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Prime Minister.



Could you please consider these arrangements and indicate where they are not satisfactory?

Ref.A084/1307

MR COLES

A.J.C. $\frac{4}{5}$

London Economic Summit

I enclose a note by Nicholas Barrington on the arrangements for the Prime Minister's dinners on the nights of 7 and 8 June. These arrangements seem sensible and I should be grateful to know whether they are acceptable. The press arrangements have been discussed with No 10 Press Office.

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ROBERT ARMSTRONG

2 May 1984



LONDON ECONOMIC SUMMIT: PROGRAMME

1. We are getting to the stage when we have to go firm, and to print, on the details of the programme, and I should be grateful for confirmation that the Prime Minister agrees with the proposed arrangements below for the functions on the evenings of 7 and 8 June at which she will be the host.

Thursday 7 June

2. The Prime Minister has already agreed the outline arrangements for the reception at St James's Palace, which would involve her arriving there at 7 pm after the Foreign and Commonwealth Secretary has greeted the bulk of the guests in her name. The Duke of Kent will arrive at 7.05 pm. He has asked to stay with the Prime Minister to greet all the visiting Heads of State and Government and I assume the Prime Minister will be happy with this.

3. After the last Head of Delegation has arrived, which should be President Reagan, the Prime Minister will no doubt wish to take him into the body of the reception and to circulate for a period herself among her guests. There will only be about 20 minutes for this, because at 7.45 pm she should leave for 10 Downing Street to greet her guests there. Five minutes later we shall ask the Heads of Delegation to go down to their cars, starting with M. Thorn, so that they will arrive in reverse protocol order. This means that President Reagan should reach Downing Street at about 8.03 pm.

4. I assume that Mr Butler or one of the other Private Secretaries will greet the visitors outside the building where they will hope to have a photograph taken with the No 10 door clearly in the background. Other members of the press will already have been escorted to a corner of the garden in readiness for the group photograph.

*Notes
food arrangements
No*



Prime Minister
 Too complicated
 I suggest we
 do everything
 inside, with
 the group
 photo in the
 billiard room.
 Agree?
 A.J.C. $\frac{4}{5}$

5. If it is fine the visitors would be escorted along the passage and through the Cabinet Room on to the terrace, where they will be greeted by the Prime Minister and where drinks would be served. The Prime Minister will probably wish to go to the front door herself to greet Presidents Mitterrand and Reagan. When President Reagan has arrived drinks will be put aside and the press will be brought into the garden below to take photographs, looking up towards the group on the terrace. If it is wet drinks would be served and photograph would be taken in one of the drawing rooms upstairs. *Everything inside*

6. No doubt the Prime Minister will wish to sit down to a meal fairly soon, ie aiming for about ~~8.30 pm~~^{8.15}. Those Heads of Delegations who do not speak English (the French, the German, the Japanese and the Italian) will be accompanied by personal interpreters who will sit behind at dinner. I understand that the dinner is likely to be in the large Dining Room, partly because this will be farthest away from any noise of people gathering on Horse Guards for Beating Retreat.

7. At 9.30 pm or thereabouts the Prime Minister would lead her guests down and through to the Cabinet Office where coffee and liqueurs would be served in Sir Robert Armstrong's room. This would enable the guests to watch Beating Retreat from the windows if they wished. The ceremony will start at 9.30 pm and end at 10.20 pm, but there is no need to be there at the beginning. The Prime Minister's guests will no doubt wish to talk to each other in the interior of the room as well as from time to time to watch at the windows.

8. It would be helpful if the Prime Minister herself were to be at the window as soon after 9.30 pm as possible since cameras will probably be trained on the windows briefly at this point while there is still some natural light (artificial lights have been ruled out by the police).



9. I imagine that once the ceremony is over the guests will wish to disperse to their accommodation to prepare themselves for discussions at Lancaster House the next day, ie the party will break up around 10.30 pm.

Friday 8 June

10. On 8 June the Prime Minister will be host at a dinner for her colleagues at the National Portrait Gallery due to start at 8 pm. The Prime Minister will no doubt wish to arrive by 7.55 pm at the latest, or a few minutes earlier if she wishes to look at the layout for dinner on the top floor.

Private Secretaries should do this
10/4/5

11. The guests will arrive at the main entrance in reverse protocol order as usual, starting with M. Thorn, where they will be met by a Private Secretary, perhaps working in relays with Brigadier Cowan, the Head of Government Hospitality and myself (as Summit Co-Ordinator). They will be accompanied up two flights of shallow stairs to the smallish landing where there are a group of more recent portraits of the royal family, where drinks will be served. President Reagan should arrive just before 8.15 pm if all goes well.

12. Once again I imagine that the Prime Minister will not wish to linger over drinks. At about 8.30 pm, therefore, she would lead the party up to the Elizabethan Room on the top floor. This involves going up one shallow flight of steps and then going up one floor in a slow but roomy and reliable lift which can easily take the whole party. Some of them may prefer to walk, however, which would mean another two shallow flights of stairs. We have been told that President Reagan always prefers to walk. The party will join up outside the portrait of Sir Thomas More's family on the top floor and go into the Elizabethan Room where the dinner will be served. It is proposed that when they have sat down two TV units and a limited number of photographers will be allowed to come in at two ends of the room and take photographs (the Americans and others who have seen the room on reconnaissance visits have asked for photographers since they think the venue will be so unusual and attractive). Delay in starting dinner will be kept to the minimum.



13. In this case I assume that the Prime Minister would prefer to have coffee served at table.

14. When the party get up from table at around 9.45 pm it is suggested that Dr John Hayes, the Director of the Gallery, should be introduced to them so that he can answer any questions, if required, on the Elizabethan portraits by which they have been surrounded.

15. He would then accompany the party down, either by stairs or lift, to the ground floor, where there is the new exhibition of 20th century portraits, together with a small exhibition area in which will be displayed groups of portraits from the collection chosen to be of interest to each of the Summit participants. Mr Moynihan's latest portrait of the Prime Minister herself should also be there.

16. At this stage, if it would be welcome, Dr Hayes would be ready to give the briefest possible (two or three minutes) history of the gallery, perhaps drawing attention to some of the special exhibits. (I know from experience that Dr Hayes would keep it short and I think the visitors will be interested in the concept of the National Portrait Gallery which has no equal in their own countries, except for a rather inadequate collection in Washington). The visitors would then be invited to wander through the 20th century gallery, which has some fine portraits and photographs of British people from all walks of life, exhibited in an imaginative and intimate way which invites people to wander round. While they are there after dinner drinks will be served.

17. When they have seen enough the visitors will presumably leave, led by President Reagan, around 10.15 to 10.30 pm.

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N J Barrington

30 April 1984