

GUILDHALL : ADMINISTRATIVE ARRANGEMENTS

PROGRAMME

- / 1. Detailed programme attached which has been agreed by the Prime Minister.

LAYOUT

- / 2. At a demonstration layout on 25 May the following arrangements were agreed (see diagram attached). For the Heads of Delegation a platform 23 ft x 10 ft will be erected which will be covered by a maroon or brown cloth. The table will be 22 ft long and covered by deep green baize. There will be one red leather armchair in the Livery Hall for the Host and 7 matching chairs for the other Heads of Delegation. The COI designed backcloth of the Summit Logo will be placed on two places on the wall behind the Prime Minister.
3. The 7 Foreign Ministers and 7 Heads of London Missions plus Baroness Young and the PUS, FCO, will be seated to the right of the platform together with approx 48 officials. Rows as follows: 1st row - 7 chairs; 2nd row - 9 chairs; 3rd row - 12 chairs; 4th and 5th rows - 18 chairs each.
4. The 8 Finance Ministers and 8 Personal Representatives together with approx 100 officials will be seated to the left of the platform. Rows as follows: 1st row - 8 chairs; 2nd row - 8 chairs; then 5 rows of 20 chairs each.
5. Lord Mayor and two Sheriffs will be seated in 3 chairs in small group between platform and Foreign Ministers.
6. 180 Writing Press will be seated in body of hall facing platform in 4 rows as follows: 1st row - 15 chairs; 2nd row - 25 chairs; 3rd row 27 chairs; 4th row - 31 chairs.
7. There will be standing room for approximately 235 photographers and TV cameramen. The COI are arranging the technical requirements and the installation of Tannoy simultaneous interpretation equipment. The cost of which will fall to the Economic Summit Press Unit budget.
8. Guildhall staff will set up the hall free of charge. The Economic Summit Admin Unit will pay for flowers, catering for the Principals and officials, the hire of the Toastmaster and the hire of flags.

FLAGS

9. The Keeper of Guildhall, Mr Lucioni, has asked Black and Edgington to install the participants' flags above the canopy over the Main Entrance, in the courtyard and also from the Minstrel Gallery.

REFRESHMENTS

10. Guildhall will arrange refreshments as follows:

- (a) Tea for Principals in the Old Library.
- (b) Refreshments for up to 60 senior officials including bilateral Ambassadors in the Crypt (see paras 12 and 13).

MEETING AND USHERING

11. (a) Press arrive and enter through the entrance in the West Block of Guildhall in Aldermanbury. After searching they are shown to seats and places in hall by Press Unit ushers. (Guildhall will provide refreshments for first wave of cameramen who arrive early at the Press Unit's expense).
- (b) Delegation officials arrive by Main Entrance. Those with ordinary passes are shown to seats by ESAU ushers: 7 Liaison Officers plus Mr Harris, Mr Morgan, Miss Hutchison and Mr Dickerson. Mr Barrington, Economic Summit Co-ordinator, with assistance of Miss Hutchison and Mr Morgan, will show senior officials with overprinted 'M' passes and bilateral Ambassadors to Crypt. Liaison Officers, with assistance of Mr Harris and Mr Dickerson, will show officials from their respective Delegations to their seats (there will be specific allocations to avoid confusion).
- (c) Baroness Young is met at Main Entrance by the Remembrancer and Chief Commoner; and escorted to the Old Library by Chief Commoner.
- (d) Foreign and Commonwealth Secretary is met at Main Entrance by the Remembrancer.
- (e) Foreign and Finance Ministers are met at Main Entrance by Sir Geoffrey Howe and escorted to the Old Library by the Remembrancer's staff and are greeted by Baroness Young and the Chief Commoner.
- (f) The Lord Mayor, accompanied by Sheriffs, is greeted at the Main Entrance by the Foreign and Commonwealth Secretary. The Lord Mayor introduces the Sheriffs to the Foreign and Commonwealth Secretary. The Foreign and Commonwealth Secretary is then escorted to the Old Library by the Deputy Remembrancer.
- (g) The Prime Minister is greeted at the Main Entrance by the Lord Mayor, who then introduces the Sheriffs. The Prime Minister is escorted to the Old Library by the Remembrancer.
- (h) Heads of Delegation are met at the Main Entrance by the Lord Mayor who introduces the Sheriffs. Except where detailed below they are escorted by the Remembrancer and members of his staff to the Old Library where they are

greeted by the Prime Minister. Sheriff Fitzgerald will escort Prime Minister Trudeau to the Old Library; Mr Alderman and Sheriff Charvet will escort President Mitterrand; and the Lord Mayor will escort President Reagan to the Old Library.

CRYPT ARRANGEMENTS

12. Sir Anthony Acland and Mr Barrington will act as hosts at this function for the senior officials. Each delegation will be allowed 7 special passes - ie one for Head of Mission, one for Personal Representative and five for senior officials.

13. Following arrival of President Reagan the PUS and Mr Barrington will lead the above up from the Crypt for seating in the Great Hall - ushering to be done by Liaison Officers.

SEATING OF PRINCIPALS

14. Prior to seating of Principals Baroness Young and the Chief Commoner will leave the Old Library and take up their seats in the Great Hall.

15. In accordance with the programme the Principals will be shown into the Great Hall by the Remembrancer's staff through the South-East door in the following order:

- (i) Foreign and Finance Ministers - these will enter together in reverse protocol order (ie first EC Vice-President, then Foreign and Finance Ministers of Italy, etc).

- (ii) Lord Mayor and Sheriffs.

- (iii) Heads of Delegation in reverse protocol order.

16. Mr Barrington, after leaving Crypt, will take up position by Old Library door to help Remembrancer's staff lead Ministers to South-East door and invite them to line up in order before entering the Hall.

17. Foreign and Finance Ministers will be announced by Toastmaster on entering Great Hall as follows.

- (i) Vice-President of the Commission of the European Communities.

- (ii) Foreign and Finance Ministers of the Republic of Italy.

- (iii) Foreign and Finance Ministers of Japan.

- (iv) Foreign Minister and Minister of the Economy of the Federal Republic of Germany.

- (v) Foreign and Finance Ministers of Canada.

(vi) Foreign and Finance Ministers of the Republic of France.

(vii) United States Secretary of State and Secretary of the Treasury.

(viii) Foreign and Commonwealth Secretary and Chancellor of the Exchequer.

(17) Heads of Delegation will be announced individually giving their name and title as already provided to the Guildhall.

18. After seating of the Principals the doors will be closed. Mr Morgan will take up position outside the South-East door in case of enquiries.

INTERPRETATION

19. Simultaneous interpretation facilities in the Great Hall will be installed by Tannoy. The SI interpreters provided from the Summit team will be Mr Lawrence, Mrs Crawley, Mr Scherman and a Japanese yet to be nominated.

20. For the tea in the Old Library Heads of Delegation and Ministers will bring their personal interpreters where necessary. The Summit team will also provide Mrs Stenzl, Mrs Durnford-Slater and Mrs Lawrence. In case of need Liaison Officers are on hand.

DEPARTURE ARRANGEMENTS

21. These are as shown in the detailed programme. However, after the Heads of Delegation, Lord Mayor and Sheriffs, Ministers, bilateral Ambassadors and Personal Representatives have left the Great Hall the doors will be closed to avoid a crush. The personal Doctors of President Mitterrand and President Reagan and their Military Aides, who normally accompany their Presidents everywhere, will also be allowed to leave at the same time by the South-East door if they have gone into the Great Hall. This will also apply to the Aides of the other Heads of Government.

22. ESAU ushers will have to ensure that personal interpreters (coming from the Old Library) the French and American Presidents' personal Doctors and Military Aides and other Heads of Government Aides. Special Branch will ensure that the Foreign Protection Officers leave with their Principals.

23. Other officials and the media will leave through the West Door and exit by the Aldermanbury entrance where their buses will be waiting for them.

TRANSPORT ARRANGEMENTS

24. Heads of Delegation, Ministers and Ambassadors will arrive by car.

25. Buses will be provided to transport delegation officials including Personal Representatives from Lancaster House to Guildhall. The buses will return them to Lancaster House or take them to the Connaught Rooms according to need. Officials arriving from some other place by car will have to alight outside the Guildhall courtyard.

SECURITY ARRANGEMENTS

26. These will be co-ordinated by Col Peter Durrant with the Metropolitan and City Police. The Police will also supervise the parking arrangements. All persons entering Guildhall will require special passes.

MEDICAL FACILITIES

27. These will be provided by Dr Woolhead and a nurse, Mrs G Thornberry, both from the Civil Service Medical Advisory Service. They will be stationed in the Records Room next to the Great Hall. An ambulance will be stationed in a discreet position at the Guildhall.

HOLDING ARRANGEMENTS

28. One Foreign Protection Officer per Head of Delegation; one Foreign Protection Officer per Foreign Minister; and the Foreign Protection Officer for the United States Finance Minister will be permitted to enter Guildhall together with the Special Branch opposite numbers and will wait in the Old Print Room. Other Foreign Protection Officers will have to remain with their cars.

29. Separate rooms have been provided by the Guildhall for the French and American communications experts.

30. It is expected that the French and American Doctors accompanying their Presidents will sit in the Great Hall.

31. The Military Aides accompanying the French and American Presidents will no doubt also sit in the Great Hall. The same will no doubt apply to the Aides of the Heads of Government.

32. Personal interpreters will remain in the Old Library when their Principals enter the Great Hall.

LONDON ECONOMIC SUMMIT

CEREMONY FOR THE READING OF THE JOINT DECLARATION GUILDHALL, 9 JUNE

- 1.30-3.00 pm Press arrive through the entrance in the West Block of Guildhall in Aldermanbury, are searched and shown to seats and places in the Hall through the West Door
- (Assuming a total of 800 press it would not be practicable to start their arrival later than 1.30 pm)
- 2.45-3.15 pm Delegation officials arrive via the Main Entrance and are shown to seats. A number of senior officials including the bilateral Ambassadors (up to 50) are shown to the Crypt by FCO officials for refreshments
- Press and junior officials to be seated by 3.15 pm
- 3.10 pm Minister of State at the Foreign and Commonwealth Office, Baroness Young, arrives at Guildhall Main Entrance and is greeted by the Remembrancer and the Chief Commoner. She is then escorted to the Old Library by the Chief Commoner
- 3.15 pm Foreign and Commonwealth Secretary arrives at Guildhall Main Entrance and is met by the Remembrancer
- 3.20-3.30 pm Foreign and Finance Ministers arrive at the Main Entrance, are met by Sir Geoffrey Howe and escorted to the Old Library by the Remembrancer's staff, where they are greeted by Baroness Young and the Chief Commoner. Tea is served
- 3.30 pm The Lord Mayor arrives, accompanied by the Sheriffs. She is greeted by the Foreign and Commonwealth Secretary and then introduces the Sheriffs. The Foreign and Commonwealth Secretary is then escorted to the Old Library by the Deputy Remembrancer
- 3.35 pm The Prime Minister arrives at the Main Entrance. She is greeted by the Lord Mayor who then introduces the Sheriffs. The Prime Minister is escorted to the Old Library by the Remembrancer

3.40-3.50

Heads of Delegation arrive at the Main Entrance in reverse protocol order and are met by the Lord Mayor who then introduces the Sheriffs. They are escorted by the Remembrancer and members of his staff to the door of the Old Library where they are greeted by the Prime Minister

After the Sheriffs have been introduced to Prime Minister Trudeau, he is escorted to the Old Library by Sheriff FitzGerald. After Mr Alderman and Sheriff Charvet have been introduced to President Mitterrand, he escorts the President to the Old Library. When the Lord Mayor has greeted President Reagan, she escorts him to the Old Library

3.50 pm

Tea is served to Heads of Delegation and the Lord Mayor and Sheriffs in the Old Library. As soon as the last Head of State has arrived, senior officials are led up from the Crypt and shown to their places in the Great Hall

4.00 pm

When all is ready in the Great Hall the Ministers in the Old Library are invited to take their seats. They will be escorted by the Remembrancer's staff and will enter by the South-East door in reverse protocol order. After their arrival is announced by the Toastmaster, they will take their seats on either side of the platform

The Lord Mayor and Sheriffs will then be invited to take their seats, and will be escorted to the South-East Door by the Remembrancer's staff, where their arrival will be announced by the Toastmaster. They will be shown to their seats to the right of the platform

