

— 4 x Conference Officers;

— 2 x Assistant Conference Officers;

— Security Co-ordinator

— Accommodation/Baggage officer

— 2 x Accommodation/Clerical Officers;

— 2 x Secretaries.

It is planned that the unit will have five staff by October, 1990, and be up to 12 staff by January 1991.

It is possible that one or more press liaison officers may be appointed to liaise with the Press Agency.

5.6.4 Location

The location of the Secretariat has not yet been decided, but may be in the Old Admiralty Building. The staff are likely to be spread over a number of adjacent offices.

Immediately prior to the Summit the entire unit, with all equipment, will move into temporary office accommodation at Lancaster House. Following the Summit, a skeleton staff will return to OAB with the equipment.

5.6.5 Timescales

Facilities will be required for the period September 1990 to August 1991, at which point the Secretariat will be disbanded.

5.6.6 Security Classification

It is anticipated that the information held on the system will be unclassified.

5.6.7 Sizing

A minimum of 3,000 A4 documents will need to be prepared and stored.

5.6.8 Technical Options

The requirements would be met by:

- A multi-user micro-computer with graphics terminals, laser printers and a scanner, running under a multi-user operating system such as Unix or Xenix, with integrated office automation, project planning, scanning, and desk-top publishing software.
- A standard FAX service.

5.6.9 Current Equipment

None.

5.6.10 Conclusions

The Secretariat need to have comprehensive facilities to meet the likely requirements outlined above. The relevant equipment can either be hired for the defined period or purchased. Decisions on requirements cannot be deferred until the Secretariat has been formed, as there will be insufficient time to organise the hire/purchase, installation, and other tasks necessary for the unit to operate effectively.

5.6.11 Recommendations

We therefore recommend that:

- Further work is carried out to define the requirements in more detail, following which a suitable solution should be evaluated, selected and installed.
- Support and assistance is provided to the staff involved in designing the databases required.
- Training is given to enable the staff to become proficient in the use of the equipment.
- FAX equipment is installed for the period defined.
- Consideration be given to purchasing the equipment for use in the organisation of other conferences, following the Summit. A considerable amount of time will be spent developing and building the information databases and the project plans. This "knowledge base" will enable future conference organisers to operate more effectively, and learn from the experiences of previous conferences.
- Consideration is given to the equipment selected being compatible with that in use by Protocol Dept, to allow information compiled for the Summit to be available for their use.

5.7 Government Hospitality Fund

In 1984 GHF organised the main reception and Ministerial lunches and dinners for the Summit, the transport of Ministers and senior officials between Summit venues, and the escorts for airport arrivals and departures. The Fund also produced the dinner invitations and table plans. It is anticipated that GHF will be similarly involved in 1991, following discussions with the Summit Coordinator on his appointment.

5.7.1 Requirements

Depending on their level of involvement, GHF have the following requirements with regard to the Summit:

1. The means to produce high quality table plans, diagrams and guest lists for the Ministerial dinners. A table plan is provided for each guest, showing the layout of the table with the seating arrangements. In all cases a diagram will be involved (normally circle, oblong or horse-shoe shape). They need the ability to amend and reprint table plans and guest lists at very short notice (1-2 hours prior to the dinner).
2. The means to prepare documents containing all forms of European accents.
3. The ability to automatically sort guest lists into alphabetical order and print with the classification of the guest (eg Moslem).
4. The means to produce transport plans, with the allocation of guests to cars.
5. The means to prepare and print general correspondence.
6. The ability to print in a variety of styles and font sizes, on a selection of pre-printed or crested stationery.

5.7.2 Facilities

Requirement 1 is for standard graphics software, which will allow shapes to be drawn, expanded or reduced, and text entered alongside.

Requirements 2,3,4 and 5 can be met by word-processing software with sort capability and the ability to cater for all forms of European accents. The software needs to be user-friendly, ie simple to learn and use.

Requirement 6 can be met by laser printers.

Any equipment provided must be reliable, and there must be sufficient capacity that the Fund can function with a PC or printer out of action.

5.7.3 Staff Involved

The staff who require facilities overall are listed below, but not all of these will be involved with the Summit:

Head of Dept
Assistant Head of Dept
Functions section, 8 staff
Visits section, 4 staff
Secretaries x 2

5.7.4 Location

The staff involved are based in 8 Cleveland Row:

— Secretaries - 1st floor

— Functions - 2nd floor

— Visits - 3rd floor

5.7.5 Timescales

Facilities are required during the period May to end July 1991.

5.7.6 Security Classification

All information held is unclassified.

5.7.7 Sizing

The amount of information to be held for Summit purposes is small - estimate 10 sets of table plans, plus car plans for each delegation. However any equipment provided needs to take into account GHF's normal operations.

5.7.8 Technical Options

The following options would meet requirements:

- Stand alone IBM-compatible PC's running standard MS-DOS based word-processing/graphics/database packages, connected to laser printers.
- Stand alone Apple Macintoshes running standard Mac word-processing/graphics/database software, connected to laser printers.
- Networked PC's or Apple Macintoshes throughout GHF. This option would allow sharing of disk capacity and printers, and would provide additional facilities such as an integrated function diary.

5.7.9 Current Equipment

The Fund currently have an Apricot Xen-i PC, with a NEC letter quality printer in each of three areas - Visits, Functions and Secretarial. The software installed is Wordstar and Cardbox, running under MS-DOS.

The disk drives are unreliable, with files frequently being lost. Hardware support has proved a problem with one printer out of action for three weeks. The word-processing software does not cope with some French and Spanish accents. There are no graphics facilities to deal with table plans.

5.7.10 Risks

Under the present arrangements, there is a high risk that table plans will not be produced in time for Ministerial dinners.

5.7.11 Conclusions

In our opinion the current equipment does not meet the user requirements because of its unreliability, and lack of graphics capability and high quality printing. It will therefore not be capable of providing the level or quality of service needed by the department if they are involved in the Summit.

Any replacement equipment should also take into account the requirements that GHF have to meet their non-Summit activities. These include:

— The ability to set up and hold "master" layouts of the regularly used venues, 19 rooms in total over 4 buildings, showing the possible table configurations. It will also provide for additional layouts to be drawn up as required.

— The means to maintain and enquire on standard and historical information such as:

a. Escort roster details

b. Menus and wine lists of previous functions, over a six year period. Accessible by date, host, guest, or country.

c. Standard toasts for guests

d. Dietary requirements for Ministers, overseas VIP's, countries and religions

e. Characteristics and capacities of venues and hotels

f. Stationery stock balances

— Compatible facilities with the system in use in The Scottish Office GHF (Apple Macintosh).

5.7.12 Recommendations

We recommend that:

- The existing equipment and software is replaced with a system which meets the Fund's requirements.
- An evaluation of suitable hardware and software is carried out to determine the most appropriate solution.
- Assistance is provided to GHF in designing the databases required.
- Training is provided to enable the system users to be proficient in the facilities.

5.8 Conference Centre

The host country is responsible for the provision of equipment, office furniture, and communications facilities at the conference centre for use by the official delegations.

5.8.1 Requirements

The general requirements are anticipated to be:

1. A means of simultaneously transmitting meeting notes between the delegates and their support staff while meetings are in progress.
2. The means to prepare, edit and print documents arising from the Summit.

5.8.2 Facilities

Requirement 1 has been satisfied at previous conferences by the provision of electronic writing machines, which allow notes to be handwritten by delegates onto special pads, which transmit the notes simultaneously to the respective support staff for transcription. A set of machines is required for each delegation.

Requirement 2 is normally satisfied by the provision of standard word-processing equipment for the support staff. The standard provision is two PC's with printers for each delegation.

5.8.3 Staff Involved

The personnel who require facilities are:

1 x Official note-taker per delegation
approximately 5 support staff per delegation

5.8.4 Location

The delegates will be based on the ground and first floor of Lancaster House, with support staff on the second floor.

5.8.5 Timescales

Facilities are required for the three days of the Summit, and sufficient time in advance for installation and testing.

5.8.6 Security Classification

The documents involved are likely to be unclassified.

5.8.7 Sizing

To be determined at a later stage.

5.8.8 Technical Options

Investigation is required to determine the options for the electronic writing machines.

For word-processing, stand alone IBM-compatible PC's running standard MS-DOS based word-processing packages, connected to laser printers.

5.8.9 Current Equipment

None.

5.8.10 Risks

There is a risk that equipment could fail during the course of the Summit. Backup facilities therefore need to be available.

5.8.11 Conclusions

The equipment needs to be provided to meet standard Summit requirements.

5.8.12 Recommendations

We recommend that:

- word-processing equipment is hired for the period;
- provision of the electronic writing machines is investigated to clarify requirements and availability for hire.

5.9 Press Centre

The host country is responsible for the provision of equipment, office furniture, and communications facilities at the press centre for use by the world press, and the official press office of each delegation.

We anticipate that the requirements set out below will be met by the Press Agency (probably COI) employed by the FCO. Sponsorship of some of the facilities may be arranged.

