

LONDON SUMMIT

8 JUNE

PROCEDURE

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Bilateral with Mr Trudeau

1. You will have your bilateral with Mr Trudeau at Lancaster House at 8.30 a.m.. I shall accompany you.

Arrivals of other Heads of Delegation

2. They are due to arrive from 9.18 a.m. to 9.30 a.m., in reverse protocol order, starting with M. Thorn. They will be greeted by a Private Secretary outside the door - then by you in the main hall. They will then be escorted one by one to join the Ministers (who will have arrived earlier and been greeted by the Foreign Secretary) in the State Dining Room.

3. When the last of them arrives - President Reagan - you should take him to join the others.

/ First Group Photograph

## First Group Photograph

4. The doors to the terrace will then be opened and the Prime Minister will lead the Heads of Delegation (only) out on to the terrace for the main group photograph of the Summit. Photographers and television cameras will be ranged in the garden and the Prime Minister and her colleagues should go to the top of the steps for the photograph.

5. After a few minutes, when we get the word, the doors will be opened again so that the Ministers can come out and be photographed behind the Heads of Delegation. It will work quite well if the Heads of Delegation go down a step or two so that the Ministers can be seen behind. We have allotted 8 minutes for these photographs. The Prime Minister will then lead her colleagues back into Lancaster House, up the main staircase, branching left at the urn, and into the Music Room. The Foreign and Finance Ministers will follow and go to their own separate meeting rooms. In the Music Room the Prime Minister's place is facing the door. When she and her colleagues have sat down we shall bring in, in quick succession, 3 waves of photographers and journalists to take pictures of the group sitting round the table. This is something to which some of our visitors, particularly the Americans, attach tremendous importance. We shall get the 3 waves out in 10 minutes, as agreed by the Prime Minister, which should mean that substantive talks can start well before 10.00 a.m.

Morning discussions

Morning discussions and lunch

6. Sherpas will already be in place at their tables at the sides of the room. They will be able to communicate to national offices outside by a system of message pads and electronic writing so that there should be no need for aides or any others to interrupt the session.
7. At about 11.00 a.m. (the Prime Minister will no doubt wish to check this before with Sir Robert Armstrong) coffee will be served at the table.
8. This first session is due to end at around 12.30 p.m. The Prime Minister's first task will then to be brief Sir Geoffrey Howe (on the basis of a line agreed with her colleagues before the meeting breaks up). This would best be done in the Chairman's Room. Mr Ingham and others would no doubt wish to be present. On the basis of this briefing, which should at least cover the subjects discussed and atmosphere, Sir Geoffrey Howe, as agreed, will give a short host country briefing on closed-circuit television to the journalists at the Press Centre. (Mr Ingham should be able to hand out the Declaration on Democratic Values shortly afterwards at the Connaught Rooms.)
9. Most Heads of Delegation will also wish to go to their delegation offices (on the second floor) to brief their Ministers, aides and officials, in particular their spokesmen.
10. There will be little time available, because Heads of Delegation and Ministers are due to meet for drinks at 12.45 p.m. for working lunches at 1.00 p.m. If it is fine drinks for everyone will be on the terrace, if wet in the State Dining Room. The Heads of Delegation and their Foreign Ministers will lunch together in the Gold Room, to the right, while Finance Ministers will eat in the Eagle Room to the left.

### Walkabout and Plenary Photograph

11. After lunch, say between 2 and 2.15 p.m., provided that it is not raining, the Prime Minister will take her guests out on to the terrace and into the garden where a large number of eager photographers will be brought in to position to take informal photographs of the group. To make this more natural, the Prime Minister might wish to take her guests sufficiently far out into the garden to be able to look back and see the facade of the House.

12. When the Prime Minister thinks the photographers have had enough (and this is one of the few occasions when we can allow a reasonably large number of photographers to take photographs of the Summit leaders) she will take her guests back into Lancaster House and up to the Long Gallery where the plenary session is to be held. When everyone is in place we shall bring in two quick waves of photographers to take shots of the Heads of Government and their Ministerial colleagues sitting at the large table.

### Afternoon discussions

13. The afternoon session is scheduled to continue until 5.30 or 6.00 p.m. The Prime Minister will wish to indicate what time she would like tea served - perhaps at 4.00 p.m. It is possible for tea to be served away from the table in the area of the room overlooking the garden, but the trouble is that if non-English speakers get away from their headphones they feel uneasy (as their staffs have told us) and will want immediately to bring in a number of personal interpreters so that they can converse. There is thus a fairly strong case for staying at the table for refreshments.

/Bilateral with

#### Bilateral with President Mitterrand

14. At the end of the afternoon session Heads of Delegation will once again wish to talk to their officials and aides in their separate offices on the second floor. Some of them will have bilateral meetings. The Prime Minister has a bilateral meeting with President Mitterrand scheduled for 6.15 p.m., though she might agree with him to have this slightly earlier if the session breaks up earlier. This meeting could take place either in the Chairman's room or in the Gold Room downstairs. The latter would allow a larger number of press to take the traditional bilateral photograph.

15. The meeting with the French President should not take longer than 45 minutes, which would mean the Prime Minister getting back to No 10 at the latest by 7.05 p.m.

#### Dinner at the National Portrait Gallery

16. At 8.00 p.m. the Prime Minister's guests are due to arrive for dinner at the National Portrait Gallery. She will wish to arrive by 7.50 or 7.55 p.m. - the earlier time if she wishes to have a preliminary look at the table. She will be met at the Portrait gallery by the Director, Dr John Hayes, and myself.

17. Drinks before dinner will be on the mezzanine landing with modern portraits of the Royal Family, up two shallow flights of stairs. As Heads of Delegation arrive, ideally once again in reverse protocol order, they will be met outside the door by a Private Secretary from No 10 and conducted to the area for drinks, where they will be greeted by the Prime Minister.

18. When all have arrived the Prime Minister will take her guests up for dinner at the Elizabethan Room on the top floor. This involves going up another shallow flight of stairs and then taking a large but

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slow lift up to the top floor. We are told that President Reagan, for one, always prefers to walk upstairs so he will probably go by foot. Whatever routes are chosen the guests will meet up in front of the large painting of Sir Thomas More and his family on the top floor and go through the archway into the Elizabethan Room surrounded by the Elizabethan paintings. The Prime Minister's seat is at the centre of the table on the right. One of the specially syndicated photographers will take some pictures and then disappear.

19. If dinner starts just before 8.30 p.m. it should be over an hour later, though the Prime Minister may wish to continue discussions over coffee at the table. When the party rise from the table, say at about 9.45 to 10.00 p.m., Dr Hayes will be on hand so that the Prime Minister can introduce him to her guests. If they wanted he could answer any questions there about the Elizabethan paintings but otherwise he will lead the party down, by stairs and lift, to the ground floor to a special exhibition area by the Twentieth Century Gallery where a number of paintings from the collection will be displayed which have relevance to each of the participating countries. There will also be the latest portrait of the Prime Minister by Rodrigo Moynihan (this will be very much a private viewing since the painting is not to be officially unveiled until about a week after the Summit). At this stage Dr Hayes will be prepared to give an extremely brief account of the National Portrait Gallery, which is an institution which most of the Summit participants do not have in their own capitals. If the Prime Minister wishes he will no doubt answer questions, but the idea then would be that the Prime Minister and her guests would be free to wander round the exhibition area and

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the Twentieth Century Gallery area nearby where a range of portraits and photographs of prominent Britons of this century in all fields have recently been displayed in an imaginative way. Drinks, liqueurs and further coffee will be served as required. Guests will be expected to leave, normally in protocol order, around 10.30 p.m.