Following an announcement in the Old Library, Heads of Delegation, in reverse protocol order, will be escorted to the South-East door of the Great Hall by the Remembrancer's staff. After they have been individually announced by the Toastmaster they will be shown to their seats on the platform. Their seats are alternately at the near and far end of the platform, leaving Mrs Thatcher to come in at the end with Presidents Reagan and Mitterrand and take central positions

4.05 pm

After introductory remarks the Prime Minister reads the Joint Declaration. Earphones will be provided for those who need them, for interpretation into French, German, Japanese and Italian

4.15-4.20 pm

The Lord Mayor and the Sheriffs will be invited by the Remembrancer to leave informally by the South-East door to take their places in the Porch just outside the Main Door. Led by the Prime Minister the Heads of Delegation leave the platform to their left and go out of the Great Hall by the Main Door. Foreign and Finance Ministers, Ambassadors and Personal Representatives will follow informally. The doors are then closed for a period to avoid a crush at the exit

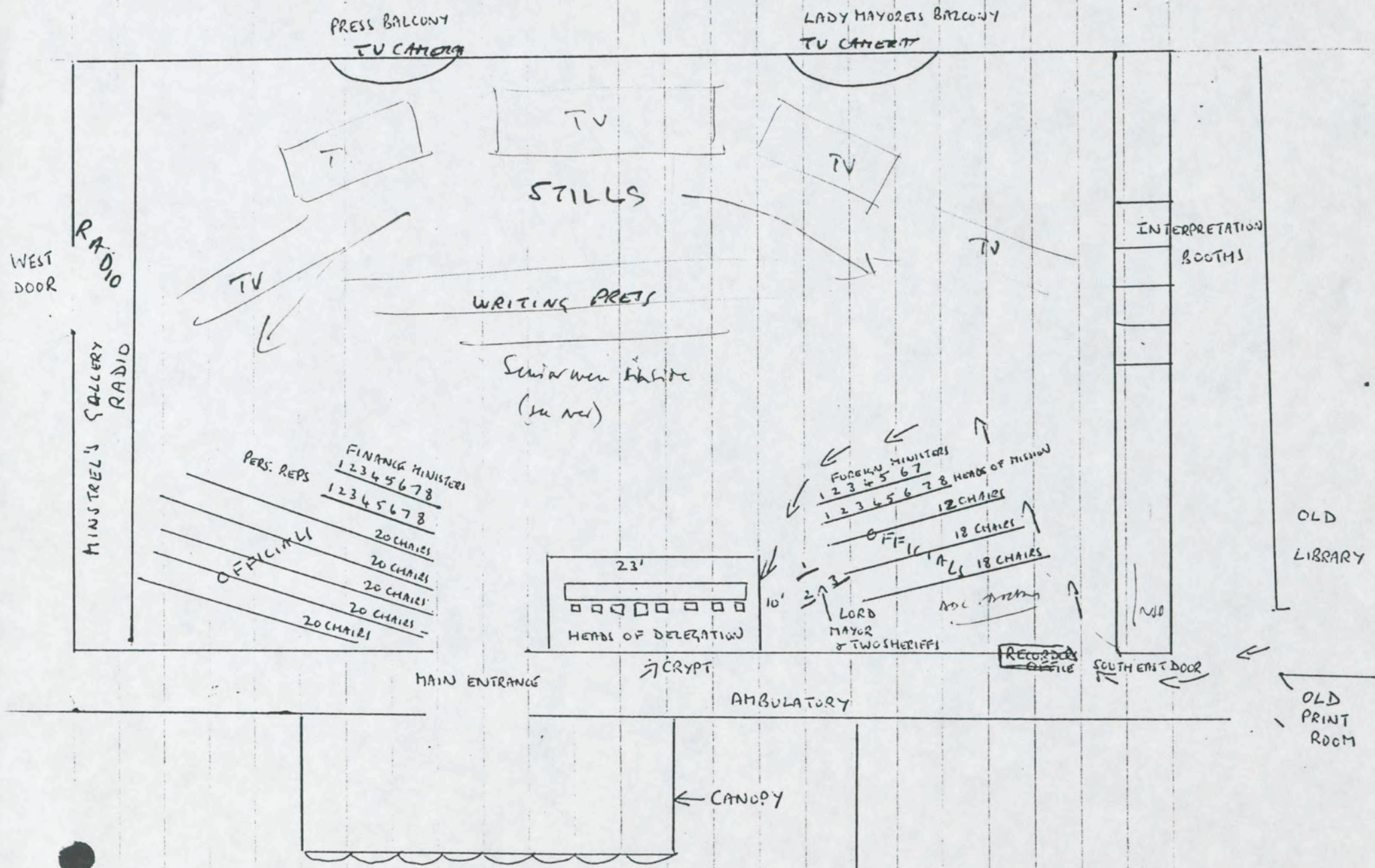
The Lord Mayor, accompanied by the Sheriffs, says goodbye to Heads of Delegation just outside the Main Door. The Prime Minister says goodbye at the far end of the Porch (this will be her only formal farewell to her colleagues in front of cameras, though they will be meeting at Buckingham Palace later in the evening)

Heads of Delegation leave the courtyard in protocol order, followed by the Prime Minister (who departs to give her own press conference at the Connaught Rooms) and by the Lord Mayor and Sheriffs

4.20 pm onwards

Following the departure of the Prime Minister, the Lord Mayor and the Sheriffs, the Remembrancer and Baroness Young take the Prime Minister's place at the far end of the Porch to say farewell to the Foreign and Finance Ministers

GUILDHALL



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ADMINISTRATIVE PLAN FOR THE LONDON ECONOMIC SUMMIT : 7-9 JUNE 1984

Programme

1. The London Economic Summit will be held at Lancaster House on Friday 7 June and Saturday 8 June 1984. Summary Programme is attached at Annex A.

Arrival Greeting Arrangements

2. United States Delegation will arrive at Heathrow Southside on Monday 4 June at 4.30 pm and transfer by helicopter to Winfield House. Sir Geoffrey Howe will meet President Reagan at the airport.

3. Japanese Delegation will arrive at Heathrow Southside on Wednesday 6 June at 223 and will be met by Mr Richard Luce, Minister of State. They will drive to accommodation in London.

4. Canadian Delegation arriving at Heathrow Southside at 2040 6 June and will be met by MA Rikkind, Minister of State. They will drive to accommodation in London.

5. EC, Italian, German, and French delegations are arriving at Gatwick airport at 2.00, 2.30, 4.00 and 4.30 pm respectively. Sir Geoffrey Howe will meet at airport. They will be moved by helicopter shuttle from Gatwick to Kensington Palace, North Paddock.

Greeting Arrangements

6. President Reagan will drive from Winfield House to the Orangery for formal greeting by Mrs Thatcher at 5.45 pm on 4 June.

7. EC, Italian, Japanese, Canadian, German and French delegations arrive at Kensington Palace, North Paddock by helicopter and car for formal greeting by Mrs Thatcher at 2.30, 3.00, 3.30, 4.00, 4.30 and 5.00 respectively.

8. Separate papers on arrival and greeting arrangements have been issued.

Composition of Delegations

9. Economic Summit will be attended by Heads of State or Government from USA, France, Canada, Japan and Italy who will be accompanied by their Foreign and Finance Ministers; and by the President of the European Commission and one Vice-President (Monsieur Ortoli). The question of the third German Minister has been resolved by the Germans replacing Herr Stoltenburg on 8 June by Count Lambsdorff.

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Wives Programme

10. As the Summit programme is composed largely of "working" engagements, spouses are not formally invited. It is accepted however that in many cases Heads of Delegation wives will accompany their husbands. It has been agreed that spouses of Heads of Delegation, who are present, will be invited to the Banquet at Buckingham Palace on 9 June. But not the wives of other Ministers. Mrs Reagan, Mrs Nakasone, Mrs Craxi and Mrs Thorn are accompanying their husbands.

11. An informal programme has been organised for the wives including Beating Retreat, 2nd Rehearsal of The Queen's Birthday Parade, a visit to Leeds Castle and a lunch with Lady Howe.

Official Delegation/Secretariat

12. Official Delegations technically comprise 15 including Principals, but in practice Delegations have many more officials and support staff. An Official Delegation list will be prepared and circulated at Lancaster House.

13. There is no formal Secretariat for the Summit as a whole as each Delegation makes its own record of the meetings. The UK Personal Representative will, however, have a separate Secretariat since he is responsible for producing the final joint declaration.

14. Each Delegation will have a First Secretary Liaison Officer (Admin) provided by us from the Posts in the respective participating country.

Meeting Arrangements (floor plan at Annex B)

15. The Heads of Delegation meeting will be in the Music Room of Lancaster House. This will be attended by the 8 Heads of Delegation and one notetaker per Delegation (usually the Personal Representative).

16. The Foreign Ministers (7 in all - no EC representative) will meet in the State Drawing Room. It has been agreed for the first time that notetakers (7) will be allowed at this meeting.

17. The Finance Ministers (8 including Monsieur Ortoli from EC) will meet in the Long Gallery. They will also have notetakers (8) in line with the Foreign Ministers.

18. Plenary meetings will be held in the Long Gallery. This will be attended by 8 Heads of Delegation, 7 Foreign Ministers, 8 Finance Ministers and 8 notetakers (Personal Representatives). Detailed furnishing requirements for all the meeting rooms are shown in Annex C

Chairman's Office

18A. Room 110 has been allocated as a Chairman's Office for the Prime Minister.

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Interpretation at Meetings

19. Simultaneous interpretation will be provided in all five languages (English, French, German, Italian and Japanese) for three meeting rooms. In each room there will be six booths including one for the operator.

Delegation Offices

20. Each Delegation has been provided with 2 offices on the second floor of Lancaster House and a meeting room in the Stable Yard Block. (See floor plan attached.)

21. Each delegation will be provided with two electric typewriters and a photocopier with collator. Rank Xerox are providing the photocopiers without charge. Delegations producing their own translation of the Joint Statement will be provided with a word processor courtesy of LOGICA.

22. Both in Lancaster House and the Stable Yard Block, Delegations are being provided with one TV monitor (BBC/ITV/TELETEXT and Summit closed circuit TV) and one viewdata set. Sets are being provided by Thorn-EMI.

Holding Room on Meeting Room Floor for Senior Officials

23. The West Ante Room, first floor has been designated a general waiting area where one official per Delegation can sit when Principals are meeting and from whence they can be summoned to the respective meeting rooms.

Conference Officers

24. One Conference Officer will be stationed in the Royal Gallery when the Heads of Delegation are in session in the Music Room. This officer will move to the East Ante Room (first floor) when the Plenary Session is being held in the Long Gallery.

25. Two Assistant Conference Officers will be stationed in the East Ante Room (first floor) when the Foreign and Finance Ministers are in session in the State Drawing Room and Long Gallery.

26. There will be a muted telephone in both the Royal Gallery and East Ante Room.

Other Offices

27. The Personal Representatives and ~~the~~ / experts have been allocated Rooms 107 and ~~the~~ Library. UK Personal Representatives' Secretariat will be in Room 108. Economic Summit Admin Unit will be in Room 109, Lancaster House. The Political Directors will have a room in Stable Yard House.

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Security

28. Security arrangements for the Summit will be co-ordinated by Col Peter Durrant who will liaise with the respective authorities.

/ 29. Details of the pass system are contained in Annex D

30. At Lancaster House Room 3 will be made available for security officers attached to Delegations. Access will be limited in numbers to two foreign security officers and one UK Special Branch officer for each Delegation.

Telephones

31. Each Delegation will be provided with 2 extensions off the switchboard per Lancaster House office and one extension in the Stable Yard Block Meeting Room. In addition they have been offered one direct line between their Lancaster House Offices and their London Embassy/Office.

32. Direct lines (private circuit) will be installed between:

- (i) Admin Unit in Room 109, Lancaster House and Summit Information Desk in Connaught Rooms.
- (ii) Mr Barrington (Room 109) and Mr Roberts, Connaught Rooms.
- (iii) Prime Minister's Delegation Office in Lancaster House (Room 216) and Press Office in Connaught Rooms (Edinburgh Room).
- (iv) Security Co-ordinator's Room 3, Lancaster House and Security Office in Connaught Rooms.
- (v) Col Durrant, Security Co-ordinator's Room, to Empire Room, Connaught Rooms.

33. Conference Officers in East Ante Room, first floor and Royal Gallery will have muted telephones.

34. One muted telephone will be placed in the PR meeting room (107) and also in the Finance and Political Experts Room. for use by them in summoning officials from Delegation Offices.

