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

Sir Robert Armstrong GCB CVO

Ref. A087/1459

21 May 1987

Dear Sherard,

Venice Economic Summit: 8-10 June 1987

This letter sets out the briefing arrangements for the Venice Economic Summit on 8-10 June 1987.

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

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

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

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

Bilaterals. Briefs have already been commissioned for the formal bilateral meeting the Prime Minister will have with President Reagan. However the Foreign and Commonwealth Office

/should prepare.

S L Cowper-Coles Esq
Foreign and Commonwealth Office

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should prepare a list of points for the Prime Minister to make with other Summit leaders during informal bilaterals which may take place in the margins of the Summit. The briefs should be in the form laid down for "short bilateral meetings" in Sir Robert Armstrong's letter of 12 February 1985 to Sir Antony Acland, as amended by Mr Stark's letter of 19 February 1986 to you.

Deadline. 70 copies of each brief should be sent to the Cabinet Office as soon as they are ready. They should in any case reach the Cabinet Office by 1.00 pm on Wednesday 3 June at the very latest. They should be addressed to Committee Section. Dave Evans (270 0315) will be able to advise on any technical points that may arise. Annex B, paragraphs f and g, provide guidance about any updating that may be needed after the briefs have been submitted.

The Foreign and Commonwealth Office should submit the briefs for the Prime Minister's bilateral meetings direct to No 10 by 4.00 pm on Wednesday 3 June.

I am sending copies of this letter to Dick Saunders (Treasury), Malcolm McKinnon (DTI), Frank Strang (MAFF), Anne Curran (ODA), Edmund Quilty (DEn), Alison Nisbet (DES), Alison Rutherford (DOE), Barry Slater (DHSS), John Pitt-Brooke (MOD), John Fairclough (Cabinet Office) and Charles Powell (No 10).

*Yours ever,
Christopher Cloke*

(C G Cloke)
Assistant Private Secretary

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VENICE ECONOMIC SUMMIT: 8-10 JUNE 1987

LIST OF BRIEFS

	<u>Lead Department</u>	<u>In consultation with</u>
<u>Key Briefs</u>		
1. Steering Brief	FCO	As appropriate
2. Speaking notes on economic issues	HMT	FCO
3. Speaking notes on political issues	FCO	
4. Thematic Paper	FCO	As appropriate
<u>Subject Briefs</u>		
<u>A. Economic Subjects</u>		
5. World economy	HMT	FCO
6. Trade	DTI	FCO, HMT
7. Agriculture	MAFF	FCO, DTI, HMT
8. Developing country issues (including debt and UNCTAD VII)	FCO	ODA, HMT
<u>B. Political Subjects</u>	(FCO all subjects)	(as appropriate)
9. East/West		
a. Relations with Soviet Union and Eastern Europe		(SovD, EED)
b. Arms control (ACDD, DefD)		
c. Afghanistan, Cambodia (SAD, SEAD)		
d. Soviet policy in Asia/Pacific (SovD, SAD, SEAD, FED, SPD)		
10. Terrorism (SCD)		
11. South Africa (SAfD, ERD)		
12. Middle East (NENAD, MED)		
13. Iran/Iraq (MED)		
14. Central America (MCAD)		
15. Latin America (SAmD, ERD)		

- 16. China, Korea and the Philippines (FED, SEAD)
- 17. United Nations (UND)
- 18. International Narcotics Control (NCAU, ERD)

C. Other Subjects

- | | | |
|---|----------------|------------------------|
| 19. Energy | DEn | FCO |
| 20. Education | DES | FCO |
| 21. Environment | DOE | FCO and Cabinet Office |
| 22. Human frontier
science proposals | DES | Cabinet Office |
| 23. Bioethics | Cabinet Office | FCO |
| 24. AIDS | DHSS | FCO |

THE FOLLOWING INSTRUCTIONS ABOUT FORMAT SHOULD BE FOLLOWED CAREFULLY

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

Layout

- (a) Briefs should be typed in double spacing, using both sides of the paper. Pages should be numbered at the foot of each page.
- b) As shown in the specimen at Annex C, the top page only of each brief should contain the following details: the symbol and number of the brief in the top left-hand corner (eg PMVL(87) 10) with the date of circulation below: a copy number in red at the top right-hand corner; the visit heading; the title of the brief (in capitals) and the name of the Department responsible.
- (c) At the foot of the last page and on the left-hand side, briefs should bear the name of the originating Government Department and the date of origin.

Reproduction

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

Updating

- (f) If late developments require a brief to be amended or updated, a revise should be prepared. It should be set out in the form described at (b) above, with the brief number amended to show that it is a revise (eg PMVL(87) 10 (Revise)). Subsequent revises should be numbered (eg PMVL(87) 10 (Revise 2), etc). If it is a question of adding material to the brief rather than revising its existing contents, an addendum may be prepared, in the form described at (b) above with the brief number (eg PMVL(87) 10 Addendum) and title to which it relates at the top of the front page. The Private Secretary to the Secretary of the Cabinet should be informed when a revise or an addendum is in preparation and also about corrigenda to briefs.
- (g) Additions to the list of briefs in Annex A require the authorisation of the Private Secretary to the Secretary of the Cabinet.

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PMVL(87) [Serial No as specified in Annex A]

COPY NO [in red]

[Date]

VENICE ECONOMIC SUMMIT: 8-10 JUNE 1987

[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]