

This Copy to Mr Alexander
(No 10)

Mr Lyne (2 copies)

Yes

Ans

Prime Minister

①

Ans

You would probably prefer to aim for an
11.50 arrival to avoid cutting things
too fine?

Ans

RHODESIA CONFERENCE: SIGNING CEREMONY/RECEPTION

Signing Ceremony

1. Here is the third draft of the programme for the signing ceremony: as you know we are aiming to have a rehearsal at Lancaster House at 4 pm this afternoon, so we should aim to have the plan in final form by that time.

2. Please could you let me know what time the Secretary of State is likely to arrive at Lancaster House. If he is likely to be in No. 10 Downing Street perhaps the Lord Privy Seal or Mr Luce could greet the invited guests, who are due to arrive between 11 and 11.20 am. This greeting will have to take place in the West Ante Room on the first floor as the Main Hall will have to be used for hats and coats.

3. We also need to know when the Prime Minister will arrive. If she wishes to go straight to the Long Gallery on arrival I suggest that she should arrive at four minutes to 12 so that she can be in her seat by two minutes to 12, when the Secretary of State is due to lead the platform party to their seats.

4. You will see from the attached plan that VIPs and members of delegations will be seated in the south block. Row 1 will be the tribune of honour so to speak, for the Prime Minister, British Ministers, the Doyen (Mauritius High Commissioner) and the PUS. Rows 2-5 will be for members of the delegations and rows 6-13 for the invited guests. We shall not attempt to allocate seats for the invited guests but will simply usher them into the rows as they arrive.

Reception

5. Miss Gale and Miss Edwards (extensions 3113 and 7820) are now dealing with the invitation lists for the reception and I should be grateful if all questions about the guest list could be referred to them.

E B. Chaplin.

E B Chaplin (Miss)
Conference and Visits Section
Protocol and Conference Department
(253-5037)

20 December 1979

cc: PS/LPS PS/Mr Luce PS/PUS Mr Day Mr R Renwick
 Mr Powell Mr Sheinwald (2 copies) Mr du Boulay
 Mr Martin Miss Pecover Secretariat (10 copies)

19 December

RHODESIA CONSTITUTIONAL CONFERENCE: ARRANGEMENTS FOR THE SIGNING CEREMONY IN THE LONG GALLERY, LANCASTER HOUSE AT 1200 HOURS ON FRIDAY 21 DECEMBER 1979

TIME	EVENT	OFFICIALS
0900 hours	Installation of TV lighting, cabling etc to be completed.	
1000 hours	TV and cines to be in position in the Long Gallery.	
1000 - 1100 hours	Press representatives to be escorted in groups to the Long Gallery and still cameramen to the Music Room; all go via the left-hand side of the staircase and the North Door to the Long Gallery.	See Press plan
	NB: RMP will be positioned on staircase, the east and west sides of the first floor gallery and at the north and south doors to the Long Gallery: and will control access to the State Drawing Room and Chairman's Office.	
1030 hours	Coffee served in the State Drawing Room.	
1050 hours	Secretariat and PCD ushers take up their stations.	Foot of the stairs - Mr Berry Top of the stairs - Mr Ralph
1055 hours	UK Delegation officials and some members of the Salisbury and Patriotic Front Delegations arrive.	State Drawing Room - Mr Sheinwald
1100 - 1120 hours	Invited guests arrive and are escorted to the State Drawing Room, to the right-hand side of the staircase (hats and coats may be left in the cloakroom on the ground floor).	Front Hall - Mr R W du Boulay Ushers: Mr Martin Miss Pecover Miss Gale Miss Edwards

TIME	EVENT	OFFICIALS
1100 hours approx	Salisbury principals arrive from No. 10 Downing Street and proceed to the State Drawing Room.	[? Mr Day to greet]
1125 hours	Members of Delegations, excluding Alcove parties and principals, take their seats in the Long Gallery (total 34).	
1130 - 1140 hours	Invited guests take their seats, in the south block (total 62).	PCD Ushers:
1140 hours approx	Patriotic Front principals arrive from No. 10 Downing Street and proceed to the State Drawing Room.	
1150 hours	Alcove parties take their seats (total 12).	
?1150 hours	Arrival of the Prime Minister. (? To be greeted in the front hall by the Secretary of State) She will proceed to the State Drawing Room [or directed to the Long Gallery].	
?1155 hours approx	Prime Minister takes her seat in the Long Gallery.	
1158 hours approx	When all are seated the Secretary-General will inform the Secretary of State, who will invite the principals to take their seats. They will enter the Long Gallery in the order of seating ie Mr Mugabe, Mr Nkomo, Secretary of State, Bishop Muzorewa, A N Other and the Lord Privy Seal (see seating plan attached).	
Then	First rota of cameramen enter.	

TIME

EVENT

OFFICIALS

1200 hours

Secretary of State to make opening statement or a few words of welcome. He will invite the others to sign. Documents bearers, who will have been waiting in the East Ante Room, will take their places behind the four principals on the dais and will place a copy in front of each of the four principals. [Amend to include Lord Privy Seal].

Documents will be passed between the bearers after each signing to fit in with the change over of the still cameramen (3 rotas of 1 1/2 minutes each with TV coverage of the final set of signatures).
When

When signing has been completed bearers will exit with the documents via the South Door.