35. Four muted telephones will be placed in each of the East and West corridors on the first floor of Lancaster House for use by notetakers and liaison officers.

36. The Lancaster House switchboard will be manned Thursday 7 June from 0900-2200; and on Friday 8 June and Saturday 9 June from 0730 to close of play each day. Bilingual French/Italian/German operators will be on duty. The switchboard will also be operated for Admin Team from 4-6 June between 0900-1900 hours.

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Flags

37. Flags of the 8 participants (ie 7 countries and President of the EC) will be flown from 7-9 June inclusive at:

- (a) Lancaster House (front and back)
- (b) Parliament Square
- (c) Guildhall
- (d) Canada House, Trafalgar Square

Flags of participants will also be flown at the airport of arrival and at the Orangery. The Queen's permission has been sought to fly flags on Government buildings in Whitehall.

Medical Arrangements

38. The Medical Room at Lancaster House (Room 15A) will be staffed by a doctor and nurse provided by the Civil Service Medical Adviser. This room will also be used as a holding room for the doctors of President Reagan and President Mitterrand.

39. Relevant medical information (including blood groups) relating to the visiting Heads of State/Government and Ministers is being passed to the CSMA.

40. Annex E contains details of medical arrangements made at all Summit locations.

Communications

41. A courier service will be set up between Lancaster House, No 10, the FCO and Treasury Buildings. The service will be organised by COD, FCO.

Catering Arrangements : Meals (excluding refreshments)

42. GHF are responsible for the meal arrangements for the Heads of State/Government and Ministers as listed in the programme except for the Banquet at Buckingham Palace on 9 June. (See separate heading for St James's Palace Reception.)

43. Dinners at No 10 and No 11 Downing Street and 1 Carlton Gardens will be attended by Principals only. On second night, 8 June, Heads of Delegation will dine together only. At Foreign Ministers dinner at Royal Society of Arts Ministers will be joined after dinner by Political Directors and Deputy Personal Representatives for coffee and liqueurs in the Library. At Finance Ministers dinner at the Bank of England, which will be co-hosted by Governor, Ministers will be joined by 8 senior Finance Ministers' officials, Governor and 3/4 Bank Directors for the dinner.

44. No invitations will be issued for Principals meals. Menus for these meals will bear Summit logo - not Royal Crest.

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45. For Dinners on first night 7 June placement will be by Protocol order. For other meals placement, will be varied to allow participants to sit by a different person.

46. Dress at all Principals' meals, except for The Queen's Banquet, will be lounge suit. At The Queen's Banquet the dress will be black tie.

47. The Economic Summit Admin Unit are responsible for catering for the officials, support staff and others. Meals will be served in 3 locations. (See paragraph 47 for Sherpas.)

Marquee in Green Park - lunch for senior delegation officials and interpreters on Friday 8 June and Saturday 9 June (for up to 150)

Lancaster House Basement Cafeteria - lunch for other officials and support staff on Friday 8 June and Saturday 9 June. Evening meals on Thursday 7 June and Friday 8 June for duty staff.

No 8 Cleveland Row - lunch for Royal Military Police and other ancillary staff on Friday 8 June and Saturday 9 June.

Delegations will be issued with meal vouchers. Crown Caterers have been hired to handle the catering arrangements at Lancaster House.

48. Separate meal arrangements have been made for the Personal Representatives as follows:

Thursday 7 June : Dinner, Mirabelle

Friday 8 June : Lunch, Warwick House
Dinner, Buffet Gold Room

Saturday 9 June : Lunch, Marquee (or tray lunch in meeting room)
Dinner, Banquet at Buckingham Palace

Refreshments

49. Heads of Delegations/Ministers: coffee/tea will be served in the meeting rooms during the morning and afternoon sessions.

50. Officials/Support staff: coffee, tea and soft drinks are available for Delegations at the second floor coffee/tea point. Staff on the first floor will be served by a tray service. In addition the basement cafeteria will be open throughout the day to all officials/support staff in the building. There will also be a self-service tea/coffee point in the Stable Yard Block.

Gifts

51. A comprehensive list of gifts approved for Principals and officials is attached at Annex F.

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Interpreter Arrangements for Meals and Social Events

52. At all Principal meals and social occasions those Principals requiring interpreters will bring their own interpreters. Interpretation will be by whisper interpretation, with the interpreter sitting behind his Principal and the floor language will be English.

53. Delegations have been asked to arrange for their interpreters to have eaten before they come. But light snacks will be available for them in case. The Admin Unit will however provide back-up interpreters of their own for the Prime Minister at the Orangery greeting and Guildhall farewell. The Admin Unit is also providing interpreters for the Prime Minister's bilateral meetings with President Mitterrand, Chancellor Kohl and Prime Minister Craxi. FED are arranging an interpreter for the bilateral with Prime Minister Nakasone.

Press

54. A separate Press Unit has been set up under Mr Ivor Roberts, Assistant Head of News Department. They are covering all administration arrangements at the Press Centre (Connaught Rooms) and for the Press at Guildhall.

Finance

55. The Treasury have approved a total provision of £2.668 million for the Economic Summit budget split between departments as follows:

FCO - Press Centre	£1,247,000
FCO - (GHF)	£150,000
MPO - Other expenditure	£1,291,000

Government Guests

56. Delegations were advised that the British Delegation would be financially responsible for up to a maximum of 15 rooms per delegation, ie one Presidential type suite, two standard suites and 12 twin/single rooms for senior officials for up to 4 nights.

57. GHF made block bookings on behalf of the Delegations at a number of London hotels to cover the Economic Summit period.

Transport

58. Each delegation will be allocated 3 limousines and 3 other saloon cars during the Summit to be paid for from public funds. EC Delegations will be provided 2 limousines (only 2 Principals) and 3 saloon cars. Details of the transport arrangements are noted in Annex G.

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59. The Police will provide a protected vehicle for the Heads of the Italian and Japanese Delegations; the Americans always provide their own; and the French and Germans have also agreed to bring their own since the Police do not have sufficient cars. The Police do not consider it necessary for the EC and Canadian Heads of Delegation to have a protected vehicle. Each protected Head of State/Government or Minister will have a police back-up car.

60. GHF will also provide one saloon car and one van to transport baggage on and off the Head of Delegation's dedicated aircraft.

61. Each Delegation will be allocated 10 car stickers for access to Lancaster House (6 allocated cars and 4 Embassy vehicles) and 2 stickers for Embassy courier vehicles up to Cleveland Row barrier.

Parking Arrangements

62. At Lancaster House there are 105 spaces available for parking on the Horse Ride. Each Delegation will be allowed 10 parking spaces plus 2 for Police escort cars. Other spaces are required for BBC Broadcast van, ambulances, and visiting officials.

Guildhall Arrangements

63. The Guildhall was chosen by the Prime Minister as the location for the final Joint Declaration on 9 June at 4.00 pm. The Keeper of the Guildhall will make all the administrative arrangements for setting up the Guildhall following consultation with the Admin and Press Units on the overall requirements. Tannoy, under instruction from the COI/Press Unit, are responsible for installing interpretation booths at Guildhall.

64. The 8 Delegation leaders will be seated on a dais. The Foreign and Finance Ministers, Personal Representatives, Ambassadors/High Commissioner and Delegation Officials will be seated in rows of chairs either side of the dais together with the Lord Mayor and 2 Sheriffs. The Press will be seated, or on stands in the body of the hall facing the dais. A separate paper has been issued.

Reconnaissance Visits

65. VIP American recce team (7 in number) visited London 13/14 March. They were taken to Lancaster House, St James's Palace, National Portrait Gallery, Guildhall, Connaught Rooms and Kensington Palace Gardens/Orangery.

66. Japanese recce team (4) visited London 21/22 March and toured sites mentioned above.

67. Second American recce team (over 45) visited London 26/27 March and toured some sites.

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68. Italian recce team (7) and Canadian (2) made joint visit on 28/29 March. German (3) and EC (1) recce teams made joint visit on 3/4 April. They were shown same sites.

69. French recce team (12) came on 2/3 May.

Departure Arrangements

70. These will be low key, but a Minister may be asked to represent the Government at the airport. The Germans and French leave on Saturday 9 June after the Palace Banquet; the Americans, Canadians, Italians and EC leave on Sunday 10 June; and the Japanese depart on Tuesday 12 June.

Admin Publications

71. The COI have been asked to produce 1250 copies each of a Delegates Handbook and Detailed Programme.

72. The DRC will be asked to produce a complete list of all Official Delegation members for distribution to Delegation offices.

St James's Palace Reception

73. The Reception for Heads of Delegation, Ministers, Ambassadors, senior officials and outside VIP guests will be held at St James's Palace from 6.30-8.30 pm. A separate paper has been issued.

Staffing

/ 74. A staffing list is attached at Annex H.

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SUMMARY PROGRAMME

MONDAY 4 JUNE

1630	United States Delegation arrive London Heathrow Airport Southside
1640	Transfer to Winfield House by helicopter
1730	Drive from Winfield House to Kensington Palace
1745	Greeting by Prime Minister at the Orangery
1807	Drive to residential accommodation

WEDNESDAY 6 JUNE

2040	Canadian Delegation arrive London Heathrow Airport Southside
2050	Drive from airport to residential accommodation Canadian Delegation will be greeted by Prime Minister at the Orangery at 1600 on 7 June
2235	Japanese Delegation arrive London Heathrow Airport Southside
2245	Drive from airport to residential accommodation Japanese Delegation will be greeted by Prime Minister at the Orangery at 1530 Thursday 7 June

THURSDAY 7 JUNE

1400-1630	Delegations (other than from United States, Canada and Japan) arrive at Gatwick airport in reverse protocol order
1410-1640	Transfer to Kensington Palace by helicopter.

1430-1700	Greeting by Prime Minister at the Orangery
1452-1722	Drive to residential accommodation
1830	Reception at St James's Palace Separate working dinners
2000	Heads of State/Government at 10 Downing Street
2015	Foreign Ministers at 1 Carlton Gardens
2015	Finance Ministers at 11 Downing Street
 <u>FRIDAY 8 JUNE</u>	
0915-0930	Arrival of Heads of Delegation at Lancaster House followed by group photographs
0945 - 1230	Heads of State/Government meet in the Music Room Foreign Ministers: State Drawing Room Finance Ministers: Long Gallery.
1300	Working lunches at Lancaster House Heads of State/Government and Foreign Ministers: Gold Room Finance Ministers: Eagle Room Plenary session in Long Gallery Separate working dinners
1430 - 1730 or 1800	Heads of State/Government: National Portrait Gallery
2000	Foreign Ministers: Royal Society of Arts
2000	Finance Ministers: The Bank of England

