



70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

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

Sir Robert Armstrong GCB CVO

Ref. A085/1140

19 April 1985

*Dear Graham,*Briefing Arrangements for the Bonn Economic Summit

Thank you for your letter of 15 April concerning the briefing arrangements for this years Economic Summit.

We have spoken about this on the telephone and you may by now have seen a copy of the Private Secretary letter I have sent calling for briefs (I attach a copy for convenience).

When we spoke, I emphasised that No 10 see the key briefs, so far as the Prime Minister is concerned, as being Nos 1-3. The Steering Brief will be along the lines described in Sir Robert Armstrong's letter of 12 February outlining the revised briefing arrangements for Prime Minister's meetings. The brief on the thematic paper will, I think, be much less easy to fit into that sort of format as it is very much sui generis. This will need to discuss the main issues raised by the thematic paper which are likely to be reflected in the discussions leading up to the Economic Declaration. It will need to identify the likely points of controversy and difficulty at the Summit, and where the United Kingdom's interest is likely to lie in each case. No 10 have also indicated that the Prime Minister is likely to want a full speaking note on the economic issues at the Summit and such a speaking note should form an annex to this brief. The third brief should be confined to the proposed declaration to mark the 40th anniversary of the Second World War, again concentrating on any issues which seem likely to cause difficulty in discussion.

We agreed that the Foreign Office should take the lead in preparing these briefs, although Sir Robert Armstrong would wish

/to

G M Stegmann Esq

CONFIDENTIAL

to see them before they are finalised. Accordingly, I would be grateful if you could let us have a copy of these briefs by 5.00 pm on Thursday 25 April and I will undertake to arrange for the subsequent reproduction and distribution of these briefs in the same time scale as for the background briefs, which should be sent to the Committee Section here in the normal way.

I am sending copies of this letter to Michael Jenkins, Michael Tait and Alison Bailes in the Foreign and Commonwealth Office and to Charles Powell at No 10.

Yours
Ri

(R P Hatfield)
Private Secretary

CONFIDENTIAL



70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

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

Sir Robert Armstrong GCB CVO

PS(85) 9

19 April 1985

Dear Private Secretary,

Bonn Economic Summit: 2-4 May 1985

This letter sets out the briefing arrangements for the Bonn Economic Summit on 2-4 May 1985.

--- The list of briefs to be prepared, with an indication of departmental responsibility is at Annex A. This reflects the revised briefing arrangements for the Prime Minister described in Sir Robert Armstrong's letter of 12 February (A085/476) to Sir Antony Acland, modified to take account of the particular circumstances of the Economic Summit. The key briefs are numbered 1 to 3, which should be free-standing. The Steering brief will on this occasion be supplemented by a brief on the "thematic paper" which will provide the focus for the Summit's economic discussions and a specific brief on the draft political declaration to be issued by the Summit to mark the 40th anniversary of the end of the Second World War. The brief on the thematic paper should address the main issues that are likely to arise in the economic discussions and should also include a speaking note for the Prime Minister on economic issues. 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

Separate briefs should be prepared for the Prime Minister's bilateral meetings with other Summit leaders in the margins of the Summit. The briefs for these meetings should be in the form laid down for "Short Bilateral Meetings" in Sir Robert Armstrong's letter of 12 February. It is likely that the meetings will concentrate on non-Summit matters but the briefs should cross-refer to Summit briefs where appropriate.

