

CONFIDENTIAL

cc ~~SY~~

*OWB*  
*18/4*

Cabinet Office  
70 Whitehall  
London SW1A 2AS

17 April 1984

PS(84) 5

Dear Private Secretary,

Anglo-German Summit: 2 May 1984

The letter of 12 April setting out the briefing arrangements for the next Anglo-German Summit on 2 May included at Annex A a list of briefs to be prepared. This list has now been revised. I attach the revised list and should be grateful if briefs could be prepared as appropriate.

I am sending copies of this letter to the Private Secretaries to Sir Antony Acland, Sir Peter Middleton, Sir Brian Hayes, Sir Anthony Rawlinson, Sir Clive Whitmore, Sir Michael Franklin, Mr M E Quinlan, Mr P E Lazarus, Sir Kenneth Couzens, Sir Brian Cubbon, Mr D J S Hancock and Sir Kenneth Stowe, and to John Coles at No 10.

Yours sincerely,

(Signed) LINDSAY WILKINSON

CONFIDENTIAL

LIST OF BRIEFS FOR ANGLO-GERMAN SUMMIT  
2 MAY 1984

<u>EMV(84)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
1.	Index of Briefs	FCO(WED)	Cabinet Office
2.	General Brief (this will cover the subject matter of the briefs below and will have paragraphs on each of the following: Arab/Israel and Lebanon; Iran/Iraq; Falklands/Argentina; Cyprus; Southern Africa; Central America; UNLOSC; Hong Kong; Airbus; CERN)	FCO(WED)	Other FCO and Whitehall Depts
3. (a)	General Brief on the European Community (which will be mainly concerned with the post-Stuttgart negotiation but will contain paragraphs on enlargement (including Gibraltar); trade issues; internal market; industrial policy; employee participation; EC/Turkey; EC/United States; EC/Hungary; EC/Cyprus; new policies)	FCO(ECD(I))	Treasury DTI MAFF Employment Transport as appropriate
	(b) Community Financing	FCO(ECD(I))	MAFF Treasury
	(c) Community Agricultural Matters	MAFF	FCO(ECD(I)) Treasury
4.	Political and Defence Co-operation in Europe	FCO(WED)	FCO(ECD(E)) FCO(Def Dept) MOD Treasury
5.	International Economic Issues and the London Economic Summit (to include international debt and North/South issues)	Treasury	FCO(ERD) DTI

CONFIDENTIAL

<u>EMV(84)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
6.	East/West and Inner German Relations (including Berlin, preparation for NATO meeting on 29-31 May, and Poland)	FCO(Sov Dept) FCO(WED)	FCO(Def Dept) FCO(TRED) MOD
7.	Arms Control and Disarmament (including CDE, MBFR, CW, INF/START and emerging technologies) <del>ASAT</del> SDI	FCO(Def Dept)	MOD FCO(ACDD)
8.	UNLOSC	FCO(MAED)	MOD Treasury
9.	Bilateral Relations (including review of Anglo-German relations and bilateral defence matters)	FCO(WED)	FCO(Def Dept) MOD Treasury and others
10.	German Internal Scene (background brief, covering both economic and political aspects)	FCO(WED)	FCO(ESID) DTI Treasury

Germany PT 8  
KMS results

010



Ref. A084/1175

MR COLES

Prime Minister's Briefing Meeting for Anglo-German Summit:  
2 May 1984

I should be grateful for your agreement to the following being invited to attend the Prime Minister's briefing meeting on Tuesday 1 May at 4.30 pm:

- Foreign and Commonwealth Secretary
- Chancellor of the Exchequer
- Secretary of State for Defence
- Minister of Agriculture, Fisheries and Food
- Secretary of State for Trade and Industry

2. You may wish to invite the following officials:

- Sir Julian Bullard )
- Sir Crispin Tickell ) FCO
- Sir Jock Taylor, HM Ambassador, Bonn
- Sir Peter Middleton, Treasury
- Sir Clive Whitmore, MOD
- Sir Michael Franklin, MAFF
- Sir Brian Hayes )
- Sir Anthony Rawlinson ) DTI
- Sir Robert Armstrong )
- Mr Goodall ) Cabinet Office
- Mr Williamson )

PETER MARTIN

13 April 1984

010  
CONFIDENTIAL

AJC  
Cabinet Office  
70 Whitehall  
London SW1A 2AS

12 April 1984

PS(84) 4

A.S.C. 1/4.

Dear Private Secretary,

Anglo-German Summit: 2 May 1984

This letter sets out the briefing arrangements for the Anglo-German Summit which is to take place at Chequers or in London on 2 May 1984.

The list of briefs to be prepared, with an indication of departmental responsibility, is at Annex A. In order to reduce the briefing as far as possible, fewer briefs are being commissioned than for previous Summits and many of the less important subjects or those unlikely to be discussed substantively between Heads of Government are being covered by means of paragraphs in the General Brief rather than in separate briefs. Instructions on format are at Annexes B and C. Those preparing briefs should note carefully the details on the format of briefs set out in Annex B. Departments should in particular aim to ensure that, apart from the General Brief, individual subject briefs are kept as short as possible.

70 copies of each brief should be sent to the Cabinet Office as soon as they are ready. They should reach the Cabinet Office by 12.00 noon on Friday 27 April and be addressed to Mrs M C Wagner in Committee Section (tel no 233 7343), who is to be consulted about any technical points arising.

Departments whose Ministers are attending the Summit may need to provide more detailed briefing for their own Ministers' bilaterals with their German opposite numbers. They should ensure that this briefing is adequately cleared with other interested Departments. In cases where a subject is likely to be raised in more than one of the bilateral Ministerial discussions, the Departments concerned should consider whether a joint brief for the Ministers involved would be appropriate.