SATURDAY 9 JUNE

0930 - 1230

Continuation of discussions at
Lancaster House

1300

Plenary working lunch in the
State Dining Room

1600

Reading of Joint Declaration at
Guildhall

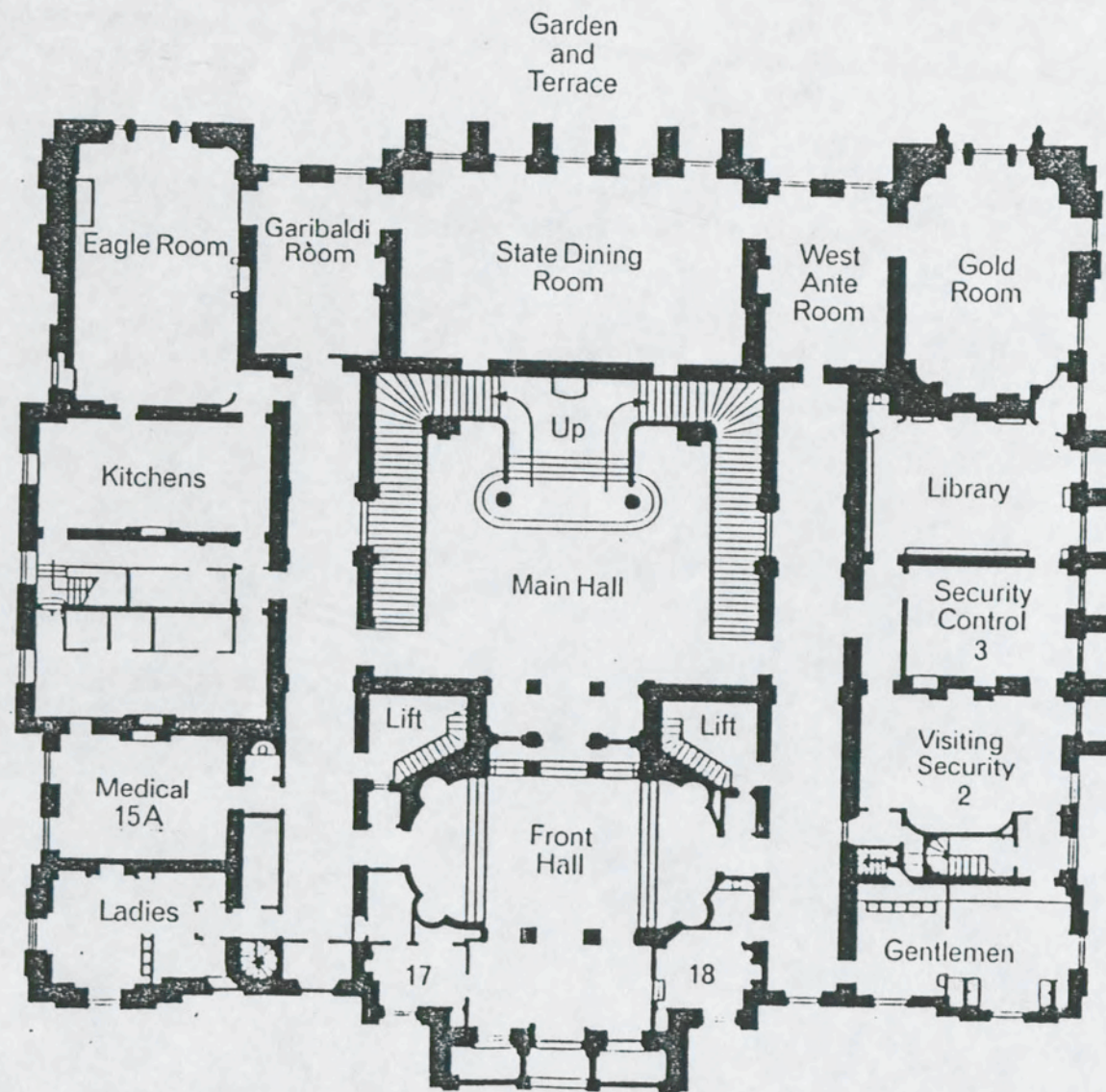
Heads of State/Government may
give individual press conferences
at the Press Centre

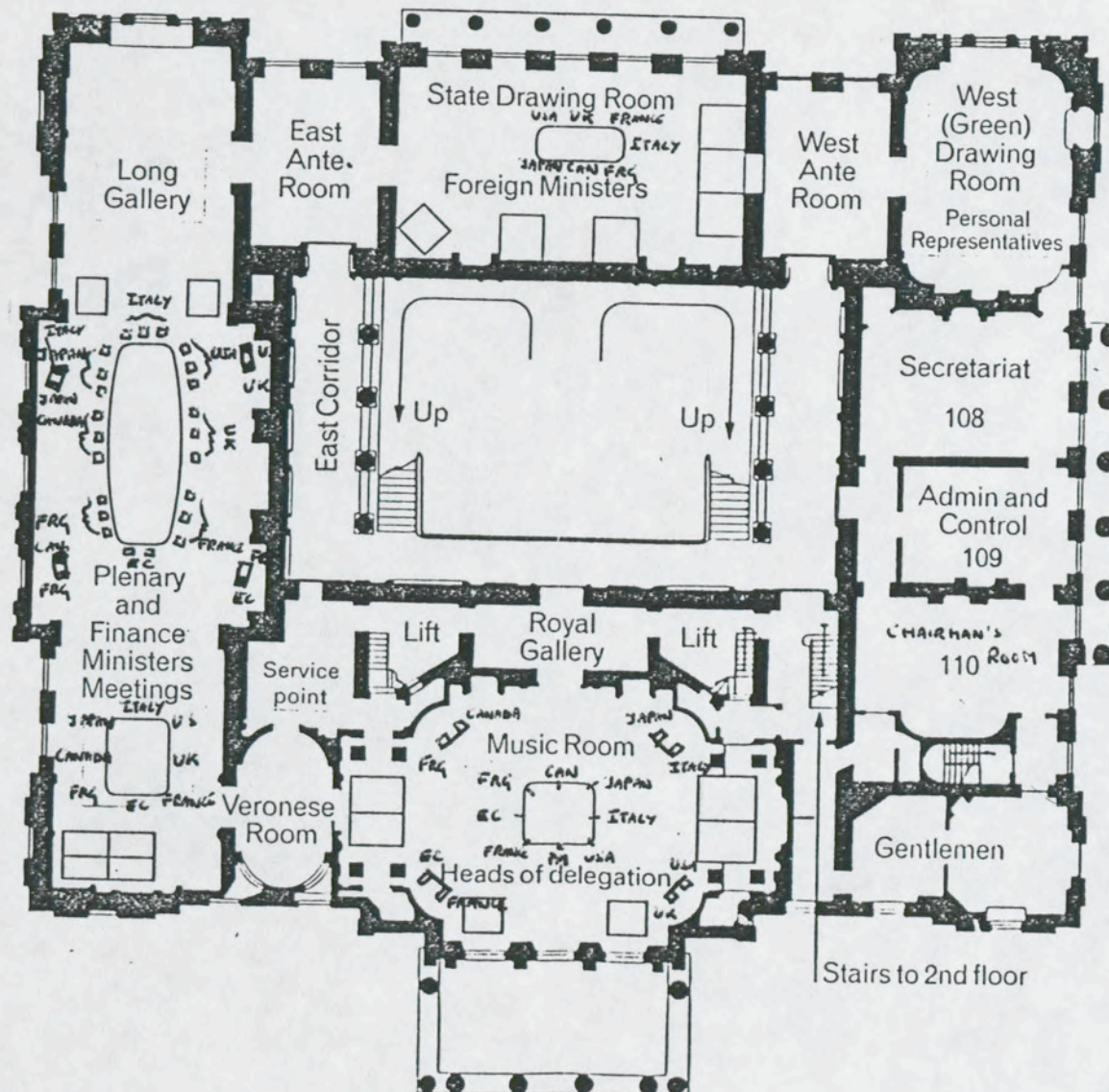
2030

Banquet given by Her Majesty
The Queen at Buckingham Palace

LATE EVENING AND
SUNDAY 10 JUNE

Departures

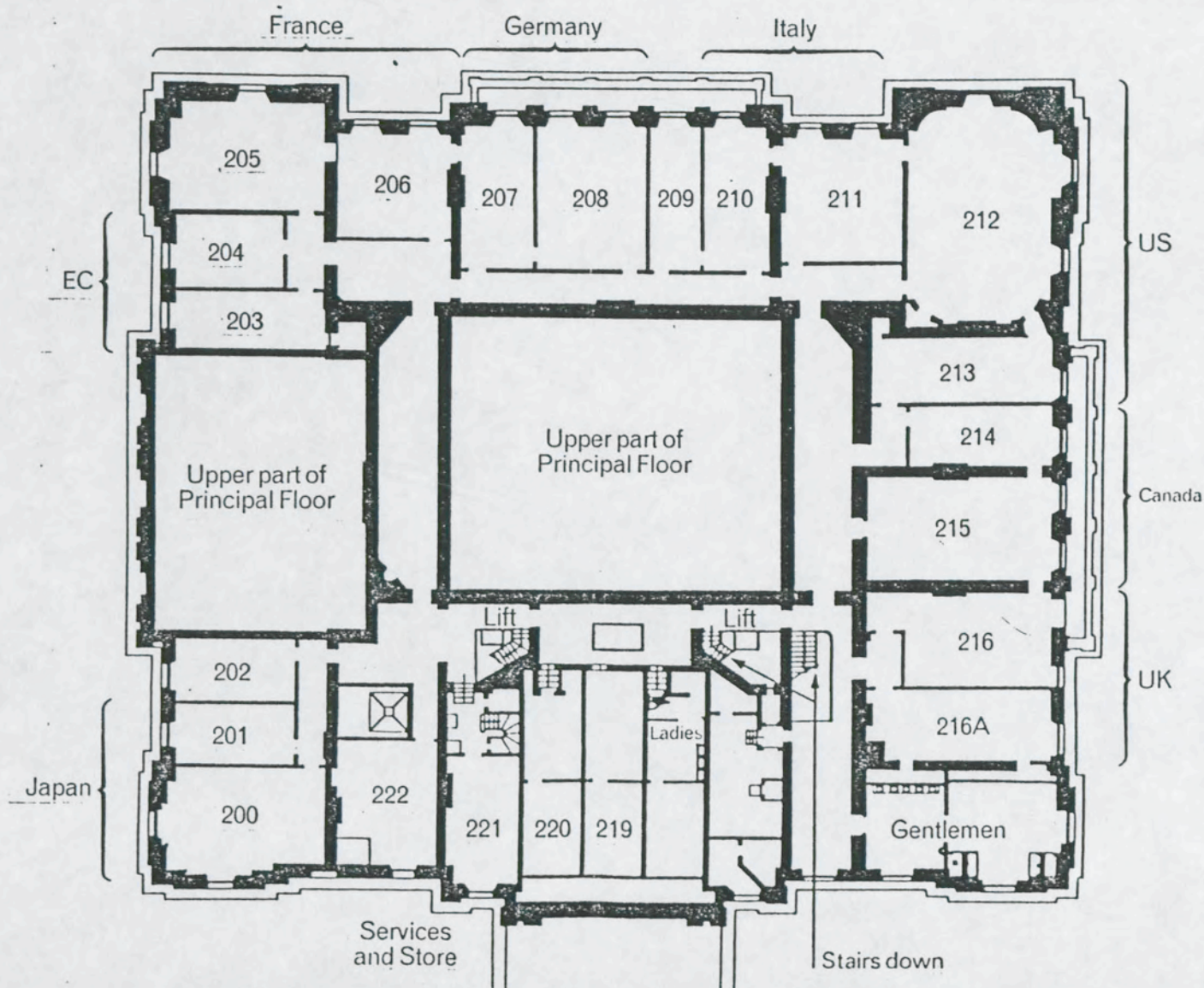






13 stairs to 2nd floor

Delegation offices



LANCASTER HOUSE - MEETING ROOM

(A) PSA SERVICES

(i) Music Room - Heads of Delegation

/ Provision of following as agreed (diagram attached):
 Oblong/oval ended baize covered conference tabling and
 8 conference chairs
 4 double desks and 8 chairs to notetakers
 water flasks, glasses, ashtrays for table and notetakers

Installation of : 6 interpreters' booths with full security
 Standard interpretation equipment
 Headsets and microphones with "speak" buttons for
 8 places at table
 Headsets for 8 notetakers
 plus additional headsets for Foreign Ministers joining
 session at end of first morning
 Bell pushes on notetakers' desks to be connected with
 indicator lights with Conference Officer in Royal Gallery

Installation in conjunction with commercial firm :
 Electronic writing pad and VDU for each notetakers

(ii) Long Gallery - Plenary and Finance Ministers

/ Provision of following as agreed (diagram attached) :

Plenary - Commonwealth polished conference table and
 23 conference chairs
 4 double desks and 8 chairs for notetakers
 water flasks, glasses, ashtrays for tables and notetakers

Installation of : 6 interpreters' booths with full security
 Standard interpretation equipment
 Headsets and microphones with "speak" buttons for
 23 places at table
 Headsets for 8 notetakers
 Bell pushes on notetakers desks to be connected with
 indicator lights with Conference Officer in East Ante Room

Installation in conjunction with commercial firm :
 Electronic writing pad and VDU for each notetaker

Finance Ministers : round baize covered conference tabling
 and 8 conference chairs
 8 chairs with special arms for notetakers
 Water flasks, glasses, ashtrays for table and notetakers

Installation of :

Headsets and microphones with "speak" buttons for
8 places at table
Headsets for 8 notetakers
Bell push with indicator light from UK notetaker to
Conference Officer in East Ante Room

Lounge area - arrangement of easy chairs (house furniture) as per
diagram

(iii) State Drawing Room - Foreign Ministers

/ Provision of following as agreed (diagram attached) :

Oblong baize covered conference tabling and
7 conference chairs
7 chairs with special arms for notetakers
Water flasks, glasses, ashtrays for table and notetakers as
appropriate

Installation of : 6 interpreters' booths with full security
Standard interpretation equipment
Headsets and microphones with "speak" buttons for
7 places at table
Headsets for 7 notetakers
Bell push with indicator light for UK notetaker to
Conference Officer in East Ante Room

Provision of : arrangement of easy chairs (house furniture) as per
diagram

(B) HMSO

For Music Room, Long Gallery and State Drawing Room

Supply of ministerial type blotting pads, pens/pencils for
conference tables

(C) CONFERENCE CATERING OFFICER

Soft drinks and mineral water to be provided on conference
tables (?)

