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Foreign and Commonwealth Office

London SW1A 2AH

14 October 1983

Dear John,

Commonwealth Heads of Government Meeting

We are now beginning to receive from the Commonwealth Secretariat the documentation promised in the first paragraph of the Commonwealth Secretary-General's letter of 29 September (a copy of the list he attached is enclosed). For the 1981 CHOGM we did not send the papers across to you as they arrived. Instead we made up six sets, each placed loose in a folder which was appropriately classified. All the complete sets were sent across to you about three weeks before the delegation's departure.

I should be grateful if you would let me know whether you are happy for us to handle the papers in the same way this time, with one minor difference. That is that since the Prime Minister will on this occasion be going direct to the meeting we need not get them to you until a fortnight before departure, i.e. 8 November.

Yours ever

(J E Holmes)  
Private Secretary

A J Coles Esq  
10 Downing Street

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COMMONWEALTH HEADS OF GOVERNMENT MEETING

NEW DELHI - 1983

DRAFT AGENDA : DOCUMENTATION

1. OPENING SESSION
2. ORDER OF AGENDA AND STYLE AND FORMAT
  - Letter from Secretary-General to Heads of Government dated 19 September 1983
3. WORLD POLITICAL SCENE
  - (a) Note for information:
    - Extracts from UN Secretary-General's Reports for 1982 and 1983
    - Report of the President of the Security Council on enhancing the effectiveness of the Security Council (Document S/15971 of 12 September 1983)
  - (b) Report of the Commonwealth Committee on Southern Africa (HGM(83)4)
4. WORLD ECONOMIC ISSUES
  - (a) Studies mandated by Heads of Government Meeting 1981
    - (i) "Protectionism: Threat to International Order"  
Report by Group of Experts
    - (ii) "North-South Dialogue: Making it Work"  
Report by Group of Experts
  - (b) "Towards a New Bretton Woods: Challenges for the World Financial and Trading System"  
Report by a Group of Experts
  - (c) Memorandum by the Commonwealth Secretary-General on the Reports of the three Experts' Groups (HGM(83)5)

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5. COMMONWEALTH FUNCTIONAL COOPERATION

Ninth Report of the Commonwealth Secretary-General

(a) CFTC

Special Commonwealth Stamp Issue: Note by the Commonwealth Secretariat (HGM(83)6)

(b) Commonwealth Student Mobility

Second Report of the Commonwealth Standing Committee on Student Mobility

Resolution by Executive Heads of Commonwealth Universities

Memorandum by the Commonwealth Secretary-General on the Standing Committee's Report (HGM(83)7)

(c) Commonwealth Youth Programme

Memorandum by the Commonwealth Secretary-General (HGM(83)8)

(d) Commonwealth Science Council

Note by the Commonwealth Secretariat (HGM(83)9)

(e) Commonwealth Foundation

Memorandum by the Chairman and Trustees of the Commonwealth Foundation (HGM(83)10)

(f) Culture

Note by the Commonwealth Secretariat on Cooperation in the Cultural Field (HGM(83)11)

6. REPORT OF THE COMMITTEE OF THE WHOLE

7. OTHER BUSINESS

8. COMMUNIQUE

Note: Some Governments have indicated a wish to submit papers. These will be circulated when received.



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10 DOWNING STREET

*From the Private Secretary*

17 October, 1983

Commonwealth Heads of Government  
Meeting

Thank you for your letter of 14 October.  
I am content with the procedure you propose  
for submission of the Commonwealth Secretariat  
documentation to No. 10.

A. J. COLES

John Holmes, Esq.,  
Foreign and Commonwealth Office

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Foreign and Commonwealth Office

London SW1A 2AH

8 November, 1983

Dear John,

CHOGM: Commonwealth Secretariat Documentation

/ I enclose six sets of the Commonwealth Secretariat's documentation for CHOGM as agreed in John Holmes' letter of 14 October and your reply of 17 October.

Yours ever,

Peter Ricketts

(P F Ricketts)  
Private Secretary

A J Coles Esq  
10 Downing Street

Sq. Leader Colin Fames.

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ADMINISTRATIVE ARRANGEMENTS FOR THE UK DELEGATION  
ATTENDING THE COMMONWEALTH HEADS OF GOVERNMENT MEETING  
IN NEW DELHI, INDIA: 22-29 NOVEMBER 1983

1. DATES AND PLACE OF MEETING

- a) The Meeting will be held from Wednesday 23 November to Thursday 29 November 1983 in the Vigyan Bhavan Conference Centre, Maulana Azad Road, New Delhi. It will be preceded by a Meeting of Senior Officials on Tuesday 22 November at 1500 hours in the same building.
- b) The opening ceremony for the 1983 CHGM will take place in the auditorium on the ground floor of the Vigyan Bhavan Conference Centre.

2. PROGRAMMES

- a) The latest programme, as known at the time of publication, is shown at Appendix I.
- b) Programmes for Mr Thatcher and Lady Howe will be circulated separately.

