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ADMINISTRATIVE PLAN FOR THE LONDON ECONOMIC SUMMIT : 7-9 JUNE 1984

Programme

1. The London Economic Summit will be held at Lancaster House on Friday 7 June and Saturday 8 June 1984. Summary Programme is attached at Annex A.

Arrival Greeting Arrangements

2. United States Delegation will arrive at Heathrow Southside on Monday 4 June at 4.30 pm and transfer by helicopter to Winfield House. Sir Geoffrey Howe will meet President Reagan at the airport.

3. Japanese Delegation will arrive at Heathrow Southside on Wednesday 6 June at 223 and will be met by Mr Richard Luce, Minister of State. They will drive to accommodation in London.

4. Canadian Delegation arriving at Heathrow Southside at 2040 6 June and will be met by MA Ripkind, Minister of State. They will drive to accommodation in London.

5. EC, Italian, German, and French delegations are arriving at Gatwick airport at 2.00, 2.30, 4.00 and 4.30 pm respectively. Sir Geoffrey Howe will meet at airport. They will be moved by helicopter shuttle from Gatwick to Kensington Palace, North Paddock.

Greeting Arrangements

6. President Reagan will drive from Winfield House to the Orangery for formal greeting by Mrs Thatcher at 5.45 pm on 4 June.

7. EC, Italian, Japanese, Canadian, German and French delegations arrive at Kensington Palace, North Paddock by helicopter and car for formal greeting by Mrs Thatcher at 2.30, 3.00, 3.30, 4.00, 4.30 and 5.00 respectively.

8. Separate papers on arrival and greeting arrangements have been issued.

Composition of Delegations

9. Economic Summit will be attended by Heads of State or Government from USA, France, Canada, Japan and Italy who will be accompanied by their Foreign and Finance Ministers; and by the President of the European Commission and one Vice-President (Monsieur Ortoli). The question of the third German Minister has been resolved by the Germans replacing Herr Stoltenburg on 8 June by Count Lambsdorff.

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Wives Programme

10. As the Summit programme is composed largely of "working" engagements, spouses are not formally invited. It is accepted however that in many cases Heads of Delegation wives will accompany their husbands. It has been agreed that spouses of Heads of Delegation, who are present, will be invited to the Banquet at Buckingham Palace on 9 June. But not the wives of other Ministers. Mrs Reagan, Mrs Nakasone, Mrs Craxi and Mrs Thorn are accompanying their husbands.

11. An informal programme has been organised for the wives including Beating Retreat, 2nd Rehearsal of The Queen's Birthday Parade, a visit to Leeds Castle and a lunch with Lady Howe.

Official Delegation/Secretariat

12. Official Delegations technically comprise 15 including Principals, but in practice Delegations have many more officials and support staff. An Official Delegation list will be prepared and circulated at Lancaster House.

13. There is no formal Secretariat for the Summit as a whole as each Delegation makes its own record of the meetings. The UK Personal Representative will, however, have a separate Secretariat since he is responsible for producing the final joint declaration.

14. Each Delegation will have a First Secretary Liaison Officer (Admin) provided by us from the Posts in the respective participating country.

Meeting Arrangements (floor plan at Annex B)

15. The Heads of Delegation meeting will be in the Music Room of Lancaster House. This will be attended by the 8 Heads of Delegation and one notetaker per Delegation (usually the Personal Representative).

16. The Foreign Ministers (7 in all - no EC representative) will meet in the State Drawing Room. It has been agreed for the first time that notetakers (7) will be allowed at this meeting.

17. The Finance Ministers (8 including Monsieur Ortoli from EC) will meet in the Long Gallery. They will also have notetakers (8) in line with the Foreign Ministers.

18. Plenary meetings will be held in the Long Gallery. This will be attended by 8 Heads of Delegation, 7 Foreign Ministers, 8 Finance Ministers and 8 notetakers (Personal Representatives). Detailed furnishing requirements for all the meeting rooms are shown in Annex C

Chairman's Office

18A. Room 110 has been allocated as a Chairman's Office for the Prime Minister.

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Interpretation at Meetings

19. Simultaneous interpretation will be provided in all five languages (English, French, German, Italian and Japanese) for three meeting rooms. In each room there will be six booths including one for the operator.

Delegation Offices

20. Each Delegation has been provided with 2 offices on the second floor of Lancaster House and a meeting room in the Stable Yard Block. (See floor plan attached.)