RESTRICTED

1. SECURITY PASSES

(a) 4 lapel badges

one each for issue to Head of State/Government, two Ministers and one Personal Representative.

(b) 15 blue passes

Amendment: 5 Blue passes to be transferable into Brown 'O' named passes

members of the official delegation. These provide access throughout Lancaster House, except the meeting rooms on the first floor which form the secure zone and all other buildings except Guildhall.

(c) red passes

with overprinted O

these will be issued as required in exchange for blue passes, to the assistant notetakers and liaison officers who will be drawn from the official delegation.

with overprinted I

interpreters at meetings.

(d) green passes

two per delegation will be issued for foreign protection officers. For a doctor, and a military aide when accompanying a Head of State, and to interpreters required to translate during working lunches. These passes provide access to the ground floor of Lancaster House and all other buildings except Guildhall.

(e) brown passes

with overprinted O

to Embassy and other officials who are required to be in their delegation offices in Stable Yard block.

with overprinted D

to drivers of allocated and Embassy vehicles listed in paragraph 2 below and up to two persons per delegation for courier duties.

with overprinted S

to foreign protection officers in excess of the two per delegation mentioned in paragraph 1(d) above.

RESTRICTED

RESTRICTED

with overprinted V

to authorised visitors requiring access to a delegation office in Stable Yard block.

Brown passes give access to the Lancaster House courtyard area and where specifically mentioned, Stable Yard House.

(f) yellow passes

with overprinted OFFICIAL

issued to those officials concerned in organising and manning the Press Centre and Embassy press officers.

with overprinted MEDIA

issued to accredited members of the press.

(g) Guildhall

special pass issued for those, less lapel badge holders, attending the final communiqué ceremony. Other than the media for whom an allocation will be made by the Press Centre, the number of passes available for each delegation is expected to be 15 not including bilateral Ambassadors/High Commissioners who will get separate passes.

(h) Kensington Palace
Gardens

Other than delegates and official pass holders, those requiring access to Kensington Palace Gardens will require a special pass.

Passes are not transferable, except where stated.

2. CAR STICKERS

- | | |
|------------|---|
| (a) Red | one for each Head of State/Government. |
| (b) Blue | two per delegation (one for each Minister). |
| (c) Green | seven per delegation. These are for the official cars and up to four Embassy or other cars. This allocation is intended to cover visitor requirements from a delegations's Embassy. |
| (d) Yellow | for other essential vehicles connected with the Summit organisation. |

RESTRICTED

RESTRICTED

The above vehicles may be parked on the Horse Ride.

- (e) Saffron two per delegation for courier duties.
These vehicles will be allowed as far as
the Cleveland Row barrier.
- (f) White, overprinted each vehicle going to Southside will
Airport require a sticker, limited to a total of
twenty cars (including allocated cars)
per delegation.

RESTRICTED

MEDICAL ARRANGEMENTS : LONDON ECONOMIC SUMMIT

1. Arrangements by venue are as follows:

Kensington Palace 4 and 7 June

One ambulance parked near to Helicopter Pads. Medical team will be Dr K W Woolhead and nurse Mrs C Cholerton.

St James's Palace 7 June

One ambulance parked in Horse Ride. Medical team will be Dr K W Woolhead and Nurse Mrs C Cholerton who are being allocated a room in St James's Palace.

10 Downing Street 7 June

When Heads of Delegation have departed St James's Palace the ambulance will transfer to King Charles Street to cover the dinner at No 10. Medical team will be Dr K W Woolhead and Mrs C Cholerton who are being allocated a room in No 10

Lancaster House 8 and 9 June

An ambulance will be parked behind Cleveland Row from 0830 until stood down. Medical team will work on a rota basis and will be drawn from the following:

Dr K W Woolhead
Dr A M Semmence
Mrs D Radwanski
Mrs C Cholerton
Mrs G Thornberry
Mrs A Barley
Miss M Wells
Miss P Howearth
Mr K Griffiths
Mr Allum
Mr Lovett

National Portrait Gallery 8 June

An ambulance will be parked either in Orange Street or by Edith Cavell statue: site to be confirmed after London Ambulance Service/Met Police recce this week. Medical team of Dr K W Woolhead and Nurse Mrs D Radwanski have been allocated a room in NPG.

Guildhall 9 June

An ambulance will be on call at Smithfield Ambulance station. Medical team of Dr K W Woolhead and Nurse Mrs G Thornberry are being allocated a room in the Guildhall.

Connaught Rooms 9 June

An ambulance will be parked nearby to cover Heads of Delegation press briefings. Exact site to be decided after LAS/Met Police recce this week. Medical team will be drawn from list given above.

Buckingham Palace 9 June

An ambulance will be parked in Royal Mews. The Palace will arrange medical cover.

2. The London ambulance service are liaising with Heathrow and Gatwick airports to cover arrivals there.

3. An ambulance will be parked at Marble Arch to cover Heads of Delegation journeys between residential accommodation and venues.

4. A police officer is being appointed to act as liaison between the medical team and the ambulance crew. He will have a radio link and will be able to call up the ambulance immediately one is required.

5. St Thomas' is the primary designated hospital. Other hospitals that have been put on alert are as follows:

Hillingdon at Heathrow

Crawley at Gatwick

St Bartholemew's to cover Guildhall

University College to cover Connaught Rooms

Middlesex for President Reagan at Winfield House

6. St Stephen's hospital will be used in the event of a major incident.

Private Secretary

copy to: PS/Chancellor of the Exchequer
Mr Tait, ERD, FCO

ECONOMIC SUMMIT: GIFTS

1. The Secretary of State asked about gifts. The Prime Minister has decided on the following gifts, which will all be presented in her name:

(a) For Heads of Delegation

A number of different pictures, including some by Henry Moore and John Piper.

(b) For Foreign and Finance Ministers

A brass carriage clock supplied in a presentation case with an engraved brass plate on the back saying: "Presented on the occasion of the London Economic Summit 1984".

(c) Personal Representatives

Still to be decided by Sir Robert Armstrong, who has been looking at examples of British technology.

(d) Senior officials

A number of glass paperweights made in front of customers' eyes in the back of a shop near Covent Garden with the Economic Summit logo engraved on the base. Also a number of Crown Derby paperweights.

(e) Support Staff

A small pale blue Jasper box with the Summit logo in 22 ct gold on the lid.

(f) Delegates, like journalists, will also be presented with a Summit souvenir tie provided courtesy of the British Clothing Industry Association (for Delegates) and Burtons (for journalists). Also a commemorative medallion produced by the Royal Mint.

N J Barrington

N J Barrington

16 May 1984

LONDON ECONOMIC SUMMIT 1984 : GROUND TRANSPORT

Ground transport will be under the overall control of a Transport Officer, Mr Ian Davenport. He will be supported by two Assistant Transport Officers, Mr Tony Cornwell and Warrant Officer 1 Gerry Morgan. Government Hospitality Escort Officers will also assist with the briefing of delegation transport liaison officers and delegation drivers.

Transport Officers will be available at the following locations before and during the Summit:

Up to and including Friday 1 June (but excluding Friday 25 and Monday 28 May; Whitsun Holiday weekend) between 1000-1600, all three in the Old Admiralty Building, Room SG/163 telephone number 273 4169.

From Monday 4 June till am Sunday 10 June (except for pm Thursday 7 June during greeting ceremonies at the Orangery and reception at St James's Palace) between 0800-2300.

IAN DAVENPORT: Lancaster House, Room 109, telephone extension 4152.

TONY CORNWELL with responsibility for set programme movements:

Cleveland Row, ground floor, telephone extension 5049.

GERRY MORGAN with responsibility for all other movements: Cleveland Row, ground floor, telephone extension 5050.

You will be notified later of a telephone number for out of hours contact.

Each delegation has been allocated three limousines (two for the EC Delegation) and three saloon cars for use throughout the Summit. The limousines will in most cases be needed for set programme movements but at all other times cars will be at the disposal of delegations. Where considered necessary Heads of Delegation will be supplied with a protected vehicle. Certain delegations have agreed to bring their own.

The United States Delegation will provide all their delegations' transport from Embassy resources.

Japanese Delegation cars will be available at London Heathrow Airport Southside for arrival late evening on Wednesday 6 June. The same vehicles will be available throughout the Summit.

Canadian Delegation cars will be available at London Heathrow Airport Southside on the morning of Thursday 7 June and thereafter for the greeting arrangements at the Orangery, Kensington Palace. The same vehicles will be available throughout the Summit.

Cars for other Delegations will be available at North Paddock, Kensington Palace on Thursday 7 June. The Summit Administration Unit will make other transport (cars or buses) available at Kensington Palace for those helicopter passengers in excess of the capacity of the protected vehicles, limousines and saloon cars.

The Summit Administration Unit would be grateful if each delegation would propose a Transport Liaison Officer and let the Unit know how he may be contacted both before and during the Summit. Any changes or alternatives to the transport schedule can then be speedily copied to him.

Escort Officers/Special Branch Protection Officers

- (i) All Heads of Delegation, Foreign Ministers and the US Finance Minister will be accompanied by Special Branch Officers.
- (ii) Government Hospitality Escort Officers will be assigned to all delegations and are available for briefing delegation transport liaison officers and drivers. They can also travel with Finance Ministers (other than the US) if delegations would find this helpful.
- (iii) Both Escort Officers and Special Branch Officers will be available to advise on the set programme movements or any programme alterations. They will be kept up to date by the Summit Administration Unit.

Parking and Garaging of Limousines and Saloon Cars

During the day and evening limousines and saloon cars will be parked on the Horse Ride in The Mall which will be a fully secured and policed area. The only exceptions will be for the dinner venues on Thursday night when Heads of Delegation and Finance Ministers' cars will be parked in the FCO courtyard and Foreign Ministers' cars will be outside 1 Carlton Gardens. Both areas will be Fully secured and policed.

Overnight garaging will be in secured but not guarded premises.

Protected vehicles provided by the Summit Administration Unit will be parked as shown above but garaged overnight by the Special Branch.

All delegations are requested to allow drivers of the limousines and three saloon cars to return to their garage immediately after the last programmed event so that they can go to rest. Drivers should be given reporting instructions for the following morning before they are dismissed.

It is proposed that a mini bus service will be provided at Lancaster House overnight on 8 June so that delegates working late on the communique and/or press releases can return to their hotels. This will enable delegation cars to be stood down. There are also plans for Personal Representatives and officials attending the ceremony at the Guildhall to travel by coach from Lancaster House. The coaches would call at the Connaught Rooms, if necessary, on the return journey to Lancaster House.

On departure days the limousine and saloon car drivers should be instructed to contact the Transport Office for their stand down instructions.

Drivers: Meals during the Summit

Delegations are asked to bear in mind that drivers must be allowed time for meals during the course of the Summit.

Dinner will be served in the Lancaster House canteen from 1800 onwards on Thursday, Friday and Saturday evenings. On Thursday evening drivers from Carlton Gardens should walk to Lancaster House while those parked in the Foreign Office courtyard will be bussed.

Lunch on Friday and Saturday will be available in the marquee sited on the Horse Ride, where the drivers can also take tea or coffee throughout the day.

Other Vehicles

A coach, seating about 40 persons will be supplied to transport to their accommodation those delegation members on the dedicated aircraft who do not travel to central London by helicopter or by car as in the case of the Canadian and Japanese delegations.

A baggage vehicle will be provided to transport baggage direct from the dedicated aircraft to accommodation.

The London Embassy/High Commission/Office of the delegation will be required to provide any additional transport requirements.

Press Transport

Separate arrangements will issue about Press transport.

Baggage

Separate discussions are in progress about baggage.

NB: A detailed transport schedule will be available to delegations during the week commencing Monday 28 May. It is planned to issue a draft copy of this schedule, which will be subject to alteration, before the Whitsun Holiday weekend.