5.9.1 Requirements

The general requirements are expected to be:

1. The means of providing general Summit information and individual messages for the Press via a form of message system.
2. The means for journalists to produce, edit and print their copy.
3. Document preparation and printing facilities for the official press offices.
4. The means to administer the issue of passes to the Press.
5. The means to administer transport arrangements for the Press.
6. The means to provide information handouts to the Press.

5.9.2 Facilities

Requirement 1 will be satisfied by a messaging system, capable of supporting a wide range of terminals spread throughout the Press Centre.

Requirements 2 and 3 can be met by a range of PC's running standard word-processing software.

Requirements 4, 5 and 6 can be met by standard office automation software for use by Agency staff.

5.9.3 Staff Involved

The personnel who require facilities are:

5-6,000 Press representatives
the official press office staff of each delegation
press agency staff

5.9.4 Location

QE II Centre. Press Office staff will have their own offices within the centre.

5.9.5 Timescales

Facilities are required for the three days of the Summit, and sufficient time in advance for installation and testing.

5.9.6 Security Classification

It is anticipated that all information will be unclassified.

5.9.7 Sizing

To be determined at a later stage.

5.9.8 Technical Options

For word-processing, stand alone IBM-compatible PC's running standard MS-DOS based word-processing packages, connected to laser printers.

5.9.9 Current Equipment

None.

5.9.10 Risks

The equipment must not fail.

5.9.11 Conclusions

The Press Agency involved needs to determine the detailed requirements, and ensure that these are met.

5.9.12 Recommendations

We recommend that the FCO ensure that the Press Agency involved is aware of the facilities required, and that close links are maintained between the Secretariat and the Agency in the run-up to the Summit.

6 SUMMARY OF RECOMMENDATIONS

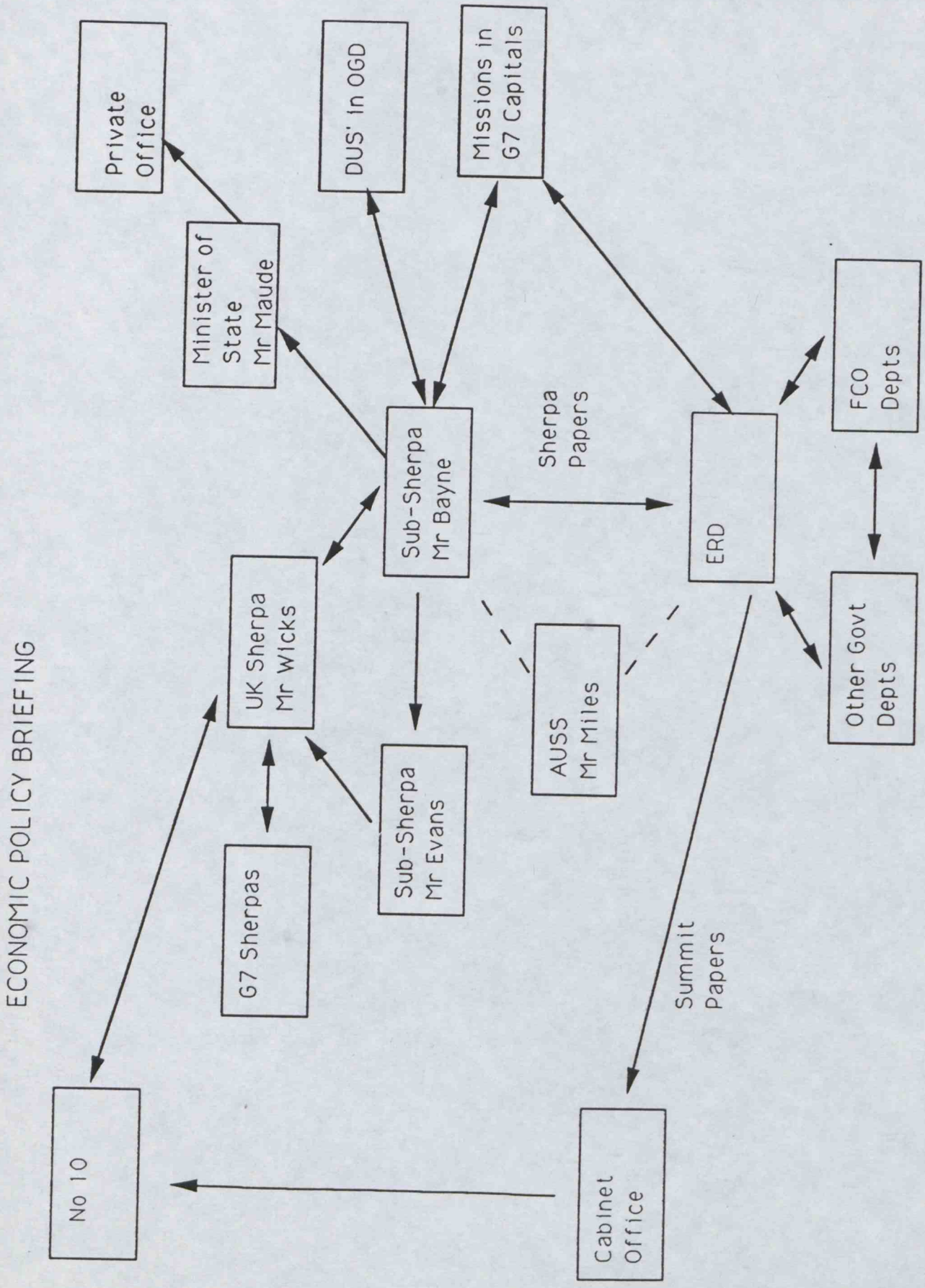
In drawing up our recommendations, we recognise that strict budget constraints apply. Where practical we have suggested hire of equipment for the period required. Where we have recommended the purchase of hardware and software, this has been based on the minimum level necessary to ensure that departments are able to meet their responsibilities for the Summit.

Our recommendations can be summarised as below:

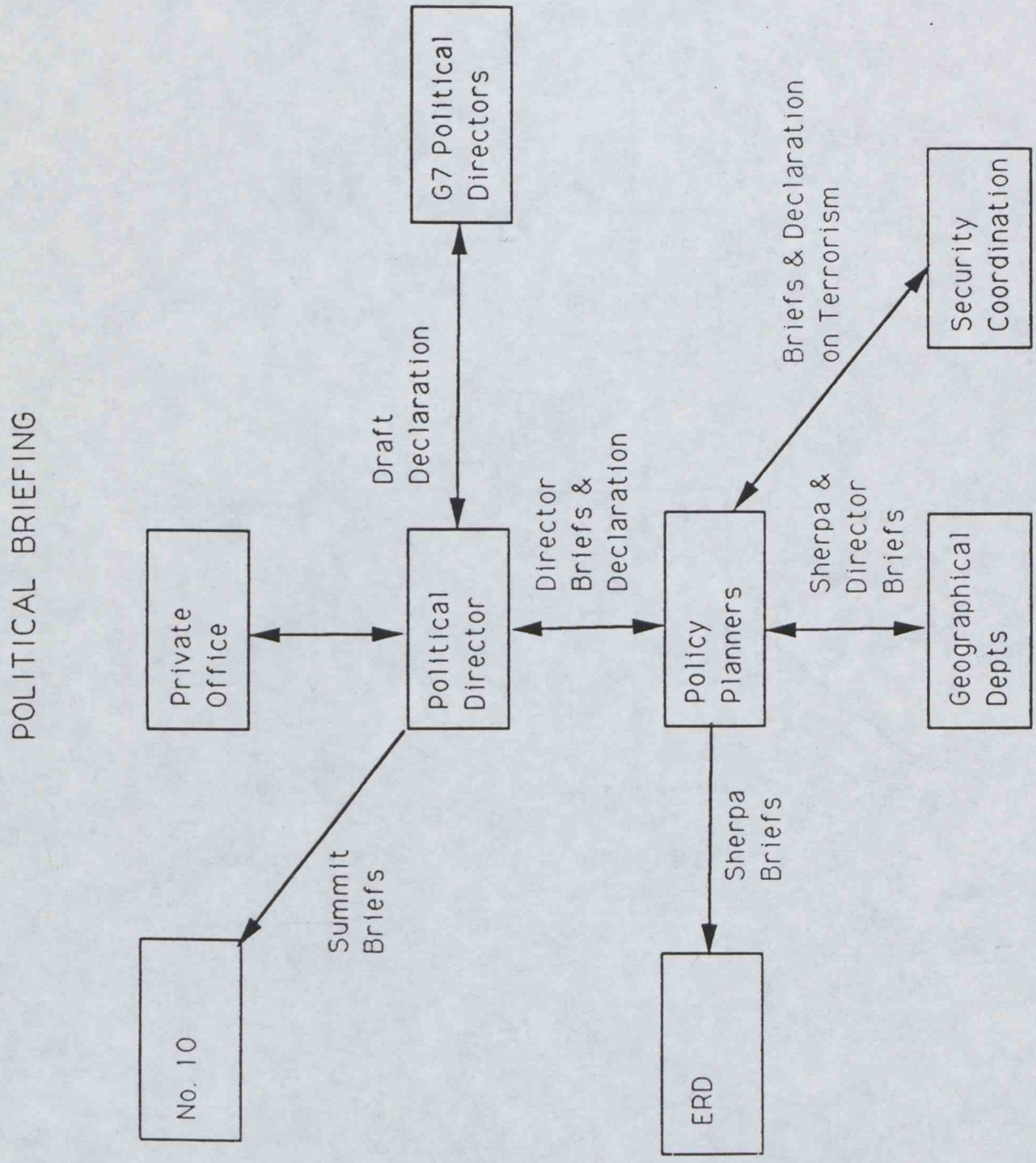
1. That document transmission facilities for the DUSS Mr Bayne, ERD and other relevant FCO and other Government Depts are investigated, and the most appropriate option, given the constraints, is implemented.
2. That improved word-processing facilities are provided for the DUSS, and the staff involved in preparing briefings in ERD, Policy Planners and Security Coordination Department. This will enable the departments to prepare and revise papers more effectively within the tight schedules imposed.
3. That the Secretariat is equipped with a multi-user micro-computer which will provide word-processing, database, spreadsheet, scanning, project management and desktop publishing facilities. Their requirements need to be defined further, and appropriate hardware/software selected.
4. That although the Secretariat equipment can be hired, consideration is given to the creation of a permanent conference facility.
5. That the word-processing equipment required for delegates support staff is hired for the period required.
6. That the electronic writing machines required for delegates use are investigated to determine suppliers and availability for hire.
7. That the requirements of GHF are investigated further, and if the department is to assist the Secretariat, that replacement facilities are selected and installed. The selection process should take into account the Fund's normal operations.
8. That the staff in the departments involved are given sufficient training in the use of the hardware and software provided.
9. That the Secretariat and GHF are given assistance in developing the databases they require.
10. That departments are given support by ISDO in the lead-up to the Summit.

