

Cabinet Office  
70 Whitehall  
London SW1

1 July 1982

PS(82) 18

Dear Private Secretary

Security of Ministers Travelling Overseas

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

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

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

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

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

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

Yours sincerely

(Signed) D J WRIGHT

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