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From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

Ref. A086/1186

17 April 1986

Dear Shevard,

Tokyo Economic Summit: 4-6 May 1986

This letter sets out the briefing arrangements for the Tokyo Economic Summit on 4-6 May 1986.

--- The list of briefs to be prepared, with an indication of
--- departmental responsibility, is at Annex A. Detailed guidance
--- on the format and layout of briefs is at Annexes B and C.

The key brief is the Steering Brief, which should cover the main economic and political issues likely to arise at the plenary sessions including, this year, the thematic paper. The brief should highlight issues and objectives. It should follow the format agreed for briefs for the Prime Minister: ie objectives (ours and others'), arguments, counter-arguments, our replies, followed (only where necessary) by very brief background.

The speaking note on economic issues should provide material for a 7-8 minute introductory statement by the Prime Minister at the first plenary session, and should cover the main economic issues likely to arise at the Summit.

The background briefs should be concise, and wherever possible no more than two sides long. They should supplement not duplicate material in the Steering Brief. In principle, the Prime Minister should not need to read any of the background briefs, although they will be available for consultation if required.

Bilaterals. The Foreign and Commonwealth Office should prepare separate briefs for the Prime Minister's bilateral meetings with other Summit leaders in the margin of the Summit, consulting other Departments as necessary. The briefs should be in the form laid down for "short bilateral meetings" in Sir Robert Armstrong's letter of 12 February 1985 to Sir Antony Acland, as amended by my

/letter

S L Cowper-Coles Esq
Foreign and Commonwealth Office

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letter of 19 February 1986 to you. It is likely that the meeting will concentrate on non-Summit issues, but the briefs should cross-refer to Summit briefs where necessary.

Deadline. 70 copies of each brief should be sent to the Cabinet Office as soon as they are ready. They should in any case reach the Cabinet Office by 1.00 pm on Friday 25 April at the very latest. They should be addressed to Committee Section. Andrew Victory (233 7343) will be able to advise on any technical points that may arise. Annex B, paragraphs f and g, provide guidance about any updating that may be needed after the briefs have been submitted.

The FCO should submit the briefs for the Prime Minister's bilateral meetings direct to No 10 by 4.00 pm on Friday 25 April.

I am sending copies of this letter to the Kieran Murphy, Ken Lussey, Michael Kerin, Stephen Marston, Anne Curran, John Pitt-Brooke, Matilda Hartwell, Christine Stewart, Edmund Quilty and Charles Powell, and to John Fairclough here.

Yours ever,

Michael

(M C Stark)
Private Secretary

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LIST OF BRIEFS FOR TOKYO ECONOMIC SUMMIT, 4-6 MAY 1986

	<u>Lead Department</u>	<u>In consultation with</u>
1. Steering Brief	FCO	As appropriate
2. Speaking note on economic issues	FCO	As appropriate
<u>Background Briefs:</u>		
a) <u>Economic Issues</u>		
3. Thematic paper	FCO	As appropriate
4. World Economy	Treasury	FCO, DTI
5. Trade	DTI	Treasury, FCO
6. Developing Country Issues	FCO	Treasury, ODA
7. Energy	Dept of Energy	FCO
8. Science and Technology (Human Frontier Programme; fusion; technology, growth and employment working group)	Cabinet Office	FCO
9. Education	DES	
b) <u>Political Issues</u>		
10. Tokyo Declaration on "Atlantic/Pacific Cooperation"	FCO	
11. Terrorism	FCO	As appropriate
12. Arms Control Questions (a) Geneva negotiations and SDI (b) Non-nuclear issues (conventional weapons, CSCE/CDE, CW)	FCO	As appropriate
13. Non proliferation	FCO	
14. East/West relations: (a) Developments in the Soviet Union and Warsaw Pact (including general analysis of Gorbachev's policies) (b) Western policies towards the Soviet bloc	FCO	

	<u>Lead Department</u>	<u>In consultation with</u>
15. Asian and Pacific Issues: (a) South-East and East Asia (b) Philippines (c) Korea (d) Afghanistan and India sub-continent	FCO	
16. Other regional issues: (a) Middle East (Arab/Israel and Lebanon) (b) The Gulf (c) Libya (d) Central and South America (e) Southern Africa (f) The Horn and other African issues	FCO	
c) <u>British Initiatives</u>		
17. Long term trends in Expenditure on Social Services	Treasury	
18. Social security provisions and health and safety regulations in newly industrialising countries	DTI	
19. a) Effects of new technology on unemployment	Dept of Employment	
b) Effects of social security provision on unemployment	DHSS	

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:

Layout

- (a) Briefs should be typed in double spacing, using both sides of the paper. Pages should be numbered at the foot of each page.
- b) 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 PMVK(86) 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.
- (c) 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

- (d) 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.
- (e) 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

- (f) 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 (b) above, with the brief number amended to show that it is a revise (eg PMVK(86) 10 (Revise)). Subsequent revises should be numbered (eg PMVK(86) 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 (b) above with the brief number (eg PMVK(86) 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.
- (g) Additions to the list of briefs in Annex A require the authorisation of the Private Secretary to the Secretary of the Cabinet.

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PMVK(86) [Serial No as specified in Annex A]

COPY NO [in red]

[Date]

TOKYO ECONOMIC SUMMIT: 4-6 MAY 1986

[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]