STAFFING

General Co-ordination of all
Administrative Arrangements

Mr N J Barrington CMG CVO
Economic Summit Co-ordinator

Mr D Harris
Head of Administration Unit

Arrangements at Lancaster House

Mr D Harris
Mr P Karmy, Assistant
Conference Officer

Security Arrangements

Col P Durrant, Security
Co-ordinator

Catering Arrangements (officials)

Mr B Burrough, Conference
Officer

Communications

Mr L Wright, Cabinet Office
Mr P Karmy, Assistant
Conference Officer
Mr N Dickerson, Assistant
Conference Officer

Government Hospitality Fund
(Ministerial Catering, Delegation
transport and baggage)

Brigadier Alan Cowan MBE
Secretary
Miss M A M Lawrence, Deputy
Deputy Secretary
Mr J Watt, Heads of Visits
Section
Mr M Snell, Head of Functions
Section
Mr D Broomfield, Visits
Section

HM Stationery Office

Mr K R Batchelor, Conference
Liaison Officer
Mr J Stewart, Conference
Liaison Officer

Department of the Environment
(PSA)

Mr D Gilbert-Sutton
Mr D Ball

Guildhall Arrangements

Mr A D Howlett, Remembrancer
Mr J Lucioni, Keeper of the
Guildhall
Mr D Harris, Admin Unit
Mrs L McKinney, Press Unit
Col P Durrant, Security
Co-ordinator

St James's Palace Reception

Mr P Hartley, Lord
Chamberlain's Officer
Miss M Lawrence, GHF
Mr M Snell, GHF
Mr D Harris, Admin Unit
Col P Durrant, Security
Co-ordinator
Miss M McGlone, Press Unit

MR. COLES

Dinner on Thursday, 7 June

I attach the guest list and seating
plan for tomorrow evening's dinner.

Sue Goodchild

6 June 1984

LIST OF GUESTS ATTENDING THE DINNER TO BE GIVEN BY THE
PRIME MINISTER ON THE OCCASION OF THE ECONOMIC SUMMIT 1984
AT 10 DOWNING STREET ON THURSDAY, 7 JUNE 1984 AT 8.00 PM

The Prime Minister

The Honorable Ronald Reagan

His Excellency Monsieur Francois Mitterrand

The Rt. Hon. Pierre Elliott Trudeau

His Excellency Dr. Helmut Kohl

His Excellency Mr. Yasuhiro Nakasone

His Excellency On Bettino Craxi

His Excellency Monsieur Gaston Thorn

Interpreters

Monsieur Thiery (France)

Herr Weber (Germany)

Mr. K. Tsuruoka (Japan)

Signora Randone (Italy)

DINNER: THURSDAY, 7 JUNE 1984
10 DOWNING STREET

HE ~~M~~onsieur Gaston Thorn

HE Monsieur Francois Mitterrand

HE Dr. Helmut Kohl

RT. HON. THE PRIME MINISTER

The Rt. Hon.
Pierre Elliott Trudeau

The Hon. Ronald Reagan

HE Mr. Yasuhiro Nakasone

HE On Bettino Craxi

ENTRANCE

PRIME MINISTER

ST. JAMES'S PALACE RECEPTION

THE RECEPTION STARTS AT 6.30 P.M. GEOFFREY HOWE WILL BE THERE TO GREET GUESTS IN YOUR NAME. SO YOU DO NOT STRICTLY NEED TO BE THERE BY 6.30 P.M. BUT SHOULD BE THERE BY 6.45 P.M. AT LATEST. ROBIN AND I WILL COME WITH YOU.

THE DUKE OF KENT WILL ARRIVE AT 7.05 P.M. HE WILL BE BROUGHT TO THE ARMOURY ROOM WHERE YOU WILL GREET HIM.

THEN YOU WILL JOINTLY GREET THE HEADS OF DELEGATION WHO SHOULD ARRIVE BETWEEN 7.10 AND 7.22 P.M. AT TWO-MINUTE INTERVALS IN REVERSE PROTOCOL ORDER.

ROBIN AND I, WITH FCO ASSISTANCE, WILL HAVE MET THE HEADS OF DELEGATION IN THE COURTYARD AND BROUGHT THEM UP THE STAIRS TO THE ARMOURY.

THE LAST ARRIVAL SHOULD BE PRESIDENT REAGAN. WHEN YOU AND THE DUKE OF KENT HAVE ESCORTED HIM INTO THE RECEPTION YOU COULD THEN CIRCULATE YOURSELVES. AT THIS POINT SIR ANTONY ACLAND WILL TAKE OVER THE RECEIVING LINE.

YOU HAVE TO LEAVE ST. JAMES'S PALACE AT 7.40 P.M. TO GET TO No. 10 IN TIME FOR DINNER. THEN HEADS OF DELEGATION WILL BE INVITED TO LEAVE THE RECEPTION SO THAT THEY ARRIVE AT No. 10 IN REVERSE PROTOCOL ORDER BETWEEN ABOUT 7.50 AND 8.01 P.M.

I ATTACH A GUEST LIST FOR THE RECEPTION.

6 JUNE 1984

A.J.C.

PRIME MINISTER'S RECEPTION AT ST JAMES'S PALACE
FOR LONDON ECONOMIC SUMMIT (6.30pm ON 7 JUNE 1984)

Host

The Prime Minister

Special Guest

HRH The Duke of Kent

HEADS OF DELEGATION

The Hon Ronald Reagan	President of the USA
His Excellency Monsieur Francois Mitterrand	President of the French Republic
The Rt Hon Pierre-Elliott Trudeau PC QC MP	Prime Minister of Canada
His Excellency Herr Dr Helmut Kohl	Chancellor of the Federal Republic of Germany
His Excellency Mr Yashuhiro Nakasone	Prime Minister of Japan
His Excellency On. Bettino Craxi	President of the Council of Ministers of the Republic of Italy
Monsieur Gaston Thorn	President of the Commission of the European Communities

FOREIGN MINISTERS

The Hon George P Shultz	Secretary of State of the USA
His Excellency Monsieur Claude Cheysson	Minister of External Relations of the French Republic
The Hon Allan J MacEachen PC MP	Deputy Prime Minister and Secretary of State for External Affairs of Canada
His Excellency Herr Hans-Dietrich Genscher	Vice-Chancellor and Foreign Minister of the Federal Republic of Germany
His Excellency Mr Shintaro Abe	Minister for Foreign Affairs of Japan
His Excellency On. Giulio Andreotti	Minister for Foreign Affairs of the Republic of Italy

FINANCE MINISTERS

The Hon Donald Regan	Secretary of the Treasury of the USA
Monsieur Jacques Delors	Minister for the Economy, Finance and Budget of the French Republic
The Hon Marc Lalonde PC QC MP	Minister of Finance of Canada
His Excellency Herr Dr Gerhard Stoltenberg	Minister of Finance of the Federal Republic of Germany
His Excellency Dr Otto Graf Lambsdorf	Minister for the Economy of the Federal Republic of Germany
His Excellency Mr Noboru Takeshita	Minister of Finance of Japan
His Excellency On. Giovanni Gorla	Minister of the Treasury of the Republic of Italy
Monsieur Francois-Xavier Ortoli	Vice President of the Commission of European Communities

BILATERAL AMBASSADORS AND THEIR DEPUTIES

The Honourable Charles H Price II	Ambassador, USA
The Honourable Edward J Streator	Minister, USA
His Excellency M Emmanuel De Margerie	Ambassador of France
Monsieur Alain Grenier	Minister Plenipotentiary, France
His Excellency The Honourable Donald C Jamieson PC	Canadian High Commissioner
Mr W F Steuart Beattie	Minister-Counsellor, Canada
Baron Rudiger von Wechmar	Ambassador of FRG
Herr Jürgen von Alten	Minister Plenipotentiary, FRG
His Excellency Mr Tsuyoshi Hirahara	Ambassador of Japan
Mr E Seki	Minister Plenipotentiary, Japan
His Excellency Signor Andrea Cagiati GCVO	Ambassador of Italy

Mr A Hartley

Acting Head of EC Information
Office

PERSONAL REPRESENTATIVES

Dr Allen Wallis

Under Secretary for Economic
Affairs, USA

M Jacques Attali

Special Adviser to President,
France

Mr De Montigny Marchand

Deputy Minister in charge of
Foreign Policy, Canada

Dr Hans Tietmeyer

Deputy Secretary, Economic Policy
Division, FRG

Mr Moriyuki Motono

Deputy Minister, MFA, Japan

Sr Renato Ruggiero

Director-General for Economic
Affairs, Italy

M Jean Durieux

Director of the Cabinet of the
President of the EC

DELEGATION OFFICIALS

USA

Mr Edwin Meese
Mr James Baker
Mr Michael Deaver
Mr Robert McFarlane
Mr Richard Darman
Mr Fred Fielding
Mr Edward Hickey
Mr Michael McManus
Mr Larry Speakes
Mr Beryl Sprinkel
Mr Richard Burt
Mr Doug McMinn
Ambassador Roosevelt
Mr Robert Kimmitt
Mr Ray Seitz
Cdr Sutton USN
Mr Bill Thomas
Dr Elouie
Mr R De Prospero
Mr W Henkel
Mr J Hooley

France

M Vauzelle
M de La Ferriere
M Morel
Mme Guigou
M Vedrine
M Garcia
M Andreani
M Paye
M Camdessus
M Baquiast
Lieutenant-Col Lang
Mme Decraene
Mme Cottin
M Raynal
M Gubler
Lieutenant Roux
Major Kerros
M Thiery

Canada

Mr T Axworthy
Mr Ted Johnson
Mr R Coleman
Mr R Fowler
Mr M Shenstone
Mr M Berry
Mr J Weekes
Mr H Metcalfe
Mr M Cohen
Mr B Drabble
Mr J Noble
Mr J Higginbotham
Mr P Durand
Mr P Frazer
Mr N Etheridge
Inspector M Thivierge

FRG

Herr Boenisch
Her Teltschik
Herr Ackermann
Herr Grimm
Herr Neuer
Herr Per Fischer
Herr Hans Schauer
Frau Steeg
Herr Molitor
Herr Pieske

Herr Heinichen
Herr Schenk
Herr Horstmann
Frau Baier-Fuchs
Herr Jung
Her Weber
Frau Siebourg
Mr Haberkamp

Japan

His Excellency Mr T Mizuhira
Mr R Murata
Mr T Nishiyama
Mr T Ohba
Mr H Sano
Mr K Komatsu
Mr S Tanimura
Mr S Shimomura
Mr T Yamaguchi
Mr I Ochi
Mr F Kikuchi
Mr Y Tani
Mr I Kudoh
Mr K Mori
Mr K Nakanishi
Mr S Shimojoh
Mr J Iwasaki
Mr K Hasegawa
Mr H Nakasone
Mr T Kitahara
Mr K Tsuruoka
Mr S Nishimiya
Mr S Sugizaki

Italy

Minister Bartolomeo Attolico
Amb Umberto La Rocca
Amb Bruno Bottai
Prof Gennaro Acquaviva
Prof Antonio Pedone
Min Plen Sergio Cattani
Dr Vincenzo Mallardo
Dr Antonio Ghireli
Dr Mario Sarcinelli
Dr Lamberto Dini
Min Plen Giuseppe Maria Borga
Counsellor Antonio Badini
Counsellor Leonardo Visconti Di Modrone
Dr Giovan Battista Campagnola
Dr Cornelio Brandini
Dr Fabrizio Saccomanni

Mr Badini
Mr Manzi
Signora Randone
Signora Lonigro
Signora di Pietro

EC

Mr Leslie Fielding
Mr Horst-Günter Krenzl
Mr Manuel Santarelli
Mr Jean-Paul Mingasson
Mr Alexander Schaub
Mr Paul Cerf
Mr Nikolaus Van der Pa
Mr Kenneth Munro
Miss Adelheid Hofmann
Miss Alicia Huberty
Mrs Marianne Nielsen
Mrs Heidi Carbridge
Miss Elizabeth Senley
Miss S Lambert

Special Branch Officers

Det Superintendent R Parker	UK
Det Chief Superintendent A Greenslade	USA
Det Superintendent M Waller	France
Det Inspector G Catherall	Canada
Det Inspector B Readwin	FRG
Det Inspector M Macleod	Japan
Det Inspector R Parmenter	Italy
Det Inspector Berry	EC

THOSE INVOLVED IN THE PREPARATION AND ORGANISATION OF THE SUMMIT

I. GOVERNMENT

No 10

Mr F E Robin Butler	Principal Private Secretary
Mr A John Coles	Private Secretary
Mr Bernard Ingham	Chief Press Secretary
Professor Sir Alan Walters	Economic Adviser