21. Each delegation will be provided with two electric typewriters and a photocopier with collator. Rank Xerox are providing the photocopiers without charge. Delegations producing their own translation of the Joint Statement will be provided with a word processor courtesy of LOGICA.

22. Both in Lancaster House and the Stable Yard Block, Delegations are being provided with one TV monitor (BBC/ITV/TELETEXT and Summit closed circuit TV) and one viewdata set. Sets are being provided by Thorn-EMI.

Holding Room on Meeting Room Floor for Senior Officials

23. The West Ante Room, first floor has been designated a general waiting area where one official per Delegation can sit when Principals are meeting and from whence they can be summoned to the respective meeting rooms.

Conference Officers

24. One Conference Officer will be stationed in the Royal Gallery when the Heads of Delegation are in session in the Music Room. This officer will move to the East Ante Room (first floor) when the Plenary Session is being held in the Long Gallery.

25. Two Assistant Conference Officers will be stationed in the East Ante Room (first floor) when the Foreign and Finance Ministers are in session in the State Drawing Room and Long Gallery.

26. There will be a muted telephone in both the Royal Gallery and East Ante Room.

Other Offices

27. The Personal Representatives and ~~the~~ / experts have been allocated Rooms 107 and ~~the~~ Library. UK Personal Representatives' Secretariat will be in Room 108. Economic Summit Admin Unit will be in Room 109, Lancaster House. The Political Directors will have a room in Stable Yard House.

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Security

28. Security arrangements for the Summit will be co-ordinated by Col Peter Durrant who will liaise with the respective authorities.

/ 29. Details of the pass system are contained in Annex D

30. At Lancaster House Room 3 will be made available for security officers attached to Delegations. Access will be limited in numbers to two foreign security officers and one UK Special Branch officer for each Delegation.

Telephones

31. Each Delegation will be provided with 2 extensions off the switchboard per Lancaster House office and one extension in the Stable Yard Block Meeting Room. In addition they have been offered one direct line between their Lancaster House Offices and their London Embassy/Office.

32. Direct lines (private circuit) will be installed between:

- (i) Admin Unit in Room 109, Lancaster House and Summit Information Desk in Connaught Rooms.
- (ii) Mr Barrington (Room 109) and Mr Roberts, Connaught Rooms.
- (iii) Prime Minister's Delegation Office in Lancaster House (Room 216) and Press Office in Connaught Rooms (Edinburgh Room).
- (iv) Security Co-ordinator's Room 3, Lancaster House and Security Office in Connaught Rooms.
- (v) Col Durrant, Security Co-ordinator's Room, to Empire Room, Connaught Rooms.

33. Conference Officers in East Ante Room, first floor and Royal Gallery will have muted telephones.

34. One muted telephone will be placed in the PR meeting room (107) and also in the Finance and Political Experts Room, for use by them in summoning officials from Delegation Offices.

35. Four muted telephones will be placed in each of the East and West corridors on the first floor of Lancaster House for use by notetakers and liaison officers.

36. The Lancaster House switchboard will be manned Thursday 7 June from 0900-2200; and on Friday 8 June and Saturday 9 June from 0730 to close of play each day. Bilingual French/Italian/German operators will be on duty. The switchboard will also be operated for Admin Team from 4-6 June between 0900-1900 hours.

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Flags

37. Flags of the 8 participants (ie 7 countries and President of the EC) will be flown from 7-9 June inclusive at:

- (a) Lancaster House (front and back)
- (b) Parliament Square
- (c) Guildhall
- (d) Canada House, Trafalgar Square

Flags of participants will also be flown at the airport of arrival and at the Orangery. The Queen's permission has been sought to fly flags on Government buildings in Whitehall.

Medical Arrangements

38. The Medical Room at Lancaster House (Room 15A) will be staffed by a doctor and nurse provided by the Civil Service Medical Adviser. This room will also be used as a holding room for the doctors of President Reagan and President Mitterrand.

39. Relevant medical information (including blood groups) relating to the visiting Heads of State/Government and Ministers is being passed to the CSMA.

40. Annex E contains details of medical arrangements made at all Summit locations.

Communications

41. A courier service will be set up between Lancaster House, No 10, the FCO and Treasury Buildings. The service will be organised by COD, FCO.

Catering Arrangements : Meals (excluding refreshments)

42. GHF are responsible for the meal arrangements for the Heads of State/Government and Ministers as listed in the programme except for the Banquet at Buckingham Palace on 9 June. (See separate heading for St James's Palace Reception.)