3. RETREAT WEEKENDS

- a) The traditional CHGM Retreat Weekend for Heads of Delegation will take place at the Fort Aguada Beach Hotel in Goa, from Friday 25 November to Sunday 27 November. Heads of Government, accompanied by their spouses, and one aide will fly to and from Dabolim Airport, Goa in a special aircraft provided by the Indian Government. The flying time from Delhi to Goa is about 2 hours 30 minutes.
- b) Other members of the UK Delegation required in Goa during the weekend will also travel by special aircraft. Details to be confirmed. This party will stay at the Cidade de Goa Hotel which is located some 30 minutes by car from the Fort Aguada Hotel. Mr Peter Morris, 2nd Secretary DHC, Bombay will travel to Goa to assist the No 10 Party staying at this hotel.
- c) A Retreat weekend is also planned for Foreign Ministers in either Jodhpur or Udaipur.

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- d) During this weekend the Government of India will arrange a day's outing for senior officials remaining in Delhi to one of the cities in the region.

4. COMPOSITION OF THE UK DELEGATION

- a) A list of the United Kingdom Ministers, officials and support staff who will be in New Delhi for the Meeting, together with details of their living accommodation is given at Appendix II.
- b) A list of British High Commission staff based in New Delhi and accredited to the UK Delegation is also shown.

5. AIR TRAVEL (OUTWARD)

- a) The Prime Minister, Foreign and Commonwealth Secretary and their immediate parties will travel to India by RAF VC10 (Task Ascot 1166) arriving in New Delhi on Tuesday 22 November. A press party will, subject to confirmation, also be carried and a refuelling stop will be made in Bahrain.
- b) All other UK based members of the party will travel to India by scheduled air services.
- c) Flight details, including for the VC10 are given at Appendix III. Details for the return from India, in so far as they are known, are also given at this Appendix.

6. PASSPORTS ENTRY VISAS

- a) All members of the party should carry valid passports.
- b) No visas are required by British passport holders for entry to India.

7. HEALTH

- a) As far as the Indian Authorities are concerned there are currently no vaccination certificates required for entry to India, except for persons travelling from, or transiting through, yellow fever endemic zones. A transit through a yellow fever zone,

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however brief, will require a vaccination certificate.

- b) The Civil Service Medical Adviser has advised that immunisation against typhoid, cholera, polio and tetanus should be obtained by all those travelling in advance of their arrival in India.
- c) The party should also take protection against malaria and for this purpose a course of Paludrin tablets is recommended; one taken daily starting 2 days before arrival in India and continuing for 6 weeks after leaving the country. Tablets are enclosed for those who have not already received them from other sources.
- d) Detailed guidance on health and hygiene whilst in India will be issued with the local administrative arrangements distributed to the party on their arrival in Delhi, although at all the accommodation being used standards of hygiene should be good.
- e) In case of emergency or need, the British High Commission is equipped with its own hospital and has a full time doctor on its staff (Dr E R H Tennant in New Delhi).

8. BAGGAGE

- a) Those travelling on the VC10 are requested to confine their hold loaded baggage to one reasonable sized suitcase
- b) Coloured labels for those travelling in the VC10 are enclosed on the following coding:-

BLUE	-	Residence
RED	-	Ashok/Samrat
GREEN		Maurya
PINK	-	Kanishka
ORANGE	-	Claridges
GREY	-	Press
YELLOW	-	Cabin load

- c) The luggage allowances for those travelling on scheduled services to New Delhi are:-

FIRST CLASS	-	30 kilos
CLUB Class	-	20 kilos

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9. INSURANCE

A note covering baggage and insurance regulations during official travel is attached at Appendix V.

10. CLIMATE

- a) In New Delhi November marks the beginning of winter. The weather is likely to be warm during the day but temperatures drop markedly at night. Maximum recorded temperatures at this time of year are in the region of 80°F (27° Centigrade) and minimum temperatures around 50°F (10° Centigrade). The mean temperature is therefore about 65°F.
- b) In Goa, which is located some 1200 miles south of Delhi, the temperatures will be higher, fluctuating between 70°F and 90°F.
- c) In both Delhi and Goa short thunderstorms can be expected.

11. DRESS

- a) In Delhi appropriate day time dress would be as for a good British summer. Although rain is unlikely, folding umbrellas could be a wise precaution against a freak thunderstorm. Account should be taken of the drop in temperature in the evening and woollens/sweaters should be taken. Heavy coats are not needed but the Prime Minister and Lady Howe might wish to bring light coats for evening wear. Formal clothes (dinner jacket, decorations, tiara) are needed by those attending the CHGM Banquet on 23 November but not otherwise. Dress for other social engagements will usually be lounge suit or casual. Casual dress (swimming, tennis etc) should be brought for off-duty wear.
- b) The temperatures in India at this time of year will not be high enough to qualify the UK party for warm climate clothing allowances.

12. ELECTRICITY SUPPLY

The voltage in New Delhi is 220 AC/50 cycles.