Rota cameramen will exit via the North Door and will wait in the Music Room until they can be escorted from the building.

Mr Ralph,
Mr Sheinwald,
Mr Berry
.....

1210 hours
approx

? Address by the Secretary of State.

1220 hours
approx

At the conclusion of the ceremony the S of S and principals will lead invited guests and members of the Delegations to the State Dining Room (ground floor) for a reception.

Press representatives will be escorted from the building under arrangements made by the Press Centre Manager.

1230 hours

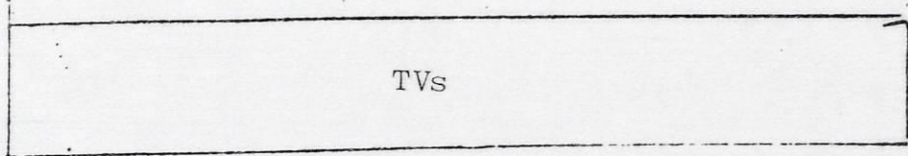
Arrival of guests attending the reception.

VERBATIM WRITERS

ENGINEERS

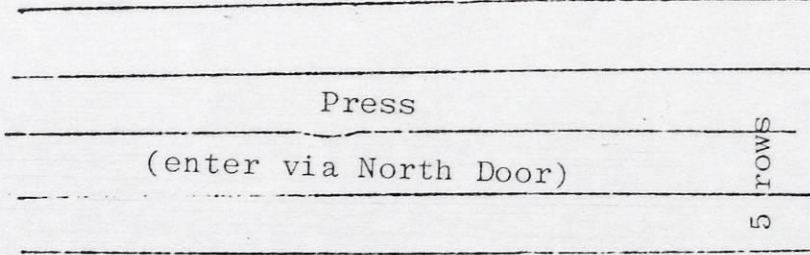
300 seats

10 rows



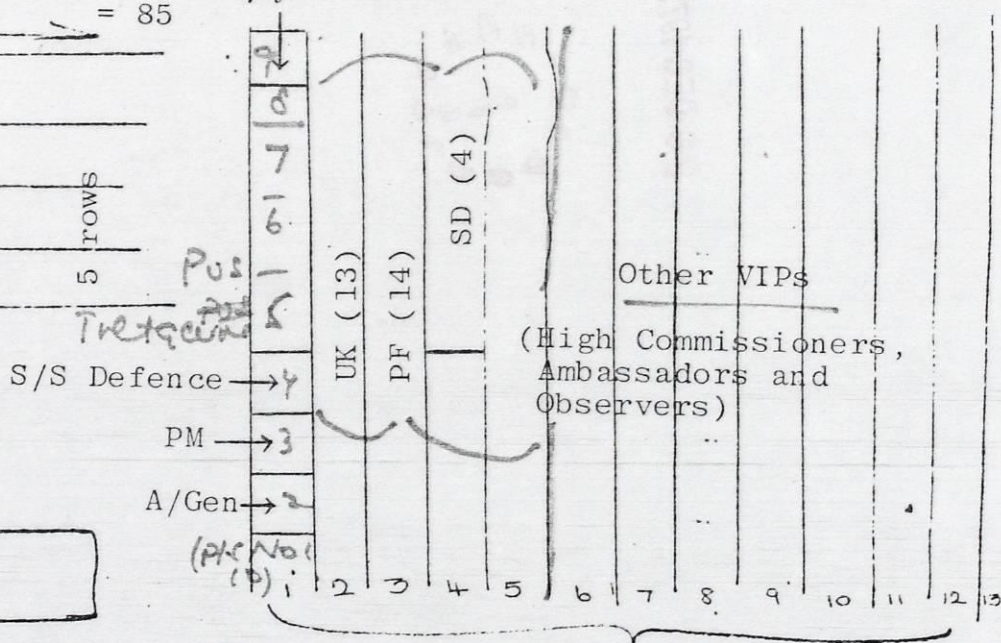
13 rows

← 17 Seats → = 85



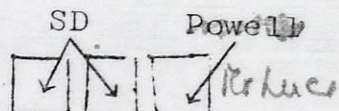
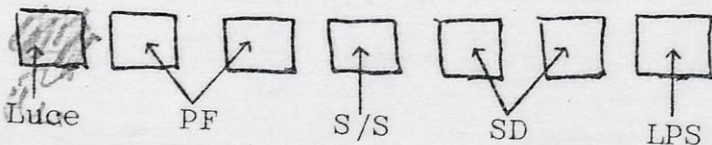
Press/Others
(enter via North Door)

Doyen

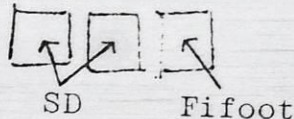
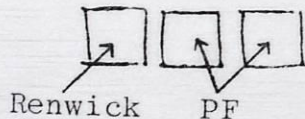


9 7 8 9
seats

= 84



9 seats per row = 117



TO VERONESE ROOM AND MUSIC ROOM



TO EAST ANNEX AND DELS LOUNGE

LONG GALLERY SEATING PLAN

DEPT OFFICE
UNIT
NUMBER
IN BOX

20 DEC 1979



UNIT NUMBER



UNIT NUMBER
IN BOX

UNIT NUMBER
IN BOX