43. Dinners at No 10 and No 11 Downing Street and 1 Carlton Gardens will be attended by Principals only. On second night, 8 June, Heads of Delegation will dine together only. At Foreign Ministers dinner at Royal Society of Arts Ministers will be joined after dinner by Political Directors and Deputy Personal Representatives for coffee and liqueurs in the Library. At Finance Ministers dinner at the Bank of England, which will be co-hosted by Governor, Ministers will be joined by 8 senior Finance Ministers' officials, Governor and 3/4 Bank Directors for the dinner.

44. No invitations will be issued for Principals meals. Menus for these meals will bear Summit logo - not Royal Crest.

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45. For Dinners on first night 7 June placement will be by Protocol order. For other meals placement, will be varied to allow participants to sit by a different person.

46. Dress at all Principals' meals, except for The Queen's Banquet, will be lounge suit. At The Queen's Banquet the dress will be black tie.

47. The Economic Summit Admin Unit are responsible for catering for the officials, support staff and others. Meals will be served in 3 locations. (See paragraph 47 for Sherpas.)

Marquee in Green Park - lunch for senior delegation officials and interpreters on Friday 8 June and Saturday 9 June (for up to 150)

Lancaster House Basement Cafeteria - lunch for other officials and support staff on Friday 8 June and Saturday 9 June. Evening meals on Thursday 7 June and Friday 8 June for duty staff.

No 8 Cleveland Row - lunch for Royal Military Police and other ancillary staff on Friday 8 June and Saturday 9 June.

Delegations will be issued with meal vouchers. Crown Caterers have been hired to handle the catering arrangements at Lancaster House.

48. Separate meal arrangements have been made for the Personal Representatives as follows:

Thursday 7 June : Dinner, Mirabelle

Friday 8 June : Lunch, Warwick House
Dinner, Buffet Gold Room

Saturday 9 June : Lunch, Marquee (or tray lunch in meeting room)
Dinner, Banquet at Buckingham Palace

Refreshments

49. Heads of Delegations/Ministers: coffee/tea will be served in the meeting rooms during the morning and afternoon sessions.

50. Officials/Support staff: coffee, tea and soft drinks are available for Delegations at the second floor coffee/tea point. Staff on the first floor will be served by a tray service. In addition the basement cafeteria will be open throughout the day to all officials/support staff in the building. There will also be a self-service tea/coffee point in the Stable Yard Block.

Gifts

51. A comprehensive list of gifts approved for Principals and officials is attached at Annex F.

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Interpreter Arrangements for Meals and Social Events

52. At all Principal meals and social occasions those Principals requiring interpreters will bring their own interpreters. Interpretation will be by whisper interpretation, with the interpreter sitting behind his Principal and the floor language will be English.

53. Delegations have been asked to arrange for their interpreters to have eaten before they come. But light snacks will be available for them in case. The Admin Unit will however provide back-up interpreters of their own for the Prime Minister at the Orangery greeting and Guildhall farewell. The Admin Unit is also providing interpreters for the Prime Minister's bilateral meetings with President Mitterrand, Chancellor Kohl and Prime Minister Craxi. FED are arranging an interpreter for the bilateral with Prime Minister Nakasone.

Press

54. A separate Press Unit has been set up under Mr Ivor Roberts, Assistant Head of News Department. They are covering all administration arrangements at the Press Centre (Connaught Rooms) and for the Press at Guildhall.

Finance

55. The Treasury have approved a total provision of £2.668 million for the Economic Summit budget split between departments as follows:

FCO - Press Centre	£1,247,000
FCO - (GHF)	£150,000
MPO - Other expenditure	£1,291,000

Government Guests

56. Delegations were advised that the British Delegation would be financially responsible for up to a maximum of 15 rooms per delegation, ie one Presidential type suite, two standard suites and 12 twin/single rooms for senior officials for up to 4 nights.

57. GHF made block bookings on behalf of the Delegations at a number of London hotels to cover the Economic Summit period.

Transport

58. Each delegation will be allocated 3 limousines and 3 other saloon cars during the Summit to be paid for from public funds. EC Delegations will be provided 2 limousines (only 2 Principals) and 3 saloon cars. Details of the transport arrangements are noted in Annex G.