13. LIVING ACCOMMODATION

- a) The Prime Minister and her immediate party will stay

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at the British High Commissioner's Residence, 2 Rajaji Marg, New Delhi.

- b) The Foreign and Commonwealth Secretary and his immediate party and other senior officials will stay at the Ashok/Samrat Hotel complex, Chanakyapuri, the hotels designated by the Government of India for the CHGM delegations. Each delegation has been allocated 2 suites, 12 single rooms and one office in the complex. These hotels are located over the road from the British High Commission which is also in Chanakyapuri.
- c) The balance of the party will stay at the following hotels:-
  - Maurya Sheraton  
Sandar Patel Road (Located in the Diplomatic Enclave)
  - Kanishka Hotel  
9 Ashok Road (The designated press hotel)
  - Claridges Hotel  
12 Aurenzzeb Road (Royal Military Police team)
  - Taj Palace Hotel  
Sandar Patel Marg (RAF Aircrew) Adjacent to Maurya Sheraton
- d) The detailed allocation of accommodation is shown at Appendix II.

14. WORKING ACCOMMODATION

- a) The No 10 Private Office will be located at the British High Commissioner's Residence at 2 Rajaji Marg.
- b) The Foreign and Commonwealth Secretary's Private Office will be set up in the room in the Ashok/Samrat Hotel.
- c) Five offices have been reserved on the 3rd floor of the British High Commission for the following:-
  - 1. Meeting Room cum Advisers Office
  - 2. Advisers
  - 3. Delegation Secretariat
  - 4. Administration team
  - 5. Secretarial staff

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- d) Two further offices will be available on the first floor of the High Commission (outside the secure area)
- e) The size of the Vigyan Bhavan Conference Centre is such that the CHGM organisers have been unable to offer offices to any of the participating delegations. Those not taking part in Conference Sessions will have to remain in the various lounges.
- f) A suite for informal press briefings has been reserved at the Kanishka Hotel. This will be occupied by Mr Iain Murray (No 10 press office).

15. TELEGRAM PREAMBLE

Those in London or elsewhere sending telegrams to particular members of the CHGM party should ensure that they are prefaced so as to reach the correct addressee quickly eg 'Following for Private Secretary, Secretary of State or for Permanent Under-Secretary etc'.

16. COMMUNICATIONS

- a) All telegram and telex traffic for the UK party will be sent to the Communications Centre in the British High Commission, New Delhi which will work on a 24 hours basis while the Prime Minister and Foreign Secretary are in India.
- b) The COI's daily summaries of the UK press will also be sent to this Centre.

17. TELEPHONES

The following special facilities will be provided:-

- a) 3 private wire circuits between the switchboards in No 10 Downing Street and the British High Commission.
- b) A special PABX switchboard in the High Commission (Delhi 619940 or 619901) with extensions to:-
  - i) the No 10 office in the Residence.
  - ii) the Private Office of the Foreign and Commonwealth Secretary at the Ashok/Samrat and to the bedrooms of the Secretary of State, the Secretary of the Cabinet, the FCO

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Permanent Under-Secretary, Mr Ingham, Mr Fall, Mr Goulden and Mr Ricketts (APS).

- iii) the Royal Party Office in the Rashtrapati Bhavan.
  - iv) the Vigyan Bhavan Conference Centre. (Point to be identified).
  - v) the press suite at the Kanishka Hotel (Mr Murray).
  - vi) Fort Aguada Hotel. There will also be arrangements to link in the Cidade de Goa Hotel.
- c) These facilities will enable direct dialling (or operator assistance) between extensions and via the No 10 switchboard in London, with Whitehall and elsewhere internationally.
  - d) Secure speech facilities will be available for use between selected extensions in New Delhi, with Goa, 10 Downing Street/Cabinet Office and the FCO.
  - e) Useful telephone numbers in Delhi and in Goa are shown at Appendix IV.

18. RADIO NETWORK

- a) Hand held VHF sets will be available for use as necessary by the administrative support staff. Subject to confirmation, base stations will be located in the Delegation's Administration Office in the British High Commission and in the No 10 Private Office at the Residence.
- b) This network will not be suitable for the communication of classified information.

19. TRANSPORT

- a) The following transport will be used by the UK delegation while in Delhi:-  
  
4 chauffeur driven cars provided by the Indian Government for the Prime Minister, the Secretary of State, Mr Thatcher, and Sir Robert Armstrong.

14 hired Ambassador cars

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2 High Commission Saloon cars (1 for safe-hand services)

1 High Commission minibus

- b) The High Commission will also provide baggage vehicles for arrivals and departures at Delhi Airport.
- c) A conference bus service will operate between major hotels and the Vigyan Bhavan Conference Centre.
- d) In Goa 2 cars belonging to the Deputy High Commission in Bombay will be available to those staying at the Cidade de Goa.