I am sending copies of this letter to the Private Secretaries to Sir Antony Acland, Sir Peter Middleton, Sir Brian Hayes, Sir Anthony Rawlinson, Sir Clive Whitmore, Sir Michael Franklin, Mr M E Quinlan, Mr P E Lazarus, Sir Kenneth Couzens, Sir Brian Cubbon, Mr D J S Hancock and Sir Kenneth Stowe, and to John Coles at No 10.

Yours sincerely,

(Signed) PETER MARTIN

CONFIDENTIAL

LIST OF BRIEFS FOR ANGLO-GERMAN SUMMIT  
2 MAY 1984

<u>EMV(84)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
1.	Index of Briefs	FCO(WED)	Cabinet Office
2.	General Brief (this will cover the subject matter of the briefs below and will have paragraphs on each of the following: Arab/Israel and Lebanon; Iran/Iraq; Falklands/Argentina; Cyprus; Southern Africa; Central America; UNLOSC; Hong Kong; Airbus; CERN)	FCO(WED)	Other FCO and Whitehall Depts
3. (a)	General Brief on the European Community (which will be mainly concerned with the post-Stuttgart negotiation but will contain paragraphs on enlargement (including Gibraltar); trade issues; internal market; industrial policy; employee participation; EC/Turkey; EC/United States; EC/Hungary; EC/Cyprus; new policies)	FCO(ECD(I))	Treasury DTI MAFF Employment Transport as appropriate
	(b) Community Financing	FCO(ECD(I))	MAFF Treasury
	(c) Community Agricultural Matters	MAFF	FCO(ECD(I)) Treasury
4.	Political and Defence Co-operation in Europe	FCO(WED)	FCO(ECD(E)) FCO(Def Dept) MOD
5.	International Economic Issues and the London Economic Summit (to include international debt and North/South issues)	FCO(ERD)	Treasury DTI

## CONFIDENTIAL

<u>EMV(84)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
6.	East/West and Inner German Relations (including Berlin preparation for NATO meeting on 29-31 May, and Poland)	FCO(Sov Dept) FCO(WED)	FCO(Def Dept) FCO(TRED) MOD
7.	Arms Control and Disarmament (including CDE, MBFR, CW, INF/START and emerging technologies)	FCO(Def Dept)	MOD FCO(ACDD)
8.	UNLOSC	FCO(MAED)	MOD
9.	Bilateral Relations (including review of Anglo-German relations and bilateral defence matters)	FCO(WED)	FCO(Def Dept) MOD and others
10.	German Internal Scene (background brief, covering both economic and political aspects)	FCO(WED)	FCO(ESID) DTI Treasury



THE FOLLOWING INSTRUCTIONS ABOUT FORMAT SHOULD BE FOLLOWED CAREFULLY

All briefs should be laid out in the same way with a top page in accordance with the specimen layout at Annex C. Those preparing briefs should pay particular attention to ensuring that the following instructions are fully observed:

Content

- (a) Briefs should be concise. Each brief should whenever possible be no more than two sides long.
- (b) The main body of each brief should comprise three sections: a very brief statement of the United Kingdom Objective (normally no more than a couple of lines); a concise list of Points to Make; and a factual Background section which distinguishes clearly between information which can be freely used and information which should not be disclosed.
- (c) Briefs should be complete and self-contained with all the information required on that particular subject.

Layout

- (d) Briefs should be typed in double spacing, using both sides of the paper. Pages should be numbered at the foot of each page.
- (e) As shown in the specimen at Annex C, the top page only of each brief should contain the following details: the symbol and number of the brief in the top left-hand corner (eg EMV(84) 5) with the date of circulation below; a copy number in red at the top right-hand corner; the visit heading; the title of the brief (in capitals) and the name of the Department responsible.
- (f) At the foot of the last page and on the left-hand side, briefs should bear the name of the originating Government Department and the date of origin.

Reproduction

- (g) Briefs should be reproduced throughout on plain white paper, with each page bearing a security classification at top and bottom (as in Annex C). Care should be taken that the reproduction method employed results in clear readable copies.
- (h) It is important that, on arrival at the Cabinet Office, briefs should be complete in all detail - collated, stapled and copy numbered and ready for immediate circulation.

Updating

- (i) If late developments require a brief to be amended or updated, a revise should be prepared. It should be set out in the form described at (e) above, with the brief number amended to show that it is a revise (eg EMV(84) 5 (Revise)). Subsequent revises should be numbered (eg EMV(84) 5 (Revise 2), etc). If it is a question of adding material to the brief rather than revising its existing contents, an addendum may be prepared, in the form described at (e) above with the brief number (eg EMV(84) 5 Addendum) and title to which it relates at the top of the front page. The Private Secretary to the Secretary of the Cabinet should be informed when a revise or an addendum is in preparation and also about corrigenda to briefs.
- (j) Additions to the list of briefs in Annex A require the authorisation of the Private Secretary to the Secretary of the Cabinet.

[CLASSIFICATION]

ANNEX C

THIS DOCUMENT IS THE PROPERTY OF HER BRITANNIC MAJESTY'S GOVERNMENT

[Leave  
1½"  
margin]

EMV(84) [Serial No as specified in Annex A] COPY NO [in red]

[Date]

ANGLO-GERMAN SUMMIT  
2 MAY 1984

---

[SUBJECT] [Insert subject in capitals]

Brief by [name of originating Department, eg Foreign and  
Commonwealth Office]

[At foot of last page on left-hand side:-]

[Originating Government Department, eg Foreign and Commonwealth  
Office or Department of Energy, not a subordinate section or  
division]

[Date of origin]

[CLASSIFICATION]