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59. The Police will provide a protected vehicle for the Heads of the Italian and Japanese Delegations; the Americans always provide their own; and the French and Germans have also agreed to bring their own since the Police do not have sufficient cars. The Police do not consider it necessary for the EC and Canadian Heads of Delegation to have a protected vehicle. Each protected Head of State/Government or Minister will have a police back-up car.

60. GHF will also provide one saloon car and one van to transport baggage on and off the Head of Delegation's dedicated aircraft.

61. Each Delegation will be allocated 10 car stickers for access to Lancaster House (6 allocated cars and 4 Embassy vehicles) and 2 stickers for Embassy courier vehicles up to Cleveland Row barrier.

Parking Arrangements

62. At Lancaster House there are 105 spaces available for parking on the Horse Ride. Each Delegation will be allowed 10 parking spaces plus 2 for Police escort cars. Other spaces are required for BBC Broadcast van, ambulances, and visiting officials.

Guildhall Arrangements

63. The Guildhall was chosen by the Prime Minister as the location for the final Joint Declaration on 9 June at 4.00 pm. The Keeper of the Guildhall will make all the administrative arrangements for setting up the Guildhall following consultation with the Admin and Press Units on the overall requirements. Tannoy, under instruction from the COI/Press Unit, are responsible for installing interpretation booths at Guildhall.

64. The 8 Delegation leaders will be seated on a dais. The Foreign and Finance Ministers, Personal Representatives, Ambassadors/High Commissioner and Delegation Officials will be seated in rows of chairs either side of the dais together with the Lord Mayor and 2 Sheriffs. The Press will be seated, or on stands in the body of the hall facing the dais. A separate paper has been issued.

Reconnaissance Visits

65. VIP American recce team (7 in number) visited London 13/14 March. They were taken to Lancaster House, St James's Palace, National Portrait Gallery, Guildhall, Connaught Rooms and Kensington Palace Gardens/Orangery.

66. Japanese recce team (4) visited London 21/22 March and toured sites mentioned above.

67. Second American recce team (over 45) visited London 26/27 March and toured some sites.

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68. Italian recce team (7) and Canadian (2) made joint visit on 28/29 March. German (3) and EC (1) recce teams made joint visit on 3/4 April. They were shown same sites.

69. French recce team (12) came on 2/3 May.

Departure Arrangements

70. These will be low key, but a Minister may be asked to represent the Government at the airport. The Germans and French leave on Saturday 9 June after the Palace Banquet; the Americans, Canadians, Italians and EC leave on Sunday 10 June; and the Japanese depart on Tuesday 12 June.

Admin Publications

71. The COI have been asked to produce 1250 copies each of a Delegates Handbook and Detailed Programme.

72. The DRC will be asked to produce a complete list of all Official Delegation members for distribution to Delegation offices.

St James's Palace Reception

73. The Reception for Heads of Delegation, Ministers, Ambassadors, senior officials and outside VIP guests will be held at St James's Palace from 6.30-8.30 pm. A separate paper has been issued.

Staffing

/ 74. A staffing list is attached at Annex H.

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SUMMARY PROGRAMME

MONDAY 4 JUNE

1630 United States Delegation arrive
London Heathrow Airport
Southside

1640 Transfer to Winfield House by
helicopter

1730 Drive from Winfield House to
Kensington Palace

1745 Greeting by Prime Minister at
the Orangery

1807 Drive to residential
accommodation

WEDNESDAY 6 JUNE

2040 Canadian Delegation arrive
London Heathrow Airport
Southside

2050 Drive from airport to
residential accommodation

Canadian Delegation will be
greeted by Prime Minister at
the Orangery at 1600 on 7 June

2235 Japanese Delegation arrive
London Heathrow Airport
Southside

2245 Drive from airport to
residential accommodation

Japanese Delegation will be
greeted by Prime Minister at
the Orangery at 1530 Thursday
7 June

THURSDAY 7 JUNE

1400-1630 Delegations (other than from
United States, Canada and Japan)
arrive at Gatwick airport in
reverse protocol order

1410-1640 Transfer to Kensington Palace
by helicopter.