20. SECURITY

- a) The No 10 and FCO Private Offices will be guarded during silent hours ie from 2300 hours to 0700 hours each day. At other times these offices should be manned.
- b) Combination lock and other Security Cupboards will be placed in the Private Offices at the Residence and Ashok Hotel.
- c) Members of the party should carry their official CHGM passes in order to obtain access to the British High Commission.
- d) A safe hand service will operate between the British High Commission and the 2 Private Offices, and when necessary, the Vigyan Bhavan. 3 sets of safe hand boxes, 1 each for the No 10 and FCO Private Offices and 1 for the Secretary of the Cabinet will be in use throughout the meeting.
- e) An Indian Police Escort Officer will be assigned to the Prime Minister.
- f) Mr Kerr and Miss Roche will act as Special Couriers for the No 10 party, and Miss Lewzey for the FCO Private Office. Mr Byrne, Delegation Secretary, will also be documented as a Special Courier. Classified items to be entered on waybills should be notified to Mr Chapman, COD, 233 3706.
- g) A security brief for the visit to India is enclosed. This should not be taken out of the UK.

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21. CONFERENCE PASSES

- a) Heads of Delegation and the Commonwealth Secretary General will have unrestricted access to all areas, and subject to confirmation, will not be issued with identity passes.
- b) At Executive Sessions, there will be seating for the Delegation Head and 2 Advisers only (In the case of the UK usually the Foreign and Commonwealth Secretary and the Cabinet Secretary).
- c) All other members of delegation will be issued with photographic identity passes and these will be required for access to the Conference Centre and to the major hotels where delegations are staying. These will be issued shortly after arrival in Delhi.

22. OFFICE EQUIPMENT AND STATIONERY

- a) The following photocopy machines will be placed in the UK offices:
  - No 10 Private Office (Residence) - Rank Xerox  
1035 with collator
  - FCO Private Office (Ashok/Samrat)- Rank Xerox  
1035 with collator
  - Delegation Offices (British High  
Commission) - Rank Xerox  
1035 with collator
- b) Seven IBM electric typewriters, 4 standard electric typewriters and 4 manual machines have been requested for use by the party.
- c) General purpose stationery in appropriate quantities will be provided in all offices, including the Press Suite at the Kanishka.
- d) Private Offices are required to provide their own special items of stationery.
- e) Desk lamps wherever possible will be placed in offices outside the High Commission.

23. PRESS ARRANGEMENTS

- a) The CHGM media centre will be located in the Annex to the Vigyan Bhavan.

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- b) The briefing facilities consist of one main hall seating 200 and one smaller room seating 25 on the first floor.
- c) As there is insufficient room in the Centre for a UK Press Office, Mr Murray's press suite at the Kanishka Hotel will double as a press office.
- d) It will also be possible for UK press briefings/conferences to be held in the Recreation Hall at the High Commission (seating 100 +) or in an adjacent lounge seating 30.
- e) The two designated press hotels in New Delhi for the CHGM are:-
  - i) Hotel Kanishka  
9 Ashok Road  
Tel: 343 400  
Telex: 5668
  - ii) Hotel Janpath  
Janpath Road  
Tel: 3500 70  
Telex: 2468
- f) In Goa it is expected that the press will stay at the Hotel Fidalgo, Swamis Vivekananda Road, Panjim: Telephone 4280: Telex 0194 213. A CHGM Media Centre will be set up at this hotel.
- g) Press facilities for the coverage of the Goa weekend will be limited and consist mainly of a photographic pool of about 40 media personnel.

24. COI NEWS SUMMARIES AND NEWSPAPERS

- a) The COI's daily summaries of the UK press will be sent to the party via the British High Commission each day while in India.
- b) Six sets of the UK newspapers will be supplied on a daily basis to the party, one set each distributed to the following:-

Prime Minister's Party (Residence)  
Secretary of State's Party (Ashok)  
Mr Ingham/Mr Goulden (Ashok)  
Senior Advisers (Ashok)  
Mr Murray (Kanishka)  
Delegation Secretariat (British High Commission)

25. UK OFFICIAL ENTERTAINMENT

- a) The Prime Minister will give 2 lunches for fellow

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Heads of Delegation at the High Commissioner's Residence: on Monday 28 November and Tuesday 29 November. Invitation cards have been printed in the UK.

- b) The Foreign and Commonwealth Secretary will give a lunch for fellow Foreign Ministers on Friday 25 November at the High Commissioner's Residence (to be confirmed).
- c) Duty free liquor and cigarettes will be available both for official entertainment purposes and private purchase. A supply will be placed in the press suite in the Kanishka Hotel.

26. TRANSPORT TO/FROM HEATHROW

- a) Those travelling in the Prime Minister's RAF VC10 will have transport arranged for them to and from Heathrow.
- b) Those travelling on scheduled air services independently of Ministers should make their own arrangements to travel to and from Heathrow Airport.

27. FINANCE

- a) The costs of the No 10 party (serials 1-14) and serials 39,40,46, 47 and the Royal Military Police team will be met by the Management and Personnel Office.
- b) Common service costs such as special telephone and telex installations, hire of transport and office equipment rental will be a charge to MPO.
- c) The costs of the Prime Minister's lunches on 28 and 29 November will be met by the MPO. The Secretary of State's lunch on 25 November will be charged to the FCO Vote D1(11)(a)(iii).
- d) All other costs, such as air fares and subsistence will be met by Parent Departments. FCO costs to D1(11)(a)(iii).
- e) Detectives' costs to the Metropolitan Police.
- f) The Indian Government will pay for the following accommodation (including meals, laundry and local telephone calls) at the Ashok.

