

GUILDHALL : ADMINISTRATIVE ARRANGEMENTS

PROGRAMME

1. Detailed programme attached which has been agreed by the Prime Minister.

LAYOUT

2. At a demonstration layout on 25 May the following arrangements were agreed (see diagram attached). For the Heads of Delegation a platform 23 ft x 10 ft will be erected which will be covered by a maroon or brown cloth. The table will be 22 ft long and covered by deep green baize. There will be one red leather armchair in the Livery Hall for the Host and 7 matching chairs for the other Heads of Delegation. The COI designed backcloth of the Summit Logo will be placed on two places on the wall behind the Prime Minister.
3. The 7 Foreign Ministers and 7 Heads of London Missions plus Baroness Young and the PUS, FCO, will be seated to the right of the platform together with approx 48 officials. Rows as follows: 1st row - 7 chairs; 2nd row - 9 chairs; 3rd row - 12 chairs; 4th and 5th rows - 18 chairs each.
4. The 8 Finance Ministers and 8 Personal Representatives together with approx 100 officials will be seated to the left of the platform. Rows as follows: 1st row - 8 chairs; 2nd row - 8 chairs; then 5 rows of 20 chairs each.
5. Lord Mayor and two Sheriffs will be seated in 3 chairs in small group between platform and Foreign Ministers.
6. 180 Writing Press will be seated in body of hall facing platform in 4 rows as follows: 1st row - 15 chairs; 2nd row - 25 chairs; 3rd row 27 chairs; 4th row - 31 chairs.
7. There will be standing room for approximately 235 photographers and TV cameramen. The COI are arranging the technical requirements and the installation of Tannoy simultaneous interpretation equipment. The cost of which will fall to the Economic Summit Press Unit budget.
8. Guildhall staff will set up the hall free of charge. The Economic Summit Admin Unit will pay for flowers, catering for the Principals and officials, the hire of the Toastmaster and the hire of flags.

FLAGS

9. The Keeper of Guildhall, Mr Lucioni, has asked Black and Edgington to install the participants' flags above the canopy over the Main Entrance, in the courtyard and also from the Minstrel Gallery.

REFRESHMENTS

10. Guildhall will arrange refreshments as follows:
 - (a) Tea for Principals in the Old Library.
 - (b) Refreshments for up to 60 senior officials including bilateral Ambassadors in the Crypt (see paras 12 and 13).

MEETING AND USHERING

11.
 - (a) Press arrive and enter through the entrance in the West Block of Guildhall in Aldermanbury. After searching they are shown to seats and places in hall by Press Unit ushers. (Guildhall will provide refreshments for first wave of cameramen who arrive early at the Press Unit's expense).
 - (b) Delegation officials arrive by Main Entrance. Those with ordinary passes are shown to seats by ESAU ushers: 7 Liaison Officers plus Mr Harris, Mr Morgan, Miss Hutchison and Mr Dickerson. Mr Barrington, Economic Summit Co-ordinator, with assistance of Miss Hutchison and Mr Morgan, will show senior officials with overprinted 'M' passes and bilateral Ambassadors to Crypt. Liaison Officers, with assistance of Mr Harris and Mr Dickerson, will show officials from their respective Delegations to their seats (there will be specific allocations to avoid confusion).
 - (c) Baroness Young is met at Main Entrance by the Remembrancer and Chief Commoner; and escorted to the Old Library by Chief Commoner.
 - (d) Foreign and Commonwealth Secretary is met at Main Entrance by the Remembrancer.
 - (e) Foreign and Finance Ministers are met at Main Entrance by Sir Geoffrey Howe and escorted to the Old Library by the Remembrancer's staff and are greeted by Baroness Young and the Chief Commoner.
 - (f) The Lord Mayor, accompanied by Sheriffs, is greeted at the Main Entrance by the Foreign and Commonwealth Secretary. The Lord Mayor introduces the Sheriffs to the Foreign and Commonwealth Secretary. The Foreign and Commonwealth Secretary is then escorted to the Old Library by the Deputy Remembrancer.
 - (g) The Prime Minister is greeted at the Main Entrance by the Lord Mayor, who then introduces the Sheriffs. The Prime Minister is escorted to the Old Library by the Remembrancer.
 - (h) Heads of Delegation are met at the Main Entrance by the Lord Mayor who introduces the Sheriffs. Except where detailed below they are escorted by the Remembrancer and members of his staff to the Old Library where they are

greeted by the Prime Minister. Sheriff Fitzgerald will escort Prime Minister Trudeau to the Old Library; Mr Alderman and Sheriff Charvet will escort President Mitterrand; and the Lord Mayor will escort President Reagan to the Old Library.

CRYPT ARRANGEMENTS

12. Sir Anthony Acland and Mr Barrington will act as hosts at this function for the senior officials. Each delegation will be allowed 7 special passes - ie one for Head of Mission, one for Personal Representative and five for senior officials.

