



10 DOWNING STREET

From the Private Secretary

SIR ROBERT ARMSTRONG

London Economic Summit

The Prime Minister has seen your minute of 30 January and has taken the following decisions:

- (a) She will greet the Heads of State and Government on her own at Kensington Palace.
- (b) She will greet President Reagan when he arrives on 4 June.
- (c) Meetings of Heads of Government should take place in the Music Room at Lancaster House.
- (d) The plenary lunch on 9 June should be held in the State Dining Room at Lancaster House and the separate working lunch hosted by the Prime Minister on 8 June should be held in the East Dining Room.
- (e) The Prime Minister does not wish to visit Lancaster House to examine these arrangements.
- (f) There should be note-takers at all sessions, though not at meals.
- (g) No recordings should be made of the discussions.
- (h) On the first day there should be a meeting for Heads of State or Government only, followed by a plenary in the afternoon (i.e. the Williamsburg pattern).
- (i) The President of the European Commission may attend all the meetings and meals attended by the Heads of State or Government.
- (j) There should be a photocall in Downing Street before dinner on 7 June.
- (k) The Prime Minister wishes this meal to be completed by 9.30 p.m. so that her guests may watch the Beating of the Retreat from No. 10 over coffee.

/ (1) Spouses

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- (l) Spouses of Heads of State and Government should be invited to the final banquet - but not spouses of other Ministers.
- (m) The final press conference should be held at the Guildhall.

A. J. COLES

1 February, 1984

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