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The suite of Sir Geoffrey and Lady Howe  
The suite of Sir Robert Armstrong  
The room of Sir Antony Acland  
The room used as the FCO Private Office

- g) The Indian Government will provide the 4 cars mentioned at paragraph 18(a) for the Prime Minister, Mr Thatcher, the Secretary of State and Sir Robert Armstrong.
- h) Those in the Ashok (apart from those who are guests of the Indian Government), Maurya and Kanishka Hotels will be on conference terms ie the bill for room, standard breakfast, tax and service will be paid by the Delegation Accountant, while each individual will receive a residual allowance of  $\frac{1}{2}$  the appropriate standard rate each day with which to meet other personal expenses, principally meals.
- i) Those who are guests of Government at the Ashok Hotel will receive 1/10 Class A subsistence per day.
- j) Those staying at the Residence will receive 1/3 the appropriate standard rate per day, intended for meeting gratuities and other incidental expenses.
- k) Those in the Claridges Hotel will receive standard Class B subsistence each day with which to meet all expenses including the cost of hotel room and breakfasts.
- l) Daily subsistence rates for New Delhi:

Class A      809 Rupees

Class B      533 Rupees

Exchange rate £1 = 15.30 Rupees

It should be noted that under Indian currency regulations no Indian currency may be brought into or taken out of the country. The rupee is divided into 100 paise.

28. ADMINISTRATION

- a) The delegation will be administered in New Delhi by Mr M M Hall and Mr I Davenport of Protocol Department, FCO, in conjunction with the staff of the British High Commission in New Delhi, and the

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Deputy High Commission in Bombay (for Goa).

- b) Mr Hall and Mr Davenport leave for Delhi on 10 November. After their departure enquiries about these arrangements should be addressed to Miss S M Waghorn of Conference Section, Protocol Department, FCO, Tel 273 3633.

*Michael Hall.*

M M Hall  
Overseas Conference and Visits Section  
Protocol Department

8 November 1983

FOREIGN AND COMMONWEALTH OFFICE

STOP PRESS

Since these arrangements were printed, a telegram has been received from Delhi saying that the Indian Government are changing the arrangements for the accommodation of delegations and therefore the accommodation details of those staying at the Ashok/Samrat and Maurya hotels must be regarded as subject to change.

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## P R O G R A M M E

PROVISIONAL PROGRAMME FOR THE CHGM, NEW DELHI 1983  
(As at 8 November 1983)Monday 21 November

1400 Prime Minister and Secretary of State  
depart UK by RAF VC10

Tuesday 22 November

0800 Prime Minister and Secretary of State  
arrive New Delhi

0930 Prime Minister attends opening of Textile  
Exhibition.

1300 Prime Minister's lunch for Mr Hawke (to be  
confirmed)

1500 Senior Officials Meeting (Cabinet Secretary)

2000 High Commissioner's private dinner for HM Queen  
(Prime Minister, Mr Thatcher, Secretary of  
State, Lady Howe and Mr Butler).

Wednesday 23 November

0800 Prime Minister's working breakfast with Mr  
Hawke. (To be confirmed)

1030 Formal opening of CHGM at Vigyan Bhavan

1130 Executive Session (Order of Agenda, Type and  
format)

1200 Reception by Commonwealth Secretary General

1500 First Executive Session

1730 Reception by the President of India for Heads  
of Delegation

2000 Queen's CHGM Banquet for Heads of Delegation  
  
Dinner for Foreign Ministers by the Indian  
Foreign Minister.

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Thursday 24 November

0930 Executive Session

1200 Visit to International Trade Fair followed by lunch for Heads of Delegation by the Vice-President.

1500 Executive Session

evening Dinner by the Prime Minister of India for Heads of Delegation.

Friday 25 November

0930 Executive Session

1200 Departure of Heads of Government for Retreat in Goa (Mr Butler, Mr Ingham, Mr Coles, Duty Clerk, PA also travel to Goa)

1300 for 1315 Lunch for Fellow Foreign Ministers by Secretary of State at the Residence.

1800 Queen's Reception for CHGM. Foreign Ministers and other senior delegates

evening Foreign Ministers depart for Retreat in Jodhpur/Udaipur

Saturday 26 November

Retreat in Goa/Retreat in Jodhpur/Udaipur

Sunday 27 November

Retreat in Goa/Retreat in Jodhpur/Udaipur.

Evening Prime Minister returns from Goa to Delhi  
Secretary of State returns from Jodhpur/Udaipur

Monday 28 November

0010 Secretary of State departs Delhi for Amsterdam and Brussels (see travel arrangements)

0930 Executive Session

1300 for 1315 Prime Minister's first lunch for fellow Heads of Government (Residence)

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1500 Executive Session  
1730-1910 Prime Minister presents Jnanpith Literary Award,  
Siri Fort Building, Asian Games Village.