13. Following arrival of President Reagan the PUS and Mr Barrington will lead the above up from the Crypt for seating in the Great Hall - ushering to be done by Liaison Officers.

SEATING OF PRINCIPALS

14. Prior to seating of Principals Baroness Young and the Chief Commoner will leave the Old Library and take up their seats in the Great Hall.

15. In accordance with the programme the Principals will be shown into the Great Hall by the Remembrancer's staff through the South-East door in the following order:

- (i) Foreign and Finance Ministers - these will enter together in reverse protocol order (ie first EC Vice-President, then Foreign and Finance Ministers of Italy, etc).
- (ii) Lord Mayor and Sheriffs.
- (iii) Heads of Delegation in reverse protocol order.

16. Mr Barrington, after leaving Crypt, will take up position by Old Library door to help Remembrancer's staff lead Ministers to South-East door and invite them to line up in order before entering the Hall.

17. Foreign and Finance Ministers will be announced by Toastmaster on entering Great Hall as follows.

- (i) Vice-President of the Commission of the European Communities.
- (ii) Foreign and Finance Ministers of the Republic of Italy.
- (iii) Foreign and Finance Ministers of Japan.
- (iv) Foreign Minister and Minister of the Economy of the Federal Republic of Germany.
- (v) Foreign and Finance Ministers of Canada.

(vi) Foreign and Finance Ministers of the Republic of France.

(vii) United States Secretary of State and Secretary of the Treasury.

(viii) Foreign and Commonwealth Secretary and Chancellor of the Exchequer.

(17) Heads of Delegation will be announced individually giving their name and title as already provided to the Guildhall.

18. After seating of the Principals the doors will be closed. Mr Morgan will take up position outside the South-East door in case of enquiries.

INTERPRETATION

19. Simultaneous interpretation facilities in the Great Hall will be installed by Tannoy. The SI interpreters provided from the Summit team will be Mr Lawrence, Mrs Crawley, Mr Scherman and a Japanese yet to be nominated.

20. For the tea in the Old Library Heads of Delegation and Ministers will bring their personal interpreters where necessary. The Summit team will also provide Mrs Stenzl, Mrs Durnford-Slater and Mrs Lawrence. In case of need Liaison Officers are on hand.

DEPARTURE ARRANGEMENTS

21. These are as shown in the detailed programme. However, after the Heads of Delegation, Lord Mayor and Sheriffs, Ministers, bilateral Ambassadors and Personal Representatives have left the Great Hall the doors will be closed to avoid a crush. The personal Doctors of President Mitterrand and President Reagan and their Military Aides, who normally accompany their Presidents everywhere, will also be allowed to leave at the same time by the South-East door if they have gone into the Great Hall. This will also apply to the Aides of the other Heads of Government.

22. ESAU ushers will have to ensure that personal interpreters (coming from the Old Library) the French and American Presidents' personal Doctors and Military Aides and other Heads of Government Aides. Special Branch will ensure that the Foreign Protection Officers leave with their Principals.

23. Other officials and the media will leave through the West Door and exit by the Aldermanbury entrance where their buses will be waiting for them.

TRANSPORT ARRANGEMENTS

24. Heads of Delegation, Ministers and Ambassadors will arrive by car.

25. Buses will be provided to transport delegation officials including Personal Representatives from Lancaster House to Guildhall. The buses will return them to Lancaster House or take them to the Connaught Rooms according to need. Officials arriving from some other place by car will have to alight outside the Guildhall courtyard.

SECURITY ARRANGEMENTS

26. These will be co-ordinated by Col Peter Durrant with the Metropolitan and City Police. The Police will also supervise the parking arrangements. All persons entering Guildhall will require special passes.

MEDICAL FACILITIES

27. These will be provided by Dr Woolhead and a nurse, Mrs G Thornberry, both from the Civil Service Medical Advisory Service. They will be stationed in the Records Room next to the Great Hall. An ambulance will be stationed in a discreet position at the Guildhall.

HOLDING ARRANGEMENTS

28. One Foreign Protection Officer per Head of Delegation; one Foreign Protection Officer per Foreign Minister; and the Foreign Protection Officer for the United States Finance Minister will be permitted to enter Guildhall together with the Special Branch opposite numbers and will wait in the Old Print Room. Other Foreign Protection Officers will have to remain with their cars.

29. Separate rooms have been provided by the Guildhall for the French and American communications experts.

30. It is expected that the French and American Doctors accompanying their Presidents will sit in the Great Hall.

31. The Military Aides accompanying the French and American Presidents will no doubt also sit in the Great Hall. The same will no doubt apply to the Aides of the Heads of Government.

32. Personal interpreters will remain in the Old Library when their Principals enter the Great Hall.