A APPENDIX: FUNCTIONAL MODEL

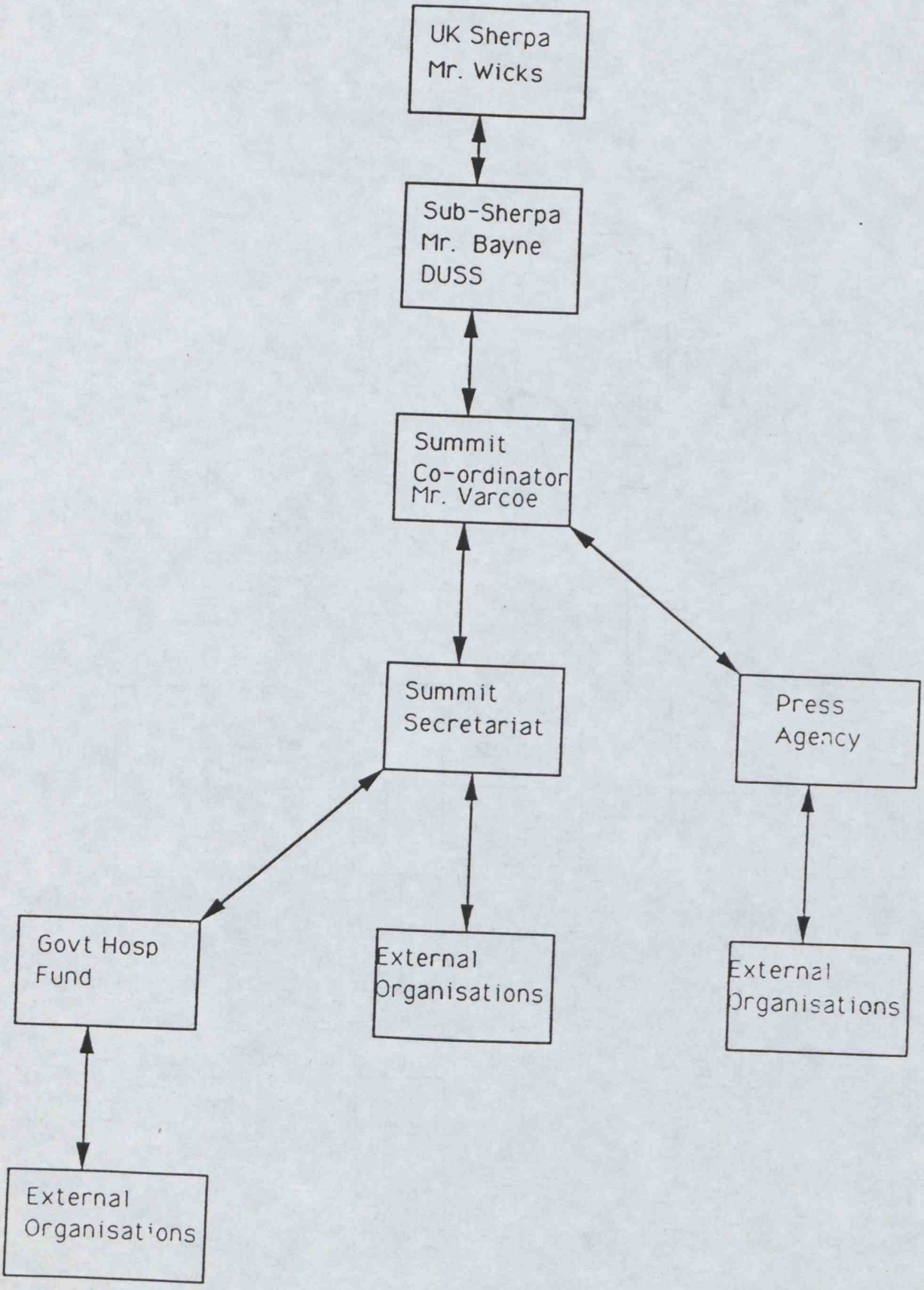
A.1 Economic Policy Briefing



A.2 Political Policy Briefing



A.3 Summit Organisation



B APPENDIX: CURRENT IT EQUIPMENT

This appendix sets out the IT equipment which is currently in use by FCO and Other Government Depts who are involved in the Summit briefing cycle. The equipment can be grouped into three sets:

— Logica Word-Processors

— IBM Compatible PC's

— Other Equipment

B.1 Logica Word-Processors

The departments shown below have Logica word-processors, which are dual floppy-disk systems running Logica bespoke w/p software. Documents can be made compatible with Merlinword by running a conversion program.

ERD
ESED
Policy Planners
Security Coordination Dept.

B.2 IBM Compatible PC's

The following departments have IBM compatible PC's, running DOS based software:

Department	Hardware	Software
DUSS Mr. Bayne	Wyse PC+	Merlinword
DUSS Mr. Weston	Wyse PC+	{Merlinword {Uniplex
ECD(E)	Wyse PC+	{Merlinword {Uniplex
EED	Wyse PC	Merlinword
NCAD	Wyse PC	Merlinword
Soviet Dept	Wyse PC+	Merlinword
Economic Advisors	{Networked Tandon PC's {Tandon 286 PC's	Wordperfect
DTI	{Nimbus PC {Toshiba portable	Wordperfect
Home Office	IBM PC	Wordperfect
Dept of Environment	{Computext laptop {Computext PC {Apricot PC	Bespoke Bespoke Wordperfect

Department	Hardware	Software
Dept of Energy	{Dell {Apricot Xi	Word v5 Word v2
MAFF	Compaq 286	Displaywrite-4
ODA	Elonex PC	{Wordperfect {Symphony
Treasury	{IBM PC {Toshiba laptop	Wordcomp

B.3 Other Equipment

The following departments have multi-user computers:

Department	Hardware	Software
Bank of England	DEC VAX	Wordperfect
Protocol Dept	Apricot	{XENIX {Uniplex Word-processing {Uniplex Electronic Mail {Informix Database
UK Sherpa	ICL	Office Power
Treasury	ICL	Office Power

C APPENDIX: Summit Activity Schedule

	ACTIVITY	INVOLVED	TIMING
C.1	**Policy Briefing - Economic**		
C.1.1	Scene-setting letter		
	Call for contributions	ERD	}Prior to, during and after
	Produce contributions	{FCO Depts	}each Sherpa meeting,
		{Other Gov't Depts	}monthly from Jan.
	Review contributions and format	ERD	}to July 1991
	Finalise letter	DUSS Mr Bayne	}
	Minute to PM	UK Sherpa	}
	Discuss issues	G7 Sherpas	}
	Reports on Sherpa meetings	UK Sherpa/DUSS	}
C.1.2	Thematic Paper		
	Call for contributions/revisions	ERD	}Prior to April
	Produce Paper	Treasury/FCO/OGD	}and subsequent Sherpa
	Review paper	ERD, DUSS	}meetings
	Review and revise Paper	{UK Sherpa	}
		{G7 Sherpas	}
C.1.3	Economic Policy Briefs		
	Call for Sherpa papers	ERD	}Prior to each
	Produce briefing notes	{FCO Depts	}Sherpa meeting,
		{Other Gov't Depts	}monthly from Jan.
	Review briefs for Sherpa meetings	UK Sherpa	}to July 1991
	Format final summit briefs	ERD	}
	Issue final briefs	Cabinet Office	7 days pre-summit
	Brief PM	UK Sherpa	3 days pre-summit
C.1.4	Draft Declaration		
	Call for contributions	ERD	}
	Produce contributions	{FCO Depts	}Prior to the
		{Other Gov't Depts	}final Sherpa meeting
	Review and format contributions	ERD	}
	Review and revise declaration	G7 Sherpas	}
	Issue declaration for revision by Depts	ERD	}