Tuesday 29 November

0930 Executive Session  
1300 for 1315 Prime Minister's second lunch for fellow Heads  
of Government  
1500 Executive Session  
1700 Press Conference: Prime Minister of India  
and Commonwealth Secretary General  
2230 Prime Minister departs New Delhi for UK

Wednesday 30 November

0710 Prime Minister arrives UK.

## COMMONWEALTH HEADS OF GOVERNMENT MEETING

NEW DELHI - 1983

## COMPOSITION OF UK DELEGATION

<u>Serial Number</u>	<u>Name</u>	<u>Designation</u>	<u>Accomodation</u>
NO 10 DOWNING STREET			
1.	The Rt Hon Mrs Margaret Thatcher MP	Prime Minister	Residence
2.	Mr Denis Thatcher MBE		Residence
3.	Mr M Alison MP	Parliamentary Private Secretary	Maurya Hotel
4.	Mr F E R Butler	Private Secretary	Residence
5.	Mr A J Coles	Private Secretary	Residence
6.	Mr B Ingham	Chief Press Secretary	Ashok/Samrat
7.	Mr I R Murray	Assistant Press Secretary	Kanishka Hotel (suite)
8.	Mr M W Kerr	Duty Clerk	Maurya Hotel
9.	Miss N Roche	Duty Clerk	Maurya Hotel
10.	Mrs K Richards	Secretarial Assistant	Maurya Hotel
11.	Miss S Harris	Secretarial Assistant	Maurya Hotel
12.	Miss V S J Cummings	Secretarial Assistant	Maurya Hotel
13.	Miss L M Bond	Secretarial Assistant (Press)	Kanishka Hotel
14.	Mrs T M Gaisman	Personal Assistant to serial 3	Residence

15.	Det Supt G Cawthorne	Detective	Residence
16.	Det Ch Insp D R Edgar	Detective	Maurya Hotel
17.	Det Sgt R Kingston	Detective	Maurya Hotel

## CABINET OFFICE

18.	Sir Robert Armstrong KCB CVO	Secretary of the Cabinet	Ashok/Samrat
19.	Miss V Icton	PA to Sir Robert Armstrong	Ashok/Samrat
20.	Mr J L Wright OBE	Communications Co-ordinator	Maurya Hotel

## FOREIGN AND COMMONWEALTH OFFICE

21.	The Rt Hon Sir Geoffrey Howe QC MP	Secretary of State	Ashok/Samrat
22.	Lady Howe		Ashok/Samrat
23.	Mr B J P Fall	Private Secretary	Ashok/Samrat
24.	Mr P F Ricketts	Private Secretary	Ashok/Samrat
25.	<del>Miss A J Lewzey</del>	Personal Assistant	Ashok/Samrat
26.	Miss S P Brayshay	Personal Assistant	Ashok/Samrat
27.	<del>Det Supt D Paton</del>	Detective	Ashok/Samrat
28.	Det Sgt S Sutherland	Detective	Ashok/Samrat
29.	Sir Antony Acland KCMG, KCVO	Permanent Under-Secretary	Ashok/Samrat
30.	Sir John Leahy KCMG	Deputy Under- Secretary	Ashok/Samrat
31.	Mr J C Thomas	Assistant Under- Secretary	Maurya Hotel

32.	Mr A K Goldsmith	Head of Commonwealth Co-ordination Department	Maurya Hotel
33.	Mr A C Watson CMG	Designate Head of Commonwealth Coordination Dept	Maurya Hotel
34.	Mr P J Goulden	Head of News Department	Ashok/Samrat Hotel
35.	Mr T N Byrne	Delegation Secretary	Maurya Hotel
36.	Mr N C MacKenzie	Assistant Delegation Secretary	Maurya Hotel

## OVERSEAS DEVELOPMENT ADMINISTRATION

37.	Mr M R Ainscow	Under Secretary	Maurya Hotel
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## CENTRAL OFFICE OF INFORMATION

38.	Mr J Ensoll	Chief Political Correspondent	Kanishka Hotel
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## SUPPORT STAFF

39.	Mr M M Hall	Conference Officer	Maurya Hotel
40.	Mr I H Davenport	Conference Officer	Maurya Hotel
41.	Miss E McDougall	Delegation Archivist	Maurya Hotel
42.	Miss D Laing	Delegation Archivist (BHC New Delhi)	
43.	Miss J Nicholson	Delegation Archivist	Maurya Hotel
44.	Mr I A C Macdonald	Delegation Accountant (BHC New Delhi)	
45.	Miss B Tillyard	Shorthand Typist	Maurya Hotel