1430-1700	Greeting by Prime Minister at the Orangery
1452-1722	Drive to residential accommodation
1830	Reception at St James's Palace Separate working dinners
2000	Heads of State/Government at 10 Downing Street
2015	Foreign Ministers at 1 Carlton Gardens
2015	Finance Ministers at 11 Downing Street
 <u>FRIDAY 8 JUNE</u>	
0915-0930	Arrival of Heads of Delegation at Lancaster House followed by group photographs
0945 - 1230	Heads of State/Government meet in the Music Room Foreign Ministers: State Drawing Room Finance Ministers: Long Gallery.
1300	Working lunches at Lancaster House Heads of State/Government and Foreign Ministers: Gold Room Finance Ministers: Eagle Room
1430 - 1730 or 1800	Plenary session in Long Gallery Separate working dinners
2000	Heads of State/Government: National Portrait Gallery
2000	Foreign Ministers: Royal Society of Arts
2000	Finance Ministers: The Bank of England

SATURDAY 9 JUNE

0930 - 1230

Continuation of discussions at
Lancaster House

1300

Plenary working lunch in the
State Dining Room

1600

Reading of Joint Declaration at
Guildhall

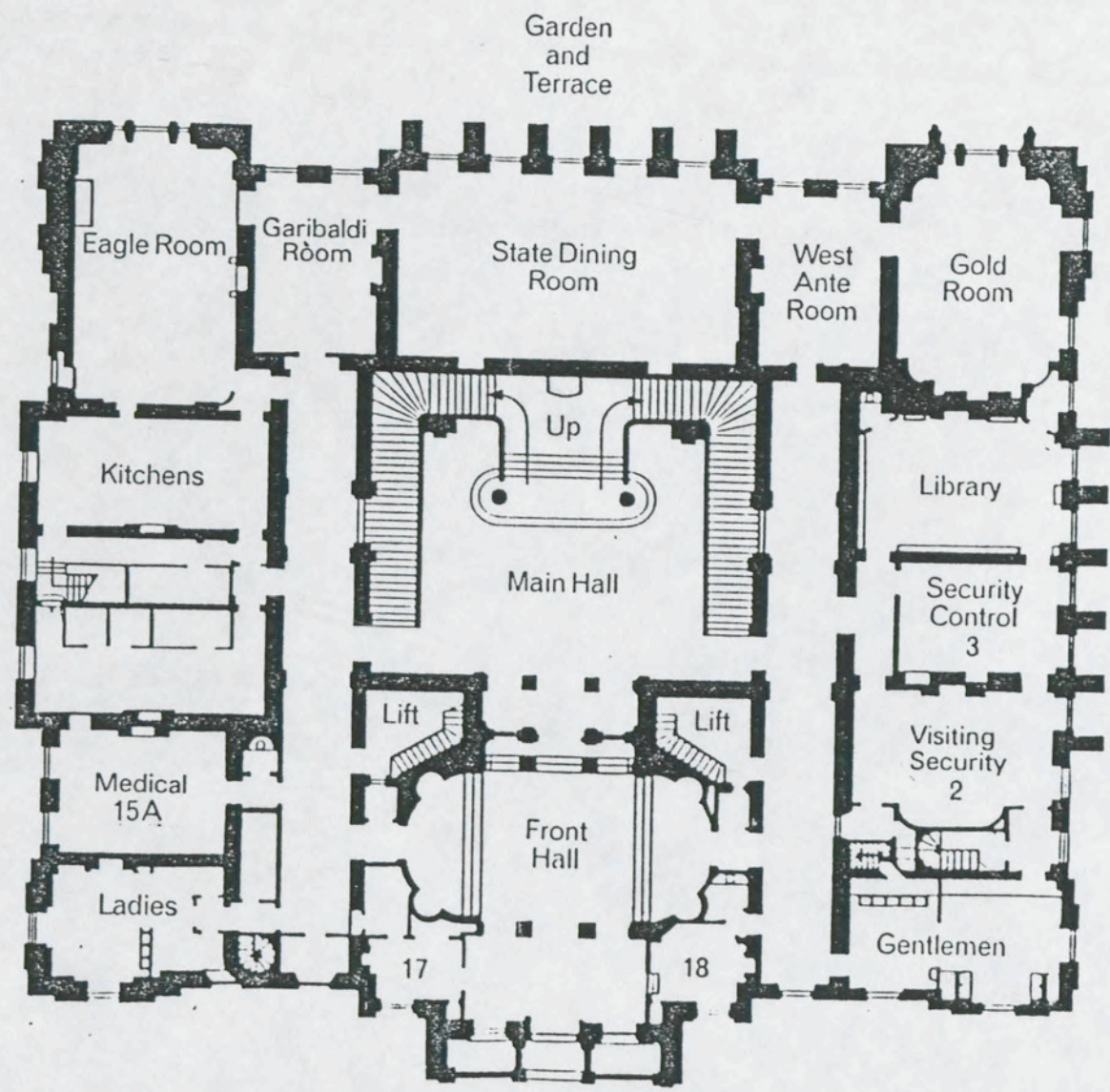
Heads of State/Government may
give individual press conferences
at the Press Centre