Foreign and Commonwealth Office

The Rt Hon Sir Geoffrey Howe QC MP	Secretary of State	
The Rt Hon Baroness Young	Minister of State	
The Rt Hon Timothy Raison MP	Minister for Overseas Development	
Mr Malcolm Rifkind MP	Minister of State	
Mr Richard Luce MP	Minister of State	
Mr Ray Whitney OBE MP	Parliamentary Under-Secretary	
Sir Antony Acland KCMG KCVO	Permanent Under-Secretary	
Sir Julian Bullard KCMG	Deputy to PUS and Political Director	
Sir Crispin Tickell KCVO	Deputy Under Secretary for Economic Affairs at the FCO	Deputy Personal Representative
Mr Jeremy Thomas CMG	Assistant Under Secretary for Economic Affairs at the FCO	
Mr Leonard V Appleyard	Private Secretary	
Mr Michael Tait	Head of Economic Relations Department	
Mr P John Goulden	Head of News Department	
Mr Douglas Gordon	Deputy Chief of Protocol	
Mr Derek Thomas CMG	Incoming Political Director	

Treasury

The Rt Hon Nigel Lawson MP	Chancellor of the Exchequer	
The Rt Hon Peter Rees QC MP	Chief Secretary to the Treasury	
Mr John Moore MP	Financial Secretary to the Treasury	
Mr Ian Stewart MP	Economic Secretary to the Treasury	
Sir Peter Middleton KCB	Permanent Secretary to the Treasury	

Sir Terence Burns	Chief Economic Adviser	
Mr J Geoffrey Littler CB	Second Permanent Secretary	Deputy Personal Representative
Mr Roger Lavelle	Assistant Under Secretary, Overseas Finance	
Mr Tony Bottrill	Assistant Secretary, Overseas Finance	
Mr Robert Culpin	Press Secretary	
Mr David L C Peretz	Principal Private Secretary	

Cabinet Office

Sir Robert Armstrong GCB CVO	Cabinet Secretary	Personal Representative
Dr R B Nicholson FRS	Chief Scientist	
Mr David Colvin	Assistant Secretary	
Mr Richard Hatfield	Private Secretary to Sir Robert Armstrong	
Mr Leslie Wright	Director of Communications	Closely involved in Summit communications

Summit Co-Ordination Unit

Mr Nicholas Barrington CMG CVO	Assistant Under Secretary, FCO	Summit Co-Ordinator
Mr Ivor Roberts	Head of Press Unit	
Mr David Harris	Head of Administration Unit	
Col Peter Durrant	Security Adviser	
Dr K W Woolhead	Medical Advisory Service Tilbury House Petty France London SW1	Organising medical services for Summit

/Government Hospitality Fund

Government Hospitality Fund

Brigadier Alan Cowan MBE

Secretary of Government
Hospitality
2 Carlton Gardens
London SW1

COI

Mr Donald Grant

Director-General
COI
Hercules Road
London SE1
(928 2345)

Home Office

The Rt Hon Leon Brittan
QC MP

Home Secretary
Queen Anne's Gate

The Rt Hon Douglas Hurd
MP

Minister of State
Home Office
Queen Anne's Gate
London SW1

Sir Brian Cubbon GCB

Permanent Under
Secretary

Department of the Environment

Mr Ian Gow MP

Minister of State for
Housing and Construction

Sir George Young Bt MP

Parliamentary Under-
Secretary with
responsibility for PSA
matters

Dr Martin Holdgate CB

Chief Scientist
Department of the
Environment
2 Marsham Street
London SW1

Mr D Gruffydd Jones

Under Secretary
Central Directorate
on Environmental
Pollution
Department of the
Environment
Romney House
43 Marsham Street
SW1

PSA

Mr A G Manzie CB

Chief Executive
PSA
St Christopher House
Southwark Street
London SE1 0TE
(928 7999)

Mr Giles Hopkinson

Director, London
Region

in charge of
London District

Mr Richard P Hore

Assistant Director
(Estates)

in charge of
Central London
area

Mr David Gilbert-Sutton

Principal Estates
Surveyor

in charge of
Lancaster House

Ministry of Defence

The Rt Hon Michael
Heseltine MP

Secretary of State
for Defence
Main Building
Whitehall
London SW1

Field Marshal Sir
Edwin Bramall GCB OBE MC

Chief of the Defence
Staff
Ministry of Defence
Whitehall
London SW1

Colonel Whiteley

Household Division
Horse Guards
London SW1
(930 4466)

~~Colonel Wardle~~

~~Brigade Major
Household Division
Horse Guards
London SW1
(930 4466)~~

Group Captain Dillon

Head of Protocol
Ministry of Defence
Main Building
Whitehall
SW1

Department of Trade and Industry

R W Gray CB

Deputy Secretary

Mr Roy Williams

Assistant Under
Secretary for
International Affairs

Mr Ron Dearing CB

Chairman
Post Office HQ
St Martin's le Grand
London

Produced Summit
stamp and first
day cover for
gifts

Mr Paul Hogarth ARA RDI

Painter and Designer
The Studio
61 Auden Place
Kingstown St
off Princess Road
Primrose Hill NW1
(586 7599)

Designed Summit
stamp

Other Departments involved with Summit Topics

The Rt Hon Peter Walker
MP

Secretary of State
for Energy
Thames House South
Millbank
London SW1

Mr David Morphet

Under-Secretary
Energy Policy Division
Department of Energy
Thames House South
Millbank
London SW1

The Rt Hon Nicholas
Ridley MP

Secretary of State
for Transport
2 Marsham Street
London SW1

Shipping policy

Mr A J Lane

Deputy Secretary
for Shipping Policy
Department of Transport
2 Marsham Street
London SW1

The Rt Hon Sir Keith
Joseph Bt MP

Secretary of State
for Education and
Science
Elizabeth House
York Road
London SE1

~~Miss V Kate Timms~~

~~Assistant Secretary
MAFF
Great Westminster House
Horseferry Road
London SW1~~

~~Liaison with Food
from Britain~~

Unofficial Advisers Group

The Lord Roll of Ipsden
KCMG CB

S G Warburg & Co Ltd
30 Gresham Street
London EC2P 2ER

Chairman. Organised
special meeting at
Wiston House on
27-29 April

II NON-GOVERNMENTAL ORGANISATIONS INVOLVED WITH SUMMIT
ARRANGEMENTS

Buckingham Palace and York House

The Rt Hon Sir Philip Moore KCB KCVO CMG	Private Secretary
Lt Col Blair Stewart-Wilson MVO	Deputy Master of the Household
Mr M S M Shea	Press Secretary
Sir Richard Buckley KCVO RN	Private Secretary to HRH the Duke of Kent

Lord Chamberlain's Office

Lt Col Sir John Johnston KCVO MC	Comptroller
Lt Col George West	Assistant Comptroller

Police

Sir Kenneth Newman QPM	Commissioner Metropolitan Police New Scotland Yard London SW1	
Mr Peter Marshall QPM	Commissioner of Police for the City of London 26 Old Jewry London EC2	
Deputy Asst Commissioner R Innis	New Scotland Yard London SW1	Directly responsible for Summit arrangements

British Airports Authority

Mr Michael King	Director Heathrow Airport Hounslow Middlesex
Mr P E R Bailey	Director Gatwick Airport Gatwick West Sussex RH6 0HZ (0293 517755)

City of London

The Rt Hon The Lord Mayor
of London

Lord Mayor
Mansion House
London EC4N 8BH

Mr Alderman and Sheriff
Chervet

Sheriff
Guildhall

Mr Sheriff Fitzgerald

Sheriff
Guildhall

Mr A D Howlett

Remembrancer
Guildhall
London EC2P 2EJ

Preparations for
use of Guildhall

National Portrait Gallery

The Lord Kenyon

Chairman of the
Trustees
National Portrait
Gallery
2 St Martin's Place
London WC2
(930 1552)

Dr John T Hayes

Director
National Portrait
Gallery
2 St Martin's Place
London WC2
(930 1552)

Prime Minister's
dinner on 8 June

Royal Society of Arts

Mr M G Moss CBE

Chairman
RSA
8 John Adam Street
London WC2
(839 2366)

Mr Christopher Lucas

Secretary

Foreign and
Commonwealth
Secretary's dinner
on 8 June

Bank of England

Mr Robin Leigh-Pemberton

Governor
Bank of England
Threadneedle Street
London EC2
(601 4444)

Chancellor's
dinner on 8 June

Royal Mint

Mr R W Gravenor

Commercial Director
Royal Mint
7 Grosvenor Gardens
London SW1
(828 8724)
(0443 222111)

Producing
commemorative
medallion as gift
for delegates and
press

British Telecom

Sir George Jefferson
CBE

Chairman
British Telecom
2-12 Gresham Street
London EC2V 2AG
(357 3700)

British Telecom
are providing
extensive
communications
installations at
the Press Centre
and Lancaster
House - mostly at
cost, but with
some concessions

Connaught Rooms

Mr Leslie Jackson

Vice Chairman
De Vere Hotels and
Restaurants Ltd
61 Great Queen Street
London WC2
(404 0077)

Owner of Connaught
Rooms. Deeply
involved in
preparations for
Press Centre

CBI

Sir James Cleminson MC DL

Chairman
Reckitt and Coleman

Representing Chairman
of CBI who advised on
sponsorship.

British Airways

Lord King of Wartnaby

Chairman
British Airways
Speedbird House
Heathrow Airport
PO Box 10
Hounslow
Middlesex
(759 5511)

Helicopters from
Gatwick

Tourism

Mr Duncan Bluck OBE	Chairman British Tourist Authority 64 St James's Square London SW1	
Mr Michael Montague CBE	Chairman English Tourist Board 4 Grosvenor Gardens London SW1 (730 3400)	Hosting party for press on 9 June (to be confirmed)
Mr Graham Jackson	Director London Tourist Board 26 Grosvenor Gardens London SW1	Producing literature for delegates and press
Mr Dev Anand	Director Expotel Banda House Cambridge Grove London W6 (568 8765)	Providing hotel and theatre booking service for Summit visitors
Mr Michael Golder	Managing Director Kennedy Brookes Hotel & Catering Ltd 316 King's Road London SW3 (351 5141)	Restaurant chain who are offering discounts to journalists

Centre for Journalism Studies

Professor John Dodge	Director Centre for Journalism Studies The City University 223-227 St John Street London EC1	Students of journalism are assisting in handling foreign press
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Design Council

Mr Keith Grant	Director Design Council 28 Haymarket London SW1 (839 8000)	Help to Press Unit
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W H Smith

Mr S M Hornby	Chairman W H Smith & Son 10 New Fetter Lane London EC4 (353 0277)	Providing services to Press Centre and delegations
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Interpreters

Mr and Mrs A Lawrence

19 Beresford Avenue
East Twickenham
Middlesex
TW1 2PY (892 6280)

Head (and deputy)
of interpreting
team

III COMPANIES ASSOCIATED WITH THE SUMMIT (IN APPROXIMATE
ORDER OF THEIR GENEROSITY)

Mr D P Hornby	Executive Director Rank Xerox 338 Euston Road London NW1 3BH (380 8836)	Providing photocopying and other machines at no charge
Mr N P G Saphir	Chairman Food from Britain 3rd Floor Market Towers New Covent Garden Market Vauxhall London SW8 (720 2144)	Providing quantities of free food for journalists
Mr Peter Laister	Chairman Thorn-EMI EMI House Upper St Martin's Lane London WC2 (836 2444)	Providing free loan of 150 TV monitors for closed-circuit and information systems
Mr T N Risk	Governor Bank of Scotland The Mound Edinburgh EH1 1YZ (031 229 2555)	Contributed £5,000 to cost of Summit Briefcase
The Rt Hon the Lord Remnant CVO FCA	Chairman Bank of Scotland Mermaid House 2 Puddle Dock London EC4	Contributed to cost of briefcase
Mr Peter Graham OBE	Senior Deputy Chairman Standard Chartered Bank 10 Clements Lane London EC4N 7AB (623 7500)	Contributed £3,000 to cost of Summit Briefcase
Mr R M Halpern	Chairman and Chief Executive Burton Group 8-11 Great Castle Street London W1 (636 8040)	Providing 3,500 Summit ties for journalists

Mr Norman Sussman OBE

Chairman
British Clothing
Industry Association
Wellington House
6-9 Upper St Martin's
Lane
London WC2
(836 4545)

Providing 200
Summit ties for
delegates

Sir Basil Feldman

39-40 St James's Place
London SW1
(493 3178)

Intermediary with
Burtons (see
above)

