

CONFIDENTIAL

Cabinet Office  
70 Whitehall  
London SW1A 2AS

17 May 1983

PS(83) 11

Dear Private Secretary,

Williamsburg Economic Summit: 28-30 May 1983

With my letter of 11 May I attached at Annex A a list of briefs to be prepared for the Williamsburg Economic Summit. This list has now been revised. I attach the revised list and should be grateful if Departments could prepare briefs as appropriate.

I am sending copies of this letter to the Private Secretaries to Sir Antony Acland, Mr Peter Middleton, Sir Anthony Rawlinson, Sir Kenneth Stowe, Sir George Moseley, Sir Brian Hayes, Sir Kenneth Couzens, Mr Michael Franklin, Mr Geoffrey Littler, Mr John Sparrow and Dr Robin Nicholson, and to John Coles at No 10.

Yours sincerely,

(Signed) LINDSAY WILKINSON (MISS)

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LIST OF BRIEFS FOR WILLIAMSBURG ECONOMIC SUMMIT  
28-30 MAY 1983

<u>PMVZ(83)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
1.	Steering Brief	FCO	as appropriate
<u>Economic Subjects</u>			
2.	United States Thematic Paper	FCO	as appropriate
3.	World Economy: Economic and Monetary Policies	Treasury	FCO
4.	International Monetary Matters	Treasury	as appropriate
5.	Trade	Trade	as appropriate
6.	North/South	FCO	as appropriate
7.	Energy	Energy	as appropriate
8.	East/West Economic Relations	FCO	as appropriate
9.	Impact of Technology	Cabinet Office	Industry Treasury
<u>Political Subjects</u>			
10.	East/West (including CSCE and Poland)	FCO	as appropriate
11.	Arms Control (including INF, START, etc)	FCO	as appropriate
12.	Middle East	FCO	as appropriate
13.	Central America	FCO	as appropriate
14.	Other Issues:		
	(a) Southern Africa	FCO	as appropriate
	(b) Afghanistan	FCO	as appropriate
	(c) South East Asia	FCO	as appropriate
	(d) Terrorism	FCO	as appropriate
	(e) Youth Exchanges	FCO	as appropriate
	(f) Acid Rain	FCO	as appropriate
	(g) Cancer	FCO	as appropriate

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<u>PMVZ (83)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
	(h) Ratification of Montreal Protocols	Trade	as appropriate
	(i) President Reagan's Initiative on Promoting Democracy	FCO	as appropriate
	(j) Non-proliferation	FCO	as appropriate
<u>Others</u>	(K) High Energy Physics	CO	DES
15.	1984 Economic Summit	FCO	
16.	Bilateral Meetings	FCO	as appropriate
17.	Statistics	Treasury	
18.	Personality Notes	FCO	

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MR COLES

*JD*  
*16/5*

Williamsburg Economic Summit: Briefing Meeting

Sir Robert Armstrong agrees that the briefing meeting could very well take place on the aircraft on the way to the Summit. If you are content, I will inform the Private Secretaries to the Chancellor of the Exchequer and the Foreign and Commonwealth Secretary.

*Lindsay Wilkinson*  
LINDSAY WILKINSON

18 May 1983

*AJC agreed the above & informed Cab office  
18/5/83*

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Cabinet Office  
70 Whitehall  
London SW1A 2AS

11 May 1983

PS(83) 8

Dear Private Secretary,

Williamsburg Economic Summit: 28-30 May 1983

This letter sets out the briefing arrangements for the Williamsburg Economic Summit on 28-30 May 1983.

The list of briefs to be prepared, with an indication of Departmental responsibility, is at Annex A. 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 Foreign and Commonwealth Office will consult Departments about the Steering Brief as appropriate.

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 Monday 23 May and be addressed to Mr R D Roscoe 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, Mr Peter Middleton, Sir Anthony Rawlinson, Sir Kenneth Stowe, Sir George Moseley, Sir Brian Hayes, Sir Kenneth Couzens, Mr Michael Franklin, Mr Geoffrey Littler, Mr John Sparrow and Dr Robin Nicholson, and to John Coles at No 10.

Yours sincerely,

(Signed) LINDSAY WILKINSON (MISS)

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ANNEX A

LIST OF BRIEFS FOR WILLIAMSBURG ECONOMIC SUMMIT  
28-30 MAY 1983

<u>PMVZ(83)</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In consultation with</u>
1.	Steering Brief	FCO	as appropriate
<u>Economic Subjects</u>			
2.	World Economy: Economic and Monetary Policies	Treasury	FCO
3.	International Monetary Matters	Treasury	as appropriate
4.	Trade	Trade	as appropriate
5.	North/South	FCO	as appropriate
6.	Energy	Energy	as appropriate
7.	East/West Economic Relations	FCO	as appropriate
8.	Impact of Technology	Cabinet Office	Industry Treasury
<u>Political Subjects</u>			
9.	East/West (including CSCE and Poland)	FCO	as appropriate
10.	Arms Control (including INF, START, etc)	FCO	as appropriate
11.	Middle East	FCO	as appropriate
12.	Central America	FCO	as appropriate
13.	Other Issues (eg Southern Africa, Afghanistan, Terrorism, Youth Exchanges, Acid Rain, Cancer)	FCO	as appropriate
<u>Others</u>			
14.	1984 Economic Summit	FCO	
15.	Bilateral Meetings	FCO	as appropriate
16.	Statistics	Treasury	
17.	Personality Notes	FCO	

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INSTRUCTIONS ABOUT FORMAT

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 if 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. Briefs should not be divided into separate self-contained sub-sections.

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 PMVZ(83) 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 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 PMVZ(83) 10 (Revise)). Subsequent revises should be numbered (eg PMVZ(83) 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 PMVZ(83) 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  
1½"  
margin]

PMVZ(83) [Serial No as specified in Annex A] COPY NO [in red]

[Date]

WILLIAMSBURG ECONOMIC SUMMIT  
28-30 MAY 1983

[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 Industry, not a subordinate section or  
division]

[Date of origin]

[CLASSIFICATION]