



Foreign and Commonwealth Office

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London SW1A 2AH

H Evans Esq  
HM Treasury

3 June 1988

*COO b/c.*

*Jean Hur,*

TORONTO ECONOMIC SUMMIT: 19-21 JUNE 1988

1. Nigel Wicks, The Prime Minister's Personal Representative, has asked me to send out this call for briefing for the Toronto Economic Summit. It may need to be revised after the final Sherpas' meeting which takes place this weekend. But we must set contingency briefing in hand now.

2. 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.

3. The key brief is the Steering Brief (which will be PMVM(88)1). It should cover the main economic and political issues likely to come up at the plenary sessions; for the economic agenda (in the broadest sense) these will generally be subjects already identified in the Canadian Thematic Paper. Departments have copies of the relevant section or sections of this. The brief should highlight issues and objectives, and must follow the agreed format for briefs for the Prime Minister: ie objectives (ours and others'), arguments, counter-arguments, our replies, followed (only where necessary) by very brief background. Please contact Nicola Brewer (see paragraph 7) if you have any queries.

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

5. The background briefs should be concise and every effort should be made to ensure they are a maximum of two sides long. (Please consult Economic Relations Department if you foresee difficulty.) 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.

6. We shall be commissioning separate briefing from FCO departments, cleared as necessary, for the Prime Minister's bilaterals with other Heads of State/Government (so far only the Italian Prime Minister).





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7. Deadlines. Draft contributions on economic subjects for the Steering Brief should be sent to Nicola Brewer (Economic Relations Department, FCO, Room WH 411, tel 270 2571) by 1700 on Thursday, 9 June. Brief No 2 and background briefs nos 5-9 and 15-20 should be cleared in draft by the same deadline with those indicated at Annex A. Separate arrangements apply for the foreign policy briefs, which Policy Planning Staff will commission.

76 copies of all briefs in final form should be sent to Nicola Brewer by 1700 on Monday, 13 June. They have to be with Committee Section in Cabinet Office by the following day at the very latest. Annex B gives guidance about any updating that may be needed after the briefs have been submitted. Committee Section will then be responsible for distribution of the briefs.

*Yours ever.*  
*Tom*

T L Richardson  
Economic Relations Department

cc Mr T S Heppell, DHSS  
Mr P Mountfield, HMT  
Ms F MacConnell, DoE  
Mr R Escritt, Cabinet Office  
Mr J Robertson, Committee Section, Cabinet Office  
Mr A Hutton, DTI  
Mr R Carden, MAFF  
DES (to follow)  
PS  
PS/PUS  
Mr Braithwaite  
Mr C Raleigh, APD, ODA  
Miss R Spencer, ECD(E)  
Mr D Gore-Booth, Planners  
Mr Broadbent, Economic Advisers  
Mr J Poston, NCAD  
Mr R Beetham, MAED  
Mr P Wetton, ESSD  
Mr D Dain, WED

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TORONTO ECONOMIC SUMMIT: 19-21 JUNE 1988  
LIST OF BRIEFS

<u>Key Briefs</u>	<u>Lead Department</u>	<u>Consulting</u>
1. Steering Brief	FCO (ERD and Planners)	All departments involved in Briefs Nos 5-9 (Planners to commission foreign policy contributions)
2. Speaking notes on economic issues	HMT	FCO (ERD)
3. Speaking notes on political issues	FCO (Planners)	As appropriate
4. Commentary on draft economic communiqué	FCO (ERD)	All departments involved in Briefs Nos 5-9 and 15-20
 <u>Background Briefs</u>		
<u>A. Economic Subjects</u>		
5. World economy (including structural reform)	HMT	FCO (ERD)
6. Trade (including Investment)	DTI	FCO (ECD(E) and ERD)
7. Agriculture	MAFF	DTI, FCO (ECD(E) and ERD)
8. Developing country issues (debt and aid)	FCO (ERD and APD)	HMT
9. NICs	FCO (ERD)	HMT, DTI, FCO (ECD(E) and others)



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- | <u>B. Foreign Policy Issues</u>            | (FCO (Planners) to coordinate all subjects) | (As appropriate)                           |
|--|---|--|
| 10. East/West                              |   |  |
| 11. Middle East                            |   |  |
| 12. Terrorism                              |   |  |
| 13. South Africa                           |   |  |
| 14. Other Foreign Policy Subjects          |   |  |
| <br><u>C. Other Issues</u>                 |   |  |
| 15. Drugs                                  | FCO (ERD and NCAD)                          | Home Office, HMT and others as appropriate |
| 16. Health Care                            | DHSS  |  |
| 17. Environment                            | DoE   | FCO (MAED)                                 |
| 18. Education                              | DES   |  |
| 19. AIDS                                   | FCO (NCAD)                                  |  |
| 20. Science (including HFSP and bioethics) | Cabinet Office                              | DES, FCO (ESSD)                            |

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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 in the case of the East/West brief, PMVM (88) 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 (in red) 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 PMVM (88) 10 (Revise)). Subsequent revises should be numbered (eg PMVM (88) 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 PMVM (88) 10 Addendum) and title to which it relates at the top of the front page. Economic Relations Department, FCO 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 Mr Wicks (through Economic Relations Department, FCO).



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ANNEX C

THIS DOCUMENT IS THE PROPERTY OF HER BRITANNIC MAJESTY'S GOVERNMENT  
PMVM (88) [Serial No as specified in Annex A] COPY NO [in red]  
[Date]

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[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] [in red]

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TORONTO ECONOMIC SUMMIT

DISCUSSION OF LEADERS

SUNDAY, JUNE 19

0930 - 1300 Official Welcomes

1500 - 1700 Separate Session

- Leaders' Economic Priorities for the Summit discussions
- World Economy
  - outlook
  - policy issues (macroeconomic, structural, trade including agriculture, NIEs and debt) (Prime Minister Thatcher to start off and then tour de table.)

1900 - 2100 Separate Dinners

- East-West issues
- Other Political Issues?

MONDAY, JUNE 20

1000 - 1200 Separate Session

- Adoption of political text

Followed by  
Plenary Session

- Report by host Finance Minister on Finance Ministers' session
- Discussion of economic matters:
  - Macroeconomic policy
  - Structural Adjustment
  - Debt

1230 - 1400 Luncheon

(Leaders and foreign ministers)

- Minister Clark reports on regional issues including Middle East, South Africa, Central America.
- Leaders and Foreign Ministers approve Chairman's Summary

1400 Reading to press by SSEA of Political Declaration and Chairman's Summary of political discussions



1430 - 1600 Plenary Session

Discussion of economic matters (cont'd)

- NIEs
- Trade including Agriculture

1830 - 2000 Separate informal session

- long-term issues: education and training  
(President Reagan to start discussion on long-term issues.  
President Mitterrand to lead off discussion on education.)

2000 - 2130 Separate Dinners

- Discussion of environment, drugs and other issues

TUESDAY, JUNE 21

0930 - 1130 Plenary Session

- Adoption of Economic Declaration
- Discussion of any remaining issues

1300 - 1500 Luncheon

1530 - 1600 Presentation of the Economic Declaration