Mr Hugh Dundas CBE DSO

Chairman
Rediffusion
Stratton House
Piccadilly W1
(629 8886)

Providing free loan
of 50 TV monitors
for Press Centre
(information
retrieval)

Sir Austin Bide

Chairman
BL
35-38 Portman Square
London W1
(486 6000)

Providing free loan
of cars

Dr P J Coen

Chairman
Logica VTS Ltd

Providing free loan
of word processors

Mr Ronald Carter

Managing Director
Berol Ltd
Oldmeadow Road
Kings Lynn
Norfolk
PE30 4JR

Providing gift of
pens to all
delegates and
journalists

~~Mr Ambrose Congreve CBE~~

~~Warwick House
St James's
London SW1~~

~~Has agreed that
Warwick House
should be used for
a lunch for
Sherpas on 8 June~~

~~The Hon Sir John
Sainsbury Kt~~

~~Chairman
J Sainsbury Ltd
Stamford House
Stamford Street
London SE1~~

~~Mr Stanley Grinstead
FCA CBIM~~

~~Chairman
Grand Metropolitan
Ltd
11 Hanover Square
London W1A 1DP~~

~~Providing free
beer for
journalists~~

IV MEDIA

Mr Charles Douglas-Home

Editor
The Times
New Printing House
Square
London WC1
(837 1234)

Mr Geoffrey Owen

Editor
Financial Times
Bracken House
Cannon Street
London EC4
(248 8000)

The Rt Hon William
Deedes MC

Editor
Daily Telegraph
135 Fleet Street
London EC4
(353 4242)

Mr Peter Preston

Editor
The Guardian
119 Farringdon Road
London EC1
(278 2332)

~~Mr Andrew Neil~~

~~Editor
Sunday Times
200 Grays Inn Road
London WC1
(837 1234)~~

Mr John Thompson

Editor
Sunday Telegraph
135 Fleet Street
London EC4
(353 4242)

Mr Donald Trelford

Editor
Observer
8 St Andrews Hill
London EC4
(236 0202)

Mr Andrew Knight

Editor
The Economist
25 St James's Street
London SW1
(839 7000)

Mr John Heffernan

Secretary
Association of Regional
City Editors
(write to)
City Editor
United Newspapers PLC
27 Tudor Street
London EC4
(583 9199)

Mr Robert Darroch

President of Foreign
Press Association
11 Carlton House
London

To be elected on
15 May. FPA has
helped with
arrangements for
visiting
journalists

Mr Michael Reupke

Editor-in-Chief
Reuters
85 Fleet Street
London EC4
(250 1122)

Mr David Chipp

Editor-in-Chief
Press Association
85 Fleet Street
London EC4
(353 7440)

Mr John Desborough

Chairman
Parliamentary Lobby
Association
C/o Press Gallery
House of Commons
(219 3000)

Mr Stephen Claypole

News Editor
BBC TV News
Lime Grove
London W12
(743 8000)

Mr David Nicholas

Editor
ITN
48 Wells Street
London W1
(637 2424)

Mr Peter Thornton

Editorial Director
IRN
Communications House
Gough Square
London EC4
(353 7601)

Mr Larry Hodgson

Editor
BBC Radio
Broadcasting House
Portland Place
London W1
(580 4468)

Sir Larry Lamb

Editor
Daily Express
Fleet Street
London EC4
(353 8000)

~~Mr Kelvin MacKenzie~~

~~Editor
The Sun
30 Bouverie Street
London EC4
(353 3030)~~

Mr Mike Molloy

Editor
Daily Mirror
Holborn Circus
London EC1
(353 0246)

Mr Stewart Steven

Editor
Mail on Sunday
33 Holborn
London EC1
(353 0246)

Mr Robert Edwards

Editor
Sunday Mirror
Holborn Circus
London EC1

Mr Nick Lloyd

Editor
News of the World
30 Bouverie Street
London EC4
(353 3030)

Mr Lloyd Turner

Editor
Daily Star
Fleet Street
London EC4
(353 8000)

~~Mr Richard Stott~~

~~Editor
The Sunday People
9 New Fetter Lane
London EC4~~

Lord Buxton MC DL

Chairman
Independent Television News
Anglia TV
113 Park Lane
London W1

Mr Bryan Cowgill

Chairman
UP/ITN
Thames Television
Thames Television House
306-316 Euston Road
London NW1

Mr Stuart Young FCA

Chairman of BBC Governors
4th Floor
St Alphage House
2 Fore Street
London EC2Y 5DH
(628 9771)

The Rt Hon The Lord Marsh
FCIT

Chairman
Newspaper Publishers'
Association
6 Bouverie Street
London EC4Y 8AY

Mr Stuart Trotter

Chairman
Parliamentary Press Gallery
House of Commons

Mr. Austin Kask
~~Mr Douglas Muggerridge~~

Deputy
Managing Director
BBC External Services
Bush House
The Strand
London WC2

Mr Roger Ridley-Thomas

President
Scottish Daily Newspaper Society
Scotsman Publications Ltd
North Bridge
Edinburgh EH 1YT
(225 2468)

V OTHER MEMBERS OF THE CABINET

The Rt Hon Viscount Whitelaw CH MC	Lord President of the Council Privy Council Office Whitehall London SW1
The Rt Hon the Lord Hailsham of St Marylebone CH	Lord Chancellor House of Lords London SW1
The Rt Hon George Younger TD MP	Secretary of State of Scotland Dover House Whitehall London SW1
The Rt Hon John Biffen MP	Lord Privy Seal and Leader of the House of Commons
The Rt Hon Norman Fowler MP	Secretary of State for Social Services Alexander Fleming House Elephant and Castle London SE1
The Rt Hon the Lord Cockfield	Chancellor of the Duchy of Lancaster Privy Council Office 68 Whitehall London SW1
The Rt Hon Sir Michael Havers QC MP	Attorney General Royal Courts of Justice The Strand London WC2

VI PARLIAMENT

The Rt Hon Neil Kinnock MP	Leader of the Opposition House of Commons
The Rt Hon Roy Hattersley MP	Deputy Leader of the Labour Party and spokesman on Treasury affairs House of Commons
The Rt Hon Denis Healey CH MBE MP	Foreign Affairs spokesman Labour Party House of Commons
The Rt Hon The Lord Diamond	Representing Social Democratic Party
The Rt Hon Mr Richard Wainwright MP	Representative of Liberal Party
The Rt Hon Terence Higgins MA MP (Conservative)	Chairman Treasury and Civil Service Select Committee (and Chairman of Liaison Committee) House of Commons
Sir Anthony Kershaw MC MP (Conservative)	Chairman Foreign Affairs Select Committee House of Commons
Mr Kenneth Warren MP (Conservative)	Chairman of Trade and Industry Select Committee House of Commons
The Rt Hon Sir Humphrey Atkins KCMG MP (Conservative)	Chairman of Select Committee on Defence House of Commons
Mr Ron Leighton MP (Labour)	Chairman of Select Committee on Employment House of Commons
Mr Nigel Spearing MP (Labour)	Chairman of European Legislative Committee and Member of Foreign Affairs Committee

The Rt Hon Bernard Weatherill MP	Speaker House of Commons SW1	
The Rt Hon Michael Alison MP	Parliamentary Private Secretary to the Prime Minister House of Commons	
The Rt Hon Peter Shore MP (Labour)	Joint Chairman British American Parliamentary Group House of Commons	[other Chairman is Mr Jopling - already invited]
Sir Anthony Meyer MP (Conservative)	Chairman Franco-British Parliamentary Committee House of Commons	
Mr Anthony Nelson MP (Conservative)	Chairman British Canadian Parliamentary Group House of Commons	
Sir Bernard Braine MP (Conservative)	Chairman British German Parliamentary Group House of Commons	
Sir Julian Ridsdale CBE MP (Conservative)	Chairman British Japanese Parliamentary Group House of Commons	
The Rt Hon G Oakes MP (Labour)	Joint Vice Chairman British Italian Parliamentary Group House of Commons	
The Rt Hon James Callaghan MP	House of Commons	Prime Minister at last Summit in 1977 in London
The Rt Hon Lord Wilson of Rievaulx KG OBE FRG	House of Lords	Former Prime Minister
Mr Tim Renton MP	PPS to Secretary of State for Foreign and Commonwealth Affairs	
Mr Michael Colvin MP	PPS to Mr Richard Luce, Minister of State, FCO	

Lord James Douglas Hamilton MP PPS to Mr Rifkind &
Mr Whitney, Ministers of
State, FCO

The Hon Mark Lennox Boyd MP PPS to Chancellor of the
Exchequer

Mr Tim Smith MP PPS to Home Secretary

Mr George Robertson MP Labour Party spokesman on
(Labour) Foreign Affairs

Mr Donald Anderson MP Labour Party spokesman on
Foreign Affairs

~~Mr Robin Cook MP Labour Party spokesman on
Foreign Affairs~~

VII OTHER PROMINENT PERSONALITIES

~~Mr David Basnett~~ ~~GMWU~~

Lt Gen Sir John Richards
KCB
Marshal of the Diplomatic
Corps
St James's Palace SW1
(930 4749 x 655)

Mr John G Cassels CB
Director-General
National Economic
Development Office
21 Millbank
London SW1
(211 5386)

Admiral Sir James Eberle
GCB
Director
Chatham House
10 St James's Square
London SW1
(930 2233)

Dr Robert O'Neill
Director
International Institute
for Strategic Studies
23 Tavistock Street
London WC2E 7NQ
(379 7676)

Lord ~~Hugh~~ Thomas • f
Sydney
Centre for Policy Studies
8 Wilfred Street
London SW1

Professor Ralf Dahrendorf
Director
London School of
Economics
Houghton Street
London WC2
(405 7686)

~~Prof R James Ball~~ ~~Principal~~
~~London Business School~~
~~Sussex Place~~
~~Regents Park~~
~~London NW1~~
~~(262 5050)~~

Mr Alasdair Milne
Director General
BBC
Broadcasting House
London W1
(580 4468)

The Rt Rev and Rt Hon
Graham D Leonard DD DCL

Bishop of London
London House
8 Barton Street
London SW1P 3RX
(222 8661)

Prof R Quirk CBE FBA

Vice-Chancellor
University of London
Senate House
Malet Street
London WC1
(636 8000)

The Rt Hon Sir John
Donaldson

Master of the Rolls
Royal Courts of Justice
The Strand
London WC2

[husband of the
Lord Mayor of
London]

Dr R F Robertson CBE
MD FRCP Ed

President
British Medical Association
BMA House
Tavistock Square
London WC1
(387 4499)

Mr Rodrigo Moynihan CBE
RA

11 Avenue Studios
Sydney Close
London SW3

Portrait Painter
for the Prime
Minister

~~The Countess of Sutherland~~

~~39 Edwardes Square
London W8~~

~~Lending picture
of Lancaster House
where her
ancestors lived~~

Lord Leverhulme

16 Clarendon Road
London W11

His ancestor
presented
Lancaster House
lease to nation

Lord Hunt of Tanworth

8 Wool Road
Wimbledon
London SW20

Former Cabinet
Secretary and
'Sherpa'

~~Miss Valerie Beston~~

~~Marlborough Fine Art
6 Albermarle Street
London W1X 3HF
(629 5161)~~

~~Helped with gifts
especially Henry
Moore~~

The Rt Hon the Earl of
Stockton PC OM FRS

Birch Grove House
Chelwood Gate
Haywards Heath
West Sussex

Former Prime
Minister

Ushers and Members of Staff Assisting

Mr Richard Morgan	Assistant Head of Summit Administration Unit
Mr Nigel Dickerson	Administration Unit
Mr David Broom	Administration Unit
Miss Tracy Dunmore	Administration Unit
Mrs Liza McKinney	Summit Press Unit
Miss Magi McGlone	Summit Press Unit
Mr Tom Young	Liaison Officer for USA
Mr John Holmes	Liaison Officer for France
Mr Ralph Publicover	Liaison Officer for Canada
Mr Richard Escritt	Liaison Officer for FRG
Mr Peter Denison-Edson	Liaison Officer for Japan
Mr Michael Richardson	Liaison Officer for Italy
Mr Peter Loughhead	Liaison Officer for UKREP Brussels
Mr Freeman	Economic Relations Dept, FCO
Mr Tim Hollaway	Economic Relations Dept, FCO
Miss M Lawrence	Government Hospitality
Miss H O'Connor	Government Hospitality
Mrs R Durnford-Slater	