

Cabinet Office
70 Whitehall
London SW1A 2AS

9 May 1984

PS(84) 9

Dear Private Secretary,

London Economic Summit: 7-9 June 1984

This letter sets out the briefing arrangements for the London Economic Summit on 7-9 June 1984.

The list of briefs to be prepared, with an indication of Departmental responsibility, is at Annex A. This list may need to be amended in the light of events nearer to the Summit. 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. The Steering Brief will need to cover British objectives at the Summit and attitudes and objectives of the other nations involved.

70 copies of each brief should be sent to the Cabinet Office as soon as they are ready. In any event they should reach the Cabinet Office by 12.00 noon on Thursday 24 May and be addressed to Mrs M C Wagner in Committee Section, who should be consulted (tel no 233 7343) about any technical points arising.

I am sending copies of this letter to the Private Secretaries to Sir Antony Acland, Sir Peter Middleton, Sir Anthony Rawlinson, Sir Kenneth Stowe, Sir George Moseley, Sir Brian Hayes, Sir Clive Whitmore, Sir Brian Cubbon, Sir Kenneth Couzens, Sir Michael Franklin, Mr M E Quinlan, Mr R J Andrew and Dr Robin Nicholson, and to John Coles at No 10.

Yours sincerely

(Signed) LINDSAY WILKINSON (Miss)

LIST OF BRIEFS FOR LONDON ECONOMIC SUMMIT
7-9 JUNE 1984

<u>FMV(84)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
1.	Steering Brief	Cabinet Office	FCO
<u>Economic Subjects</u>			
2.	Thematic Paper	Cabinet Office	FCO
3.	British Initiatives	Cabinet Office	FCO
4.	World Economy: Economic and Monetary Policies	Treasury	FCO DTI
5.	International Monetary Matters	Treasury	FCO DTI
6.	Trade	DTI	FCO Transport Treasury
7.	Developing Country Issues	FCO	Treasury DTI ODA
8.	Energy	Energy	FCO
9.	East/West Economic Relations	FCO	as appropriate
10.	Impact of Technology	Cabinet Office	DTI Treasury
<u>Political Subjects</u>			
11.	East/West (including Afghanistan)	FCO	as appropriate
12.	Arms Control (including non-proliferation)	FCO	as appropriate
13.	Regional Crises:		
	(a) Central America	FCO	as appropriate
	(b) Iran/Iraq	FCO	as appropriate
	(c) Southern Africa	FCO	as appropriate
	(d) Lebanon	FCO	as appropriate
	(e) Arab/Israel	FCO	as appropriate
	(f) South East Asia	FCO	as appropriate

<u>FMV(84)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
14.	Terrorism	FCO	as appropriate
15.	Other Issues:		
	(a) Acid Rain	DOE	-
	(b) Life Sciences	Cabinet Office	-
	(c) United States Manned Space Station	FCO	as appropriate
	(d) Hong Kong	FCO	as appropriate
	(e) Falklands/ Argentina	FCO	as appropriate
	(f) Gibraltar	FCO	as appropriate
<u>Others</u>			
16.	1985 Summit (including participation)	FCO	as appropriate
17.	Bilaterals (excluding United States/Japan)	FCO	as appropriate
18.	Statistics	Treasury	-
19.	Personality Notes	FCO	-

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.

Lavout

- (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 FMV(84) 10) 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 FMV(84) 10 (Revise)). Subsequent revises should be numbered (eg FMV(84) 10 (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 FMV(84) 10 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
" FMV(84) [Serial No as specified in Annex A] COPY NO [in red]
origin] [Date]

LONDON ECONOMIC SUMMIT
7-9 JUNE 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]