46.	Mrs Yvonne Berry	Shorthand Typist	Maurya Hotel
47.	Miss D Webster	Shorthand Typist	Maurya Hotel
48.	Sgt F N Bennett	Royal Military Police	Claridges Hotel
49.	Sgt P Callinan	Royal Military Police	Claridges Hotel
50.	Cpl R Silva	Royal Military Police	Claridges Hotel
51.	Cpl R Gratton	Royal Military Police	Claridges Hotel
52.	Cpl D Keith	Royal Military Police	Claridges Hotel
53.	Cpl S Mudge	Royal Military Police	Claridges Hotel
54.	W/Cpl G Gallimore	Royal Military Police	Claridges Hotel
55.	W/Cpl J Seaman	Royal Military Police	Claridges Hotel

## BRITISH DIPLOMATIC STAFF ACCREDITED TO THE UK DELEGATION

1.	Sir Robert Wade-Gery KCMG	British High Commissioner, New Delhi
2.	Mr R C Samuel CMG	Deputy High Commisisoner
3.	Mr M C Stark	First Secretary

CHGM, NEW DELHI 1983TRAVEL ARRANGEMENTS  
(as known at 7 November)

All times local: UK = GMT  
 New Delhi and Goa = GMT + 5½  
 Bahrain = GMT + 3

OUTWARDThursday 10 November

Mr Hall	BA 147	ETD LHR	1015
Mr Davenport		ETA New Delhi	
Miss Webster		(11 November)	0420

Monday 14 November

Supt Cawthorne	Al 116	ETD LHR	0935
		ETA New Delhi	2359

Wednesday 16 November

Supt Paton	BA 147	ETD LHR	1015
Mr Byrne		ETA New Delhi	
(Casual Courier)		(17 November)	0420
Mr MacKenzie			
Mrs Berry			
Miss Nicholson			
Mr Wright			
Sergeant Bennett			
Corporal Silva			
Corporal Mudge			

Thursday 17 November

Supt Cawthorne	IC 186	ETD New Delhi	0710
		ETA Bombay	0900
	IC 163	ETD Bombay	1230
		ETA Goa	1325

Saturday 19 November

Supt Cawthorne	IC 164	ETD Goa	1415
		ETA Bombay	1505
	IC 406	ETD Bombay	1715
		ETA New Delhi	1905
Mrs Tillyard	BA 03	ETD LHR	1700
		ETA New Delhi	
		(20 November)	0700

Sunday 20 November

Mr Goldsmith	Al 112	ETD LHR	0935
Mr Watson		ETA New Delhi	2359

Miss McDougall	BA 147	ETD LHR	1015
Miss Laing		ETA New Delhi	
		(21 November)	0420

Sergeant Callinan  
 Corporal Gratton  
 Corporal Keith  
 W/Corporal Gallimore  
 W/Corporal Seaman

Monday 21 November

Mr Thomas	Al 116	ETD LHR	0935
Mr Ainscow (subject to confirmation)		ETA New Delhi	2355

## Prime Minister

Mr Thatcher

Mr Alison MP

Mr Butler

Mr Coles

Mr Ingham

Mr Murray

Mr Kerr

Miss Roche

Mrs Richards

Miss Harris

Miss Cummings

Miss Bond

Mrs Gaisman

Det Chief Insp Edgar

Det Sgt Kingston

Sir Robert Armstrong

Miss Iceton

Secretary of State for

Foreign and Commonwealth Affairs

Lady Howe

Mr Fall

Mr Ricketts

Miss Lewzey

Miss Brayshay

Det Sgt Sutherland

Sir Antony Acland

Sir John Leahy

Mr Goulden

Mr Ensoll

RAF VC10	ETD LHR	
	(Southside)	1400
	ETA Bahrain	0005
	(22 November)	

ETD Bahrain	
(22 November)	0105
ETA New Delhi	
(22 November)	0800

Task No Ascot 1166

Total flying time 11 hrs 30 minute  
 plus 1 hour refuelling stop  
 in Bahrain

No. of passengers:

29 + press party of 12  
 (subject to confirmation)

a) Lunch will be served  
 1 hour after take off  
 from Heathrow

b) Night snacks before  
 arrival in Bahrain

c) Light dinner after  
 Bahrain

RETURNMonday 28 November (Subject to alteration)

Secretary of State	KL 836	ETD New Delhi	0010
Lady Howe		ETA Amsterdam	0740
Mr B J P Fall			
Mr P F Ricketts		Party will divide in Amsterdam	
Miss A L Lewzey		Secretary of State and several	
Miss S P Brayshay		members will travel to Brussels	
Supt D Paton		in an RAF HS 125.	
Sgt S Sutherland		Remainder will travel as follows:	
	BA 401	ETD Amsterdam	0900
		ETA LHR	0900

Tuesday 29 November (not in Protocol order)