	ACTIVITY	INVOLVED	TIMING
C.2	**Policy Briefing - Political**		
C.2.1	Political Declaration		
	Prepare declaration	Policy Planners	
	Review and revise	Political Director	
	Review and revise	G7 Political Directors	
C.2.2	Political Briefs		
	Call for briefs	Policy Planners	
	Prepare briefs	Geographical Depts	
	Review and revise	Policy Planners	
	Review and revise	Political Director	
	Co-ordinate for Sherpa meetings	ERD	
	Format final Summit briefs	ERD	
C.2.3	Terrorism Experts' meetings		
	Organise Agenda and notify Partners	}	
	Call for Briefs	}SCD	
	Prepare Briefs	}	
	Host meetings	SCD	4/5 March 1991 25/26 June 1991
	Draft declaration	SCD	Before June meeting
C.3	**Delegation Arrangements**		
C.3.1	Form Secretariat		
	Request Personnel	ERD	April 90
	Appoint Personnel	POD	July 90
	Appoint Summit Coordinator	POD	Dec 90
	Provide IT Equipment	ISDP	Sept 90
	Provide Office Equipment		Sept 90
	Decide on Location	ERD/HESD	
C.3.2	Sherpa Meetings		
	Organise Locations	Secretariat	
	Organise Transport	Secretariat	
C.3.3	Political Directors Meetings		
	Organise Meetings	Policy Planners/Secretariat	
C.3.4	G7 Summit Recce Visits		
	Organise recce visits for each country	Secretariat	
	Organise Transport	"	
	Organise accommodation	"	
	Meet and guide recce parties	"	

	ACTIVITY	INVOLVED	TIMING
C.3.5	Delegations		
	Organise accommodation Secretariat/GHF		
	Organise Conference Centre	Secretariat/QEII	
	Organise Dinner Venues	Secretariat/GHF	
	Organise transport	"	
	Organise arrival and departure arrangements	"	
	Organise catering	"	
	Record and maintain delegation attendance	Secretariat	
	Record Delegate information	Secretariat	
	Provide passes for Delegates	Secretariat/Protocol	
	Provide information to Police on Delegate attendance	Secretariat/Protocol	
	Meet Delegates	GHF	
	Provide word processing facilities in Conference Centre	ISDP	
	Relocate Secretariat equipment into Conference Centre	ISDP	
	Provide information sheets for Delegates	Secretariat	
	Provide electronic writing pad system for Conference Centre	ISDP	
	Provide additional comms lines into Conference Centre	BT/Mercury	
	Organise interpreters	Secretariat/ LRD	
	Prepare dinner invitations	GHF	
	Prepare table layouts	GHF	
	Prepare Delegates Handbook	Secretariat	
	Issue Delegates Handbook	Secretariat	

	ACTIVITY	INVOLVED	TIMING
C.4	**Press Arrangements**		
C.4.1	Pre-Summit		
	Draw up accreditation forms	Press Agency	
	Send out accreditation forms	"	
	Process accreditation forms	"	
	Maintain information on accredited press & passes issued	"	
	Issue passes to accredited press	"	
	Provide information to Police	"	
	Prepare and produce Media Handbook	"	
	Prepare additional Handouts (changes to plans)	"	
	Package media handbook and handouts into Press briefcase	"	
	Organise donations of items for media (ties, etc)	Secretariat/ Press Agency	
C.4.2	During Summit		
	Set up Press Unit Stand in Press Centre	Press Agency	
	Move Press Unit IT equipment to Press Centre	"	
	Prepare information handouts for media and Police	"	
	Copy and issue handouts	"	
	Hand out press briefcases	"	
	Issue passes to media	"	
	Type final Declaration, copy and issue to media	"	
	Type PM's Opening Statement, copy and issue to media	"	

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10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

9 August 1990

ECONOMIC SUMMIT, LONDON 1991

Thank you for your letter of 1 August about possible dates for the Economic Summit in London. The Prime Minister is content with 15-17 July and agrees that we should seek The Queen's preliminary agreement to host a dinner on the evening of Tuesday 16 July.

(C. D. POWELL)

Stephen Wall, Esq.,
Foreign and Commonwealth Office.

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10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

9 August 1990

Dear Nigel,

LONDON ECONOMIC SUMMIT

I have discussed with the Prime Minister your note of 6 August about possible topics for the London Economic Summit. She is well content with the suggestions you make. She has not in fact expressed any particular preferences between them, although I think her interest has focused most on those relating to the Soviet Union and to competition policy. She has also commented that the whole question of oil and the Middle East is likely to assume much greater prominence over the next few months and we should be ready for it to feature strongly at the London Economic Summit.

I am sending copies of this letter to the Private Secretaries to the Foreign and Commonwealth Secretary and the Chancellor, and to Sir Robin Butler.

Yours ever,

(C. D. POWELL)

Nigel Wicks, Esq., C.V.O., C.B.E.,
HM Treasury.

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(1)

PRIME MINISTER

LONDON ECONOMIC SUMMIT

The attached note from Nigel Wicks seeks your preliminary views on possible themes and topics for the London Economic Summit, apart from the standard items like the world economy and the world political scene. His suggestions are:

- The future of the Soviet Union. He thinks this is likely to be a major topic next year, particularly since your Aspen speech and the suggestion that the Soviet Union should in some way be associated with the Summit. Nigel suggests two possible initiatives: a scholarship scheme for Russians along the lines of the Rhodes or Fulbright scholarships: and an initiative in the field of training in market related skills.

- Trade and agriculture. He suggests various steps we could take to strengthen freedom of trade, and in particular an initiative on competition policy, perhaps trying to bring it within the GATT.

- Environment. The outcome of the Brazilian Forest pilot project agreed in Houston should be known: and we shall be well into preparations for the 1992 conference on the World Climate Convention.

- Developing countries. Nigel proposes giving prominence to the link in your Aspen speech between development and good government.

It would be helpful to know your reaction to these suggestions and whether you have any others. My only suggestion is that the whole question of oil and the Middle East is likely to assume a much greater prominence over the next few months, and we should be ready for that to feature strongly at the London Summit.

C.D.P

Very good

MT

Charles Powell
8 August 1990
c: London (MJ)

CONFIDENTIAL

FROM: N L WICKS
DATE: 6 AUGUST 1990
Ext : 4369

PRIME MINISTER

LONDON ECONOMIC SUMMIT

You may like to have some first views about possible topics for the London Summit. We have had in mind the eight themes for the Nineties which you outlined in your opening remarks at Houston. Our Summit agenda will clearly need to be worked up in the Autumn with further consultation with the departments concerned. So what follows is very preliminary. It does not deal with perennial Summit items like the world economy or the world political scene where it is too early to come to sensible judgements.

Soviet Union

2. There is a strong probability that the future of the Soviet Union will be the main agenda item for the London Summit. You will want to use the Summit to carry forward some of the points raised in your Aspen speech about bringing the Soviet Union into the world economy, associating the Soviet Union with the international institutions and with the Economic Summit process. This last point will raise the issue of President Gorbachev's attendance at the Summit on which the Foreign Office will be providing advice in due course.

3. One particular aspect of help for the Soviet Union on which the Summit might focus is education and training. One possibility here is to use the Summit to launch a scholarship scheme, perhaps along the lines of the Rhodes, Harkness or Fulbright scholarships financed entirely from private sector sources in the G7 countries, to enable the brightest Soviet students to study in the West and become exposed to Western methods and attitudes. *If you wish, we could consider how to launch such a proposal*. Another possibility in the field of training is for the Summit

countries, together with other OECD countries, to initiate a programme which would begin to help retrain the Soviet Union's labour force for a market economy. Their existing training methods are likely to have a skill bias towards traditional craft training and an ideological bias against market related skills. Training techniques and equipment are likely to be outmoded. The first step in reforming such a structure might be through "retraining the trainers". Quite how this should be done would need further thought, but training certainly looks to be a priority area if the Soviet Union economies is to be invigorated. *Would you like this to be considered further*?

Trade and agriculture

4. Assuming a (mostly) successful Uruguay Round, our strategy thereafter ought to be to push for an even more open world trading system. Four areas seem to be worth consideration for the Summit:

(i) Agriculture: a successful Uruguay Round is likely to require the progressive reduction of agricultural support annually over a number of years. The Summit might want to underline the need for effective compliance with this aspect of the Round and to repeat the reasons why it is fair to ask farming communities to accept a lower percentage of subsidy from their fellow citizens.