/Format

LIST OF BRIEFS FOR BONN ECONOMIC SUMMIT 2-4 MAY 1985

	<u>Lead Dept</u>	<u>In Consultation with</u>
1. Steering Brief	FCO	as appropriate
2. Thematic Paper + Speaking Note on Economic Issues	FCO	HMT, DTI, DOE DEn, ODA
3. Political Declaration	FCO	
<u>Background Briefs:</u>		
a) <u>Economic Issues</u>		
4. World Economy	HMT	FCO
5. Trade	DTI	HMT, FCO
6. Developing Country Issues	FCO	HMT, ODA
7. Environment	DOE	FCO
8. Energy	DEn	FCO
9. Science and Technology	Cabinet Office	FCO
b) <u>Political Issues</u>		
10. Terrorism	FCO	as appropriate
11. Arms Control Questions:		
a) US/Soviet negotiations at Geneva (including SDI)		
b) Non-nuclear issues, including CW		
12. Non-proliferation		
13. East-West Relations:		
a) Relations with the Soviet Union and its allies (with special reference to Western co-ordination)		
b) Internal developments in the Soviet bloc		
13. Global Security Questions:		
a) The US/Europe/Japan relationship		
b) Soviet expansionism in the Third World		
14. Regional Issues:		
a) Iran/Iraq		
b) Central and South America		
c) Arab/Israel and Lebanon		
d) Afghanistan and Indian sub-continent		
e) Southern Africa		
f) Far East (Sino-Soviet relations, the Koreas, Cambodia)		
g) Mediterranean		

THE FOLLOWING INSTRUCTIONS ABOUT FORMAT SHOULD BE FOLLOWED CAREFULLY

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

Content

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

Layout

- (d) Briefs should be typed in double spacing, using both sides of the paper. Pages should be numbered at the foot of each page.
- (e) As shown in the specimen at Annex C, the top page only of each brief should contain the following details: the symbol and number of the brief in the top left-hand corner (eg PMV (84) 10) with the date of circulation below; a copy number in red at the top right-hand corner; the visit heading; the title of the brief (in capitals) and the name of the Department responsible.
- (f) At the foot of the last page and on the left-hand side, briefs should bear the name of the originating Government Department and the date of origin.

Reproduction

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

Updating

- (i) If late developments require a brief to be amended or updated, a revise should be prepared. It should be set out in the form described at (e) above, with the brief number amended to show that it is a revise (eg PMV (83) 10 (Revise)). Subsequent revises should be numbered (eg PMV (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 PMV (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
1/4"
margin]
PMV (85) [Serial No as specified in Annex A] COPY NO [in red]
[Date]

BONN ECONOMIC SUMMIT: 2-4 MAY 1985

[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]



CDP.
 FCB
 to see

70 WHITEHALL, LONDON SW1A 2AS

01-233 8319

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

Sir Robert Armstrong GCB CVO

PS(85) 9

19 April 1985

Dear Private Secretary,

Bonn Economic Summit: 2-4 May 1985

This letter sets out the briefing arrangements for the Bonn Economic Summit on 2-4 May 1985.

--- The list of briefs to be prepared, with an indication of departmental responsibility is at Annex A. This reflects the revised briefing arrangements for the Prime Minister described in Sir Robert Armstrong's letter of 12 February (A085/476) to Sir Antony Acland, modified to take account of the particular circumstances of the Economic Summit. The key briefs are numbered 1 to 3, which should be free-standing. The Steering brief will on this occasion be supplemented by a brief on the "thematic paper" which will provide the focus for the Summit's economic discussions and a specific brief on the draft political declaration to be issued by the Summit to mark the 40th anniversary of the end of the Second World War. The brief on the thematic paper should address the main issues that are likely to arise in the economic discussions and should also include a speaking note for the Prime Minister on economic issues. 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

Separate briefs should be prepared for the Prime Minister's bilateral meetings with other Summit leaders in the margins of the Summit. The briefs for these meetings should be in the form laid down for "Short Bilateral Meetings" in Sir Robert Armstrong's letter of 12 February. It is likely that the meetings will concentrate on non-Summit matters but the briefs should cross-refer to Summit briefs where appropriate.

/Format

Format

The format of the main briefs (1-3) should be on the lines indicated in Sir Robert Armstrong's letter of 12 February referred to above. Although the nature of the discussions on the Economic Summit will inevitably mean that these briefs are to some extent sui generi.