Prime Minister	RAF VC10	ETD New Delhi	2230
Mr Thatcher		ETA Bahrain	
Mr Alison MP		(30 November)	0115
Mr Butler			
Mr Coles		ETD Bahrain	
Mr Ingham		(30 November)	0215
Mr Murray			
Mr Kerr		ETA LHR	
Miss Roche		(Southside)	
Mrs Richards		(30 November)	0710
Miss Harris			
Miss Cummings	Task No:	Ascot 1166	
Miss Bond			
Mrs Gaisman	Total Flying time:	13 hours 10 minutes	
Det Supt Cawthorne		plus 1 hour refuelling stop in Bahrain	
Det Chief Insp Edgar			
Det Sgt Kingston	No of passengers:		
Sir Robert Armstrong		28 + press party of up to 12	
Miss Icton			
Sir Antony Acland	Night snacks and breakfast will		
Sir John Leahy	be served on this flight		
Mr Thomas			
Mr Ainscow			
Mr Goulden			
W/Corporal Gallimore			
W/Corporal Seaman			
Corporal Silva			
Corporal Mudge			

APPENDIX IV

CHGM INDIA 1983

USEFUL TELEPHONE NUMBERS

New Delhi Numbers

Special switchboard in British High Commission for CHGM party	619940 or 619901
British High Commission, New Delhi:	Main number 690371 Telex:2135
High Commissioner's Residence Sir Robert Wade-Gery KCMG (There are also extensions off BHC switchboard)	373117 (Direct)
Minister's House (Mr R C Samuel CMG)	ext: 494 off BHC switchboard
Head of Chancery's House (Mr M J Williams OBE)	ext: 321 off BHC switchboard
Ashok Hotel	370101
Samrat	323000
Maurya Sheraton	370271
Kanishka	343400
Claridges	370211
Vigyan Bhavan Conference Centre:	381114
Vigyan Press Centre	385362/385982
Taj Palace Hotel (RAF Aircrew)	323500
<u>Numbers for Retreat weekend in Goa:-</u>	
Fort Aguade Beach Hotel Sinquerim, Bardes, Goa	3401 Telex:0194-206 Taj In
Cidade de Goa Hotel Dona Paula, Goa	3301 to 3308 Telex:194257
British Deputy High Commission Bombay (Nearest British Diplomatic Post)	274874 Telex:011-2850

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TRAVEL ON SPECIAL FLIGHTS  
BAGGAGE AND INSURANCE REGULATIONS

## 1. BAGGAGE

- a. Those travelling by RAF aircraft are reminded that baggage should be left unlocked for the customary check. Butane gas lighter refills and matches, other than safety ones, may not be taken on the aircraft; certain aerosol sprays are now accepted on flights, provided they are not used on the aircraft. Any electrical items must be disconnected from their batteries.
- b. For space reasons those travelling in the VC 10 are asked to limit their personal baggage to one medium suitcase.

## 2. INSURANCE

- a. No refund of insurance premium is payable from public funds for officers on short-term visits overseas. When the personal property (other than money or luxury articles) of an officer sent overseas on a short-term visit is lost or damaged during transit to or from the UK or while he or she is in receipt of subsistence allowance during his stay overseas, and the loss or damage is not covered by an existing insurance policy, and the officer himself has not been negligent, compensation would be based on the current cost of replacing the articles, less the amount for depreciation or, if less, the full cost of repair.
- b. Those travelling in the VC 10 are advised to check whether their insurance policies provide cover for travelling by non-commercial flights and to consult their insurers if they are in any doubt about their position. At present claims on HMG for compensation are subject to a liability limit of £25,000. Claims on British Aerospace for compensation are subject to a limit of £250,000 per person.

Conference and Visits Section  
Protocol and Conference Department

FOREIGN AND COMMONWEALTH OFFICE

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DISTRIBUTION

No 10 Downing Street

Mr F E R Butler  
Mr B Ingham  
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Duty Clerk

Cabinet Office

PS/Sir Robert Armstrong  
Mr J L Wright  
Mr J W Stevens, Establishments  
Mr M Long, Accountant

Foreign and Commonwealth Office

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PUSD  
Communications Technical Services Dept (3)  
Communications Engineering Dept  
News Dept: Mr P J Goulden  
                  Mr R Clarke  
Personnel Operations Dept: Miss J Holder  
                                  Mr E Clay  
Personnel Services Dept: Mr C Campbell - Overseas Section Area  
                                  Mr R Mears - Home Section  
Security Dept: Mr D B Goodsir  
Protocol Dept (10)  
Finance Section  
Col P A W G Durrant

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Overseas Development Administration

PS/Minister for State for Foreign and Commonwealth Affairs and  
Minister for Overseas Development

Management and Personnel Office

Mr L Attfield - Finance Division (2)

Ministry of Defence

Wing Cdr M W Barham - MOV OPS  
PAS to Parliamentary Under-Secretary of State (RAF)  
Squadron Leader G Todd, MOV OPS (2)

Central Office of Information  
Chief Establishment Officer

Royal Military Police

APM London District  
OC Provost Company

Scotland Yard

Commander D Bicknell, Special Branch  
Supt K Pryde, Special Branch  
Supt G Cawthorne, Special Branch, No 10 Downing Street  
Supt D Paton, Special Branch, c/o Private Office

British High Commission, New Delhi (6)

Deputy British High Commission, Bombay (3)

EACH MEMBER OF THE DELEGATION

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