(ii) Services: there is likely to be considerable detailed work to do in individual service sectors even assuming a satisfactory treatment of services in the Round. There will inevitably be a good deal of argument next year over the terms of detailed agreements covering individual sectors (eg transport or financial services). The Summit could well give a useful push to this work, or address itself to any areas which might excluded.

(iii) Competition: perhaps the most notable omission from the basic GATT agreement are provisions governing competition, eg equivalent to the provisions governing monopolies, mergers, takeovers, restrictive business

practices etc national legislation. All G7 governments, including the EC, have legislation of this kind, although it is pretty feeble in Japan. If you wished, we could ask DTI whether some multilateral initiative on international aspects of competition policy would be worth pursuing at the Summit. It would probably be best to launch detailed discussion in OECD before going to GATT, or even to limit it to OECD since that would avoid the developing countries invoking the alleged malpractices of multinationals. *Would you like DTI to explore possibilities here*?

(iv) International issues and GATT rules: there is a real possibility that the Round will endorse the principle of developing GATT into a Multilateral Trade Organisation as a more effective body to exercise the wider powers conferred by the Round, leaving the detail to be negotiated in 1991. The Summit could commend this work and the strengthened dispute settlement mechanism which should emerge from the Round, as a contribution to strengthening the multilateral trading system and avoids any relapse into blocks.

5. Finally, from the limited perspective of trade policy in Central Europe (Czechoslovakia, Hungary and Poland), the Summit may want to consider how best to encourage the development of their exports, creating the market opportunities they will need and otherwise integrating them into the world trading system. By next July the EC should have negotiated association agreements with these three countries.

Environment

6. Environmental issues are likely to high on the international agenda next year, in particular the negotiations on climate change, but also on forestry and biodiversity. The outcome of the Brazilian Forest pilot project agreed at Houston should also be known. In view of the activity on all these subjects during the next few months, it is difficult to judge now and what could usefully be taken up at the Summit. One important role is certain to be to give impetus to the preparations for the 1992 conference on the World Climate Convention.

Developing countries, Debt and Aid

7. The issues which required attention at Houston are likely to continue to be topical in London. We will want to give prominence to the link between development and good government, including human rights. If we are to be effective in this field, we will need to collaborate with other aid donors and the Summit could be helpful in this regard. On debt, the Chancellor may launch an initiative at September's Commonwealth Finance Minister's Conference on help for the very poorest countries. If the initiative has been accepted by the Summit, credit can be taken in the communique; if it has not the Summit could be used to push the initiative, as we used the Toronto Summit in respect of an earlier one.

8. Summits can provide useful opportunities to press forward particular schemes, such as the floods in Bangladesh (Paris) and Brazilian Forests (Houston), though care is needed to avoid focusing attention, and possibly resources, on issues not necessarily deserving such global priorities. ODA do not at the moment see anything, at least in Africa or Asia which merits specific Summit attention.

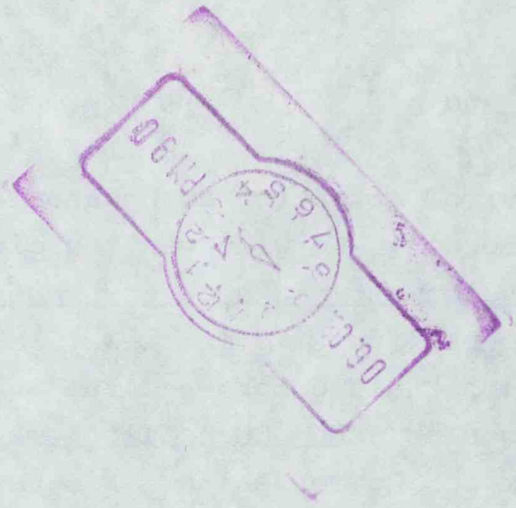
9. There will, of course be a list of other items eg on drugs for the Summit. But these can be followed up later.

10. It would be helpful to know whether you have any particular views at this early juncture.

11. I am sending a copy of this note to the Foreign and Commonwealth Secretary, the Chancellor of the Exchequer and to Sir Robin Butler.

N.L.W.

N L WICKS



CONFIDENTIAL Prime Minister (1)

Foreign and Commonwealth Office

London SW1A 2AH

1 August 1990

Does this sound acceptable, please? CDP 7/8

Dear Charles,

Economic Summit, London 1991

Thank you for your letter of 11 July. We are studying the Prime Minister's suggestions for the programme and will put forward detailed proposals.

You also asked for an early recommendation on precise dates. We have checked the UK and international calendars for the period 5-18 July and confirmed that there are no other significant political events which might influence our choice of dates. But we would, of course, expect President Mitterrand to want to be in Paris on 14 July, Bastille Day.

The Palace advise that The Queen has not yet begun to plan her programme for next summer, but the most likely time for her visit to Edinburgh is the first week in July. This would suggest that the earliest possible date would be Tuesday 9 July.

To enable participants from more distant countries to come to London over the weekend, and to avoid a clash with Cabinet on Thursday, there is some advantage in starting the Summit on a Monday, as in Houston. We would, therefore, recommend Monday 15 - Wednesday 17 July.

We understand that the business managers are aiming for the House to rise next year in mid-July. Clearly, if the Prime Minister intended to follow her usual practice of delivering a Statement to the House immediately after the Summit, the timing of the end of the session would need to be arranged to accommodate this.

If the Prime Minister agrees, we would seek The Queen's preliminary agreement to host a dinner on the evening of Tuesday 16 July. We would then propose these dates to the other Summit participants and, if all were able to agree, seek The Queen's formal approval and set in train the necessary arrangements.

We are also considering policy themes, in consultation with Nigel Wicks and relevant Departments. I understand that he hopes to return to you soon with preliminary ideas.

I am copying this letter to John Gieve and Nigel Wicks (HMT).

Yours, Stephen Wall

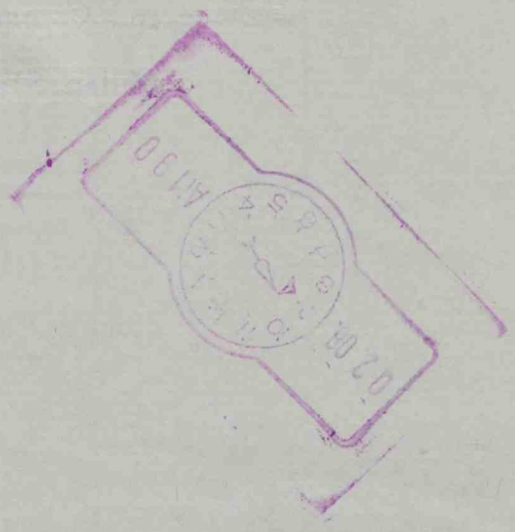
(J S Wall)
Private Secretary

C D Powell Esq
10 Downing Street

CONFIDENTIAL

ECON POL: London Econ Summit

pr27



CONFIDENTIAL

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10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

11 July 1990

Dear Stephen,

ECONOMIC SUMMIT, LONDON: 1991

The Prime Minister has begun to focus on the Economic Summit in London next year and would like to see early proposals on some aspects of the organisation.

The first of these is the length of the Summit. She thought the meeting in Houston was too long and would like to see us aim at something closer to the length of the NATO Summit in London, possibly starting with a dinner the evening before the first full day. At the most, she would not want it to extend over more than two complete working days. You will wish to consider this.

Her second concern is with the sort of entertainment which we offer. The Americans went to town in Houston with a rodeo and some very high-class entertainment after dinner on the second night. The Prime Minister thinks we should play to our strengths, which would suggest a special Beating the Retreat ceremony on Horse Guards, perhaps adding massed choirs and a display by the Royal Horse Artillery, as was the case with the Queen Mother's 90th birthday celebrations. The disadvantage of this is that it would put us at the mercy of the weather. If we are to go for this, we shall need to settle dates for the Summit very soon and presumably seek The Queen's permission to hold the ceremony, as well as make the necessary arrangements with the Ministry of Defence. I should be grateful if you would consult the Foreign Secretary and see whether he has any different ideas which he would like to put to the Prime Minister.

The other aspects of entertainment is formal lunches and dinners. Ideally we should keep the amount of movement around London to a minimum, which points to holding the lunches where we meet or very close by. The Prime Minister was much attracted by both Spencer House and Bridgewater House, and we might try one or other of them again, unless you have some better suggestions.

Third, there are a number of policy aspects which the Prime Minister thinks we should begin to address early in the autumn. These include an assessment of what we expect to be the main themes of the Summit and what would suit <u>us</u> best to emphasise. Nearer the time we shall also have to address the question of whether we want to see President Gorbachev associated with the Summit in some way or another.

CONFIDENTIAL

Finally, in the light of the above, we shall need to decide quite soon on precise dates in July next year for the Summit itself. It would be helpful to have a recommendation on this.

I am copying this letter to John Gieve and Nigel Wicks (H.M. Treasury)

Yours sincerely

CHARLES POWELL

J.S. Wall, Esq., L.V.O.,
Foreign and Commonwealth Office.