--- The background briefs should be in accordance with the instructions at Annexes B and C of this letter. Those preparing such briefs should note carefully the details set out in Annex B and should therefore aim to ensure that individual subject briefs do not exceed 2 sides of paper. I should emphasise that these background briefs should include only supplementary material and should not repeat material included in the 3 main briefs.

Deadline

70 copies of each brief should be sent to the Cabinet Office as soon as that are ready. In any case, they should reach the Cabinet Office by 12 noon on Friday 26 April AT THE VERY LATEST. They should be addressed to Mrs M Wagner in Committee Section, who should be consulted (telephone number 233 7343) about any technical points arising.

I am sending copies of this letter to the Private Secretaries to Sir Antony Acland, Sir Peter Middleton, Sir Brian Hayes, Sir Kenneth Stowe, Mr Heiser, Sir Clive Whitmore, Sir Brian Cubbon, Sir Kenneth Couzens, Sir Michael Franklin, Sir Michael Quinlan, Mr Andrew, Sir Robin Nicholson and Charles Powell at No 10.

Yours sincerely

(Signed) R P HATFIELD

LIST OF BRIEFS FOR BONN ECONOMIC SUMMIT 2-4 MAY 1985

	<u>Lead Dept</u>	<u>In Consultation with</u>
1. Steering Brief	FCO	as appropriate
2. Thematic Paper + Speaking Note on Economic Issues	FCO	HMT, DTI, DOE DEn, ODA
3. Political Declaration	FCO	
<u>Background Briefs:</u>		
a) <u>Economic Issues</u>		
4. World Economy	HMT	FCO
5. Trade	DTI	HMT, FCO
6. Developing Country Issues	FCO	HMT, ODA
7. Environment	DOE	FCO
8. Energy	DEn	FCO
9. Science and Technology	Cabinet Office	FCO
b) <u>Political Issues</u>		
10. Terrorism	FCO	as appropriate
11. Arms Control Questions:		
a) US/Soviet negotiations at Geneva (including SDI)		
b) Non-nuclear issues, including CW		
12. Non-proliferation		
13. East-West Relations:		
a) Relations with the Soviet Union and its allies (with special reference to Western co-ordination)		
b) Internal developments in the Soviet bloc		
13. Global Security Questions:		
a) The US/Europe/Japan relationship		
b) Soviet expansionism in the Third World		
14. Regional Issues:		
a) Iran/Iraq		
b) Central and South America		
c) Arab/Israel and Lebanon		
d) Afghanistan and Indian sub-continent		
e) Southern Africa		
f) Far East (Sino-Soviet relations, the Koreas, Cambodia)		
g) Mediterranean		

THE FOLLOWING INSTRUCTIONS ABOUT FORMAT SHOULD BE FOLLOWED CAREFULLY

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

Content

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

Layout

- (d) Briefs should be typed in double spacing, using both sides of the paper. Pages should be numbered at the foot of each page.
- (e) As shown in the specimen at Annex C, the top page only of each brief should contain the following details: the symbol and number of the brief in the top left-hand corner (eg PMV (84) 10) with the date of circulation below; a copy number in red at the top right-hand corner; the visit heading; the title of the brief (in capitals) and the name of the Department responsible.
- (f) At the foot of the last page and on the left-hand side, briefs should bear the name of the originating Government Department and the date of origin.

Reproduction

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

Updating

- (i) If late developments require a brief to be amended or updated, a revise should be prepared. It should be set out in the form described at (e) above, with the brief number amended to show that it is a revise (eg PMV (83) 10 (Revise)). Subsequent revises should be numbered (eg PMV (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 PMV (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

PMV (85) [Serial No as specified in Annex A] COPY NO [in red]

[Date]

BONN ECONOMIC SUMMIT: 2-4 MAY 1985

[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]

[Leave
1½"
margin]