[redacted].0537

Miss Slocock

Charles Cr

6030

CABINET OFFICE

Government Offices Great George Street London SW1P 3AL Telephone 01-270

Principal Establishment Officer and Principal Finance Officer

B M Fox Esq
HM Treasury
Parliament Street
London SW1

9 July 1990

Dear Brian

1991 LONDON ECONOMIC SUMMIT

Thank you for your response to Joy Buchan's letter of 30 April. I was not wholly surprised to learn that neither you nor David Blatherwick see your respective Votes as an appropriate home for the funding of the 1991 Economic Summit. Our views about the suitability of the OMCS as controller of finance have not changed, but there is, I think, little to be gained in continuing the discussion. I am, therefore, prepared to retain the provision within the OMCS Vote and for the Cabinet Office to act as the financial controller, subject to certain conditions.

First, and most obviously, is the availability of funds. The amount at present in the OMCS baseline is insufficient to meet the current budgetary estimates for the Summit. A bid for additional provision was included in the OMCS 1990 PES submission but I must make it absolutely clear that, if this bid is not met in full, any shortfall cannot be found from elsewhere in the OMCS Vote. It will be for those organising the Summit to adjust the budgets to the available finance or to find alternative sources of funding. Secondly, I expect the handling of Summit expenditure to conform to the requirements of the OMCS Management Accounting System. This has built into it checks and monitoring procedures which will automatically be applied to the budgets for the Summit and will enable us to keep a careful watch on the overall level of expenditure. Finally, as holders of the purse, the OMCS will, of course, need a line of communication with the Summit Unit on financial matters and to have access to or be kept informed of other groups or committees which may determine expenditure.

These are, I believe, the minimum conditions under which it would be reasonable for the OMCS to accept accountability for expenditure which involves three separate Departments. With the possible exception of funding, I do not think they will present any problems at working level, but I would welcome your views.

I am copying this letter to David Blatherwick, and also to Nigel Wicks, Margaret Peirson, Robert Chase, Stan Gibby and Caroline Slocock.

Yours ever

Rex

S R DAVIE

ECON POL : London Summit

S 27

with compliments

C S
14/5

HM Treasury
Parliament Street
London SW1P 3AG

Tel: Direct Line 01-270
Switchboard 01-270 3000

Telex: 9413704
Fax: 01-270 5653

eog.bw/L5.90/Buchan

HM Treasury

Parliament Street
London SW1P 3AG
Telephone 01 270 4410

B M Fox
Principal Establishment and
Finance Officer

Miss J M E Buchan
Senior Finance Officer
Finance Division
Cabinet Office
Horse Guards Avenue
London SW1

10 May 1990

Dear Jo

1991 ECONOMIC SUMMIT

- with CAS?

Thank you for your letter of 30 April to John Edwards about which we subsequently spoke.

As I told you, whilst appreciating your own worries about accountability, I do not think mine would be any easier if we agreed to take on this responsibility. I would certainly be in no better position than you to assess the cost implications of FCO advice on physical arrangements or the requirements of protocol. In our view the expenditure should follow Ministerial responsibility - in this case the Prime Minister. She, and not the Chancellor, will, I assume, approve the arrangements on which the expenditure turns.

As regards the Sherpa role, Mr Wicks' appointment is purely personal and is, in any event, concerned with facilitating the business to be conducted. He has no role in deciding physical arrangements. I was interested to see, incidentally, that you have picked up the bill for some of his expenditure. I should be glad to know the details because most of the travel costs in connection with his Sherpa role have been borne by us, as a matter of convenience. It occurs to me that whatever the right home for this particular element of expenditure, we ought at least to ensure that it is treated consistently.

Returning to the main expenditure on the Summit itself, I do rather feel that, despite the problems, the expenditure is already in the right home and is properly accounted for with the Prime Minister's other costs.

I am copying this letter to the recipients of yours.

Yours

B FOX

cc Mr Kemp OMCS
Mr Wicks HM Treasury
Miss Peirson HM Treasury
Mr Blatherwick FCO, Central Buildings
Mr Chase FCO, Central Buildings
Miss Slocock No 10

Foreign and Commonwealth Office

London SW1A 2AH

8 May 1990

Miss J M F Buchan
Senior Finance Officer
Cabinet Office
Whitehall
LONDON SW1

Dear Miss Buchan,

1991 LONDON ECONOMIC SUMMIT

1. You kindly copied me your letter of 30 April to Edwards at the Treasury about provision for the 1991 London Economic Summit (not 1992, incidentally).

2. Other considerations aside, this year's PES round is already so advanced that it is now neither reasonable nor possible to look to the FCO to take on responsibility for the relevant PES bid. Our expectation has been that OMCS would make the provisional bid, as it did in 1988, and it is now only practical for OMCS to see the process through. The FCO will of course be involved with the day-to-day detail of Summit arrangements, and we stand ready to provide as much factual input as we can. To this end we will try to let you have within the next week or two the best possible indicative estimates for expenditure on events which are our concern, if that would be helpful. With detailed preparation yet to start, the figures will inevitably be provisional. They will be refined as the FCO special unit for the Summit (to be set up progressively from July) gets down to detailed planning. This is no different in principle to the process followed for the 1984 Summit.

3. Indicentally, we are not convinced by your argument that since the OMCS does not administer the Summit, OMCS should not be responsible for the PES bid. And Nigel Wicks' role as Sherpa, responsible directly to the Prime Minister, is quite separate from his role as a senior Treasury official. There is no justification for changing past practice whereby the Summit, as a Prime Ministerial event, is funded through your Department.

/4.

PT2AMI

M.24

4. I am copying this to Brian Fox and Peter Mountfield in the Treasury, and to Peter Kemp at the OMCS.

Yours ever,

David Blatherwick

D E S Blatherwick

PT2AMI

→ CAS

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1/5.

File

CABINET OFFICE

Government Offices Great George Street London SW1P 3AL Telephone 01-270

Mr J Edwards
Finance Officer
HM Treasury
Room 1308
Alencon Link
Basingstoke
RG21 1JB

30 April 1990

Dear Mr Edwards

1992 ECONOMIC SUMMIT

The United Kingdom is to host the 1992 Economic Summit. Preparations are already underway and involve OMCS, Treasury and the FCO.

Mindful of the problems which arose over funding for the last Economic Summit hosted by the UK, and of the long lead time required for the arrangements, a provisional bid for funding was included in the 1988 PES bid for OMCS, but with no commitment to the OMCS taking the role of lead department. Responsibility for the Sherpa role had not then been assigned. The OMCS baseline includes running cost provision of £474,300 in 1990-91 and £2,350,000 in 1991-92. This provision is based purely on updated costs of the previous summit as we have had no means of assessing the costs of the 1992 Summit.

I have discussed this with 10 Downing Street and we do not consider that OMCS is best placed to take responsibility for, or to administer, the funding for the 1992 Summit. The Sherpa role was retained by Mr Wicks on his return to the Treasury and Treasury are the lead department on the subject of the Summit. FCO are involved in making the physical arrangements for the Conference and for ensuring that correct protocol is observed. OMCS involvement arises because the Prime Minister's costs are borne on the OMCS Vote. No. 10 are obviously in close touch with those making the arrangements but in general the OMCS does not have the lead role. Without considerable input from FCO and Treasury we have no yardstick by which to assess the overall funding requirement nor do we have any direct control over decisions on spending to ensure that expenditure remains within voted limits. A recent incident involving a requirement for

funding for a Sherpa meeting, arranged by the FCO at the request of Mr Wicks but funded from the OMCS Vote, has highlighted the problems and delays inherent in "distant management" of the funding. These can only increase as the pace of the arrangements quickens. It would, I believe, be more efficient, and more in line with the principles of accountability, if responsibility for the funding was assumed by one of the departments more actively involved in the arrangements.

I would welcome your views on this. A decision needs to be taken before the end of May if a bid for any additional provision is to be included in 1990 PES and arrangements made for the transfer of existing funds.

I have copied this letter to Mr Blatherwick and to Mr Kemp, Mr Wicks, Mr Chase, Miss Slocock and Miss Peirson for information.

J M E BUCHAN
Senior Finance Officer
Finance Division

file to
c: 1992

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

MR. BUCHAN

cc:

Sir Robin Butler
Mr. Kemp
Mr. David

1992 ECONOMIC SUMMIT

Thank you for your minute of 6 April, which I have discussed with Charles Powell here as he is most closely involved in the arrangements for the 1992 Economic Summit. I have also seen Peter Kemp's comments to you.

2. We feel strongly that the Treasury or the FCO should take this on, rather than the OMCS. They will be making the detailed arrangements, and we are not best placed to administer the financial aspects of this project, particularly given the very large sums involved. We would therefore agree that you should approach these Departments to arrange the transfer of the financial responsibility, as you suggest.

CAS

24 April 1990

CDS.

CS
I feel strongly that Treasury or FCO should take this. We are not able to administer sums of this size
Mr Powell

Mr Powell
Any views?
CAS 12/4

03457

FROM: J M E BUCHAN
Date: 6 April 1990

MISS C SLOCOCK

cc Sir Robin Butler
Mr Kemp
Mr Davie

Clearly some body has to fund the 1992 summit. But it ought to be the decision makers. If what we are not. But giving up [illegible] of power, and we need to be clear that if we do [illegible] in no loss of power. The Bydoy [illegible] [illegible] already. Do we really want to [illegible] [illegible] [illegible] [illegible] No 10 may [illegible] [illegible] [illegible] [illegible]

1992 ECONOMIC SUMMIT

The United Kingdom is to host the 1992 Economic Summit. Preparations for the summit are already underway and involve OMCS, Treasury and the FCO.

Mindful of the problems which arose and funding for the last Economic Summit hosted by us, and of the long lead time required on the arrangements a provisional bid for funding was included in the 1988 PES bid for OMCS, but with no commitment to being the lead department as responsibility for the Sherpa role had not then been assigned. The OMCS baseline includes running cost provision of £474,300 in 1990-91 and £2,350,000 in 1991-92. This provision is based purely on updated costs of the previous summit as we have had no means of assessing the costs of the 1992 Summit. The overall provision is almost certainly inadequate and will need to be increased in the 1990 PES round.

I am not convinced that OMCS is best placed to take responsibility for, or to administer, the funding for the 1992 Summit. OMCS involvement comes about because the Prime Minister's costs are borne on the OMCS Vote. However the Sherpa role was retained by Mr Wicks on his return to the Treasury and Treasury are the lead department on the subject of the Summit. FCO are involved in making the physical arrangements for the Conference and for ensuring that correct protocol is observed. No. 10 is obviously in close touch with those making the arrangements but in general the OMCS appears not to be taking a lead role. Without considerable input from FCO and Treasury we have no yardstick by which to assess the overall funding requirement nor would we have any direct control over spending to ensure that expenditure is within voted limits. A recent incident involving a requirement for funding for a Sherpa meeting, arranged by the FCO at the request of Mr Wicks but funded from the OMCS Vote, has highlighted the problems and delays inherent in "distant management" of the funding. These can only increase as the pace of the arrangements quickens. It would, I believe, be more efficient, and more in line with the principles of accountability, if responsibility for the funding was assumed by either of the departments actively involved in the arrangements, Treasury or FCO.

Why not?

4.6

decision on this needs to be taken before the end of April if a bid for any additional provision is to be included in 1990 PES. I am prepared to approach Treasury and FCO about transfering financial responsibility but would first welcome your views on whether there are any underlying reasons why OMCS should retain financial responsibility.

pp T J Gibbs.

J M E BUCHAN
Finance Division

RESTRICTED

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

1 December 1989

UK ECONOMIC SUMMIT, 1991

I have discussed your minute of 30 November about the Economic Summit in the United Kingdom in 1991 with the Prime Minister. She agrees that we should now opt for the period 5-18 July, without attempting to set a precise date at this stage. You should therefore go ahead with reserving conference accommodation for that period. She also agrees that the Summit itself should be held in Lancaster House, with the QEII Conference Centre used for the press.

I am sending copies of this letter to the Private Secretaries to the Foreign Secretary and the Chancellor of the Exchequer and Sir Robin Butler.

C. D. POWELL

Nigel Wicks, Esq., C.V.O., C.B.E.,
H. M. Treasury

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RESTRICTED

(1)

PRIME MINISTER

ECONOMIC SUMMIT, 1991

Nigel Wicks' minute asks for decisions on two points about the 1991 Economic Summit in London:

- on the date, you will recall that you earlier agreed to exclude the period from mid-May to early June in case of an election. That left two possibilities: early May or mid-July. Nigel now recommends that you opt for the period 5-18 July, without setting a precise date in that period yet. It is necessary to reach a decision, in order to book the necessary accommodation.

- on the venue, you earlier expressed a preference for the QEII Conference Centre. But Nigel's researches show that is really the only place we can accommodate the press, and that the Summit itself will have to be in Lancaster House or No.10: he recommends Lancaster House.

Agree these two recommendations?

C.D.P.

Yes

(CHARLES POWELL)

30 November 1989

RESTRICTED

RESTRICTED

FROM: N L WICKS
DATE: 30 NOVEMBER 1989
Ext : 4369

PRIME MINISTER

UK ECONOMIC SUMMIT 1991

We need to start planning for the 1991 Summit!

2. You agreed last April that the site of the Economic Summit in 1991 should be in London and that preliminary bookings should be made for the two possible periods of 1-14 May and 5-18 July. I think that we should come to a firm decision on the dates and the main venues in view of the pressure to make firm bookings and set the administrative arrangements in train.

3. The traditional sequence of events (followed closely in 1989 and likely to be repeated in 1990) is for the Summit to be preceded by the IMF/IBRD Spring Meetings (normally in April) and the annual OECD Ministerial (normally in early June). The date for the OECD Ministerial is moveable, but holding the Summit in May would obviously severely squeeze this preparatory schedule. Another advantage of the July date would be that in May the EC Presidency, which attends the Summit, will be represented by Luxembourg; in July it will be the Netherlands, a more suitable Summit participant. I therefore recommend that you choose a July date.

4. I assume that you wish to host a Summit broadly consistent with the pattern set by recent Summits. This would involve some two days of meetings, including informal discussion over meals as in 1984, with working lunches and dinners in appropriate venues - we will submit suggestions later. Inevitably there will be a massive influx of journalists. The Foreign and Commonwealth Office intends to allocate staff to special units to cover the administrative and press arrangements for the Summit from mid-1990 as the workload builds up; they will make proposals for the detailed programme in due course.

RESTRICTED

5. We have searched hard at possible venues for the Summit. But the options are severely limited by the need to provide the highest standard of conference facilities and by the need to cater for some 5,000 press, who need to be as close as possible to the site of the Summit meetings. You expressed a preference (in Charles Powell's letter of 28 April to Stephen Wall) to hold the Summit in the Queen Elizabeth II Conference Centre. Further studies show, however, that the Conference Centre combined if necessary with the Central Hall and Church House, is really the only place that offers the kind of facilities in this part of London that could handle the numbers of journalists we can expect. Other permutations inevitably run up against the problems of cost (eg fitting out the Horticultural Halls) or distance (the Connaught Rooms in Convent Garden were used in 1984 but proved far from ideal).

6. In these circumstances I think that the best practical alternatives for the Summit itself are No 10 or Lancaster House (as in 1977 and 1984 respectively). No 10 certainly would be possible, but a bit cramped and as in 1977, would require some construction (eg for interpreters' booths). Lancaster House on the other hand has most of the necessary space and facilities already in place, although it will be necessary to erect some temporary offices in the gardens (as for CHOGM in 1977) to replace the rooms in the Stableyard Block used in 1984 which are no longer available.

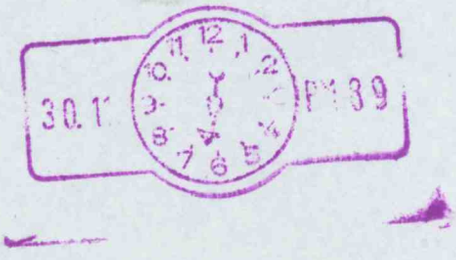
7. So I recommend that the Summit should be held at Lancaster House and the press centre at the Queen Elizabeth II Conference Centre.

8. I should be grateful to know if you agree with these recommendations so that we may confirm the provisional bookings. I suggest we retain bookings for the moment for the whole of the 5-18 July period. There is no need at this stage to take a final decision on precise dates.

9. I am sending a copy of this minute to the Foreign & Commonwealth Secretary, the Chancellor of the Exchequer and to Sir Robin Butler.

N.L.W.

N L WICKS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FILE MM

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dc PC

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

28 April 1989

Dear Stephen,

UNITED KINGDOM ECONOMIC SUMMIT 1991

Thank you for your letter of 27 April about the site of the Economic Summit in 1991. The Prime Minister agrees that it must be in London and prefers the Conference Centre to Lancaster House.

I am sending a copy of this letter to Alex Allan (HM Treasury) and to Trevor Woolley (Cabinet Office).

Yours ever,

C. D. POWELL

Stephen Wall, Esq.,
Foreign and Commonwealth Office

CONFIDENTIAL

KK

CONFIDENTIAL

Foreign and Commonwealth Office

London SW1A 2AH

27 April 1989

I prefer the Conference Centre me

Prime Minister

Do you prefer the QE II Centre or Lancaster House?

CDP 27/4

Dear Charles,

UK Economic Summit 1991

(FLAP)

In your letter of 7 September 1988 you recorded the agreement of the Prime Minister and the Foreign Secretary that we consider sites outside London for the UK Summit in 1991. We have made a very thorough trawl of possible sites throughout England, Scotland and Wales.

The Foreign Secretary was particularly keen that we should be able to hold the Summit outside London. However, after considering all the alternatives, he has reluctantly reached the conclusion that London is, after all, the only feasible option. The Summit is simply such a large affair now; we can expect in the region of 4,000 press, and at the Toronto Summit last year the US delegation alone ran to 775 people. Nowhere outside London can offer all of the facilities required, taking into account security and other essential considerations.

There are various possible combinations of locations in London for Summit events. The conference itself could either be held in the Queen Elizabeth II Centre, with press facilities in the nearby Horticultural Halls, which are being refurbished; or in Lancaster House, as in 1984, leaving the Queen Elizabeth II Centre for the press. We already have reserve bookings for the last two of these and could book the Horticultural Halls if the first option is chosen. We shall also make a point of offering an imaginative selection of places for meals for the Summit leaders.

The Foreign Secretary very much hopes that, on future occasions, we shall be able to find somewhere outside the capital for major conferences like this. We are constantly on the lookout for potentially suitable sites. Birmingham, for example, has plans to build an impressive conference centre. But with a scheduled opening date of April 1991, only one month before the first of our two sets of dates, it would be too risky to plan to hold the Summit there.

I am copying this letter to Alex Allen (HMT) and Trevor Woolley.

Yours,

Stephen Wall

(J S Wall)
Private Secretary

C D Powell Esq
10 Downing Street

CONFIDENTIAL

Economic Policy. Pt 22

London Economic Summit 1991

CONFIDENTIAL AND PERSONAL

10 DOWNING STREET

From the Private Secretary

1 October 1988

ECONOMIC SUMMIT 1991

Thank you for your letter of 30 September about the booking of the Queen Elizabeth II Conference Centre for the Economic Summit 1991. I agree that the dates which you propose offer us sufficient flexibility.

CHARLES POWELL

Lyn Parker, Esq.,
Foreign and Commonwealth Office.

CONFIDENTIAL AND PERSONAL

CONFIDENTIAL & PERSONAL

Prime Minister
Contact with this?
CDP 30/9.

(1)

Foreign and Commonwealth Office

London SW1A 2AH

30 September 1988

Dear Charles,

Yes mt

Economic Summit 1991

Your letter of 7 September recorded the discussion between the Prime Minister and the Foreign Secretary on the dates and venue for the 1991 UK Economic Summit. We shall be going through our bookings with the Queen Elizabeth II Conference Centre on 6 October, and will let the Centre know that we can release our existing reservations in late May and in June, but that we shall want to keep those for 1-14 May and also reserve the first half of July.

advised by FCO 3/10. CDP told.

There is a slight problem over days at the very beginning of July. The Centre already has a commercial booking for the first four days of that month. Would you wish to override that booking? Doing so would involve a financial penalty of £15,000 which the Centre would no doubt want HMG to reimburse. There would, however, be no problem in reserving the Centre for 5-18 July. Our view is that this period should offer sufficient flexibility over dates for a two and a half day Summit in the early part of that month, but you will want to consult the Prime Minister.

£51,000 *

We are looking into the options for a Summit outside London. I shall write again with our suggestions in due course.

Yours ever,

Lyn Parker

(L Parker)
Private Secretary

C D Powell Esq
10 Downing Street

CONFIDENTIAL & PERSONAL

CONFIDENTIAL AND PERSONAL

File MJ

Minty Record

10 DOWNING STREET SUBJECT

cc master

LONDON SW1A 2AA

From the Private Secretary

7 September 1988

Dear Stephen.

ECONOMIC SUMMIT 1991

The Prime Minister and the Foreign Secretary had some discussion this afternoon about the dates for the Economic Summit in the United Kingdom in 1991 and the question of reserving The Queen Elizabeth II Conference Centre. It was agreed that it would be prudent to reserve the Centre for the first half of May and the first half of July, but it would probably not be necessary to hold reservations for the remainder of May or the month of June.

At the same time the Prime Minister and the Foreign Secretary did not rule out the possibility of holding the Summit somewhere outside London, possibly at Gleneagles. They recalled that contingency plans had been made for this in 1984 and thought it would be prudent to look at this again and consider whether a tentative reservation ought to be made for 1991.

Yours sincerely,

Charles Powell

Charles Powell

Stephen Wall, Esq.,
Foreign and Commonwealth Office.

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CONFIDENTIAL AND STRICTLY PERSONAL

10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

26 August 1988

ECONOMIC SUMMIT 1991

Tom Richardson has written to Nigel Wicks about the dates of the 1991 Economic Summit in London. I enclose a copy of his letter. Anyone who makes a statistical analysis of the dates of General Elections in this country since 1979 will realise the political sensitivity of this. I think the Prime Minister will wish to discuss it with the Foreign Secretary at a bilateral soon. Meanwhile my own view is that we should indeed reserve the Conference Centre for dates in early July (rather than June).

(C. D. POWELL)

Stephen Wall, Esq.,
Foreign and Commonwealth Office.

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PRIME MINISTER

ECONOMIC SUMMIT 1991

It will be our turn to host the Economic Summit again in 1991. The attached letter from the FCO explains that they have been reserving the Queen Elizabeth II Conference Centre for a wide range of dates in May and June 1991: but this is becoming quite expensive, as other bookings are being turned away and compensation sought.

There are a number of points to consider:

- dates. Summits have usually been held in late May or early June but not invariably so. Two have been held in early May and next year's Summit will be in July. The main problem with 1991 is that, on past precedent, there must be quite a high probability of an election in the period May/June of that year. A commitment to a Summit then would be a complication and perhaps an unwelcome constraint. It might be best to decide here and now that we would aim for dates in early May or early July but not in the period 15 May-30 June. This would seem to leave the greatest possible flexibility;

- venue. The Queen Elizabeth II Conference Centre was more or less purpose built for occasions such as the Summit. Should we work on the assumption that you would want to use it in preference to Lancaster House or any other venue? If the answer is yes, then we could at least narrow down the periods for which we are reserving it to 1-14 May and 1-14 July.

Agree?

I will have a word with Nigel Lawson & Geoffrey Howe.

CDP

C. D. POWELL
24 August 1988

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ANDY

Charles.

30 May to 8 June would probably be the best period for the Summit. Going by this year's and next year's diary it will probably clash with the recess-but the earlier period is usually full of conferences - as is the latter period. If the past is anything to go by we will be in the middle of a General Election!

Tessa

Tessa
24 August 1988

Foreign and Commonwealth Office

London SW1A 2AH

22 August 1988

1. Mr Gaisman Any comments ?

2. R Powell cc.

N L Wicks Esq CBE
10 Downing Street

Dear Nigel,

AAR 23/8

1991 LONDON ECONOMIC SUMMIT: DATE AND VENUE

1. The next Summit in London is still three years away, but your preliminary thoughts on the Prime Minister's likely preferences would help us with certain problems which have already emerged over the date and venue of this event.

2. The Queen Elizabeth II Conference Centre is the most suitable venue - Protocol Department say the only really suitable one; it was built with such meetings in mind. We have provisionally reserved some 48 days in May and June 1991 to cover possible Summit dates: 1-22 May, 30 May-8 June, and 15-30 June 1991 (there are longstanding commercial bookings for 23-29 May and 9-14 June). But the Centre is already having to turn away competing (and lucrative) bookings for these periods, and has put us under considerable pressure to pay the opportunity cost of any cancelled reservations that it was subsequently unable to fill (and 10% of the cost of those rebooked).

3. We recognise that the PSA must operate within their Ministerial remit to operate the Centre commercially, with the objective of maximising revenue so as to minimise the net cost to the Government. We should therefore like to be helpful by reserving as short a period as feasible for the Summit. We have already assured the PSA that we shall be able to make a firm and binding booking in the summer of 1990 (since the declaration issued at one Summit usually contains agreed dates for the next). I suggest that we could also offer to release the first two weeks of May. Bearing in mind the usual 'scene-setting' meetings like the IMF/IBRD meetings and the OECD Ministerial Council that take place in the spring/early summer, a Summit in early May seems a very compressed timetable (though, as you will see from the enclosed list, Bonn 1985 and Toyko 1986 were held early in the 'season').

3. If we do release 1-14 May, that would leave us with essentially two options for an earlyish Summit, ie 15-22 May or 30 May-8 June, plus a sixteen day period in the second half of June (15-30). Do you think that this leaves the Prime Minister with sufficient flexibility over dates?

4. We focussed on May and June as the traditional months for the annual Economic Summit. Before President Mitterand decided that next year's Summit should coincide with the Bicentary of the French Revolution, only two Summits had been held in July. I hope you are content that we have not asked the QE II Centre to reserve any dates in July; but if not could you let me know?

Yours ever,

Tom

T L Richardson
Economic Relations Department

cc: Mr Bayne
Sir G Littler, HMT

Rambouillet	15 - 17 Nov	1975
Puerto Rico	27 - 28 June	1976
London	6 - 8 May	1977
Bonn	16 - 17 July	1978
Tokyo	28 - 29 June	1979
Venice	22 - 23 June	1980
Ottawa	19 - 21 July	1981
Versailles	4 - 6 June	1982
Williamsburg	28 - 30 May	1983
London	7 - 9 June	1984
Bonn	2 - 4 May	1985
Tokyo	4 - 6 May	1986
Venice	8 - 10 June	1987
Toronto	19 - 21 June	1988
Paris	14 - 16 July	1989

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