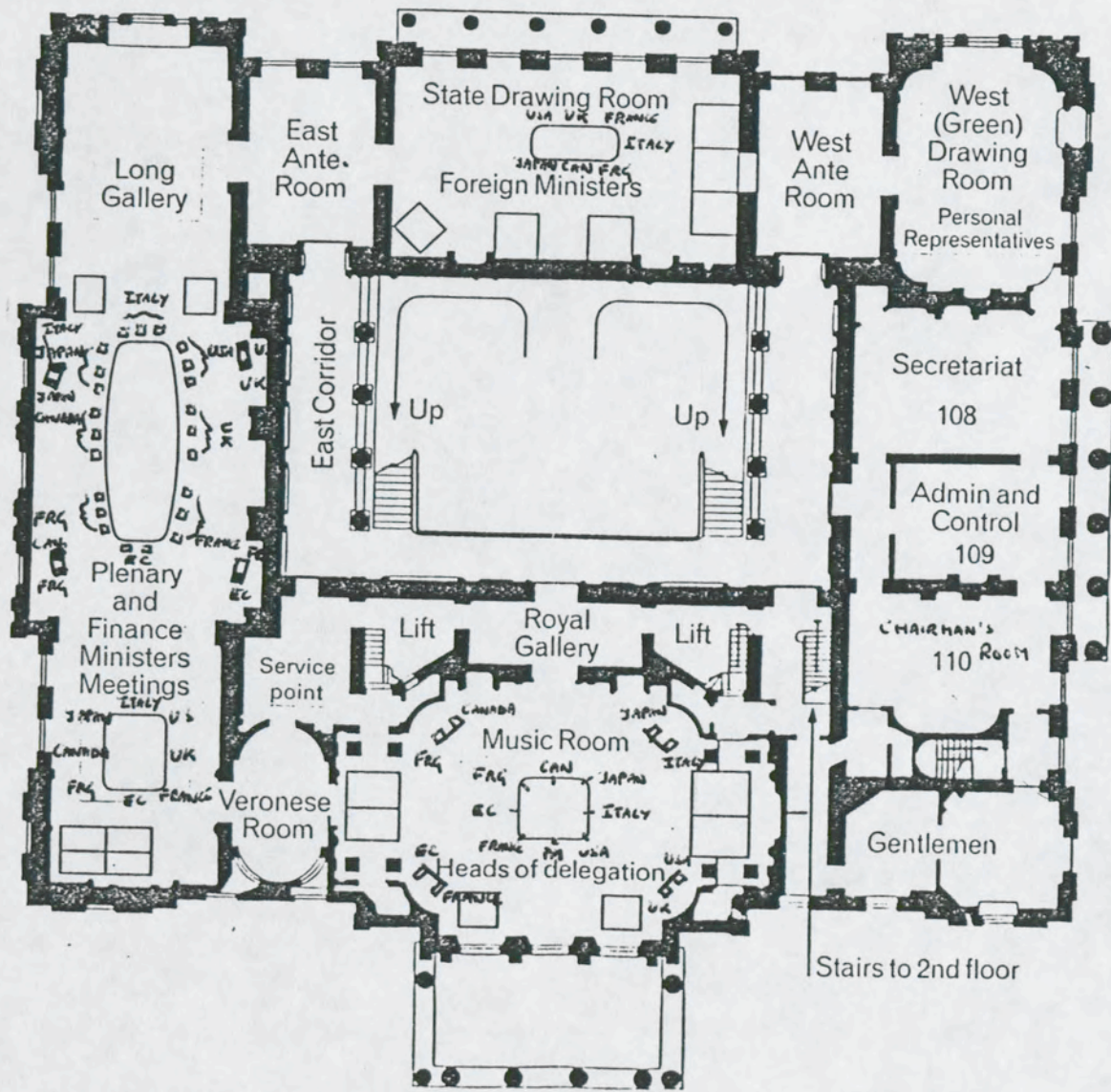
2030

Banquet given by Her Majesty
The Queen at Buckingham Palace

LATE EVENING AND
SUNDAY 10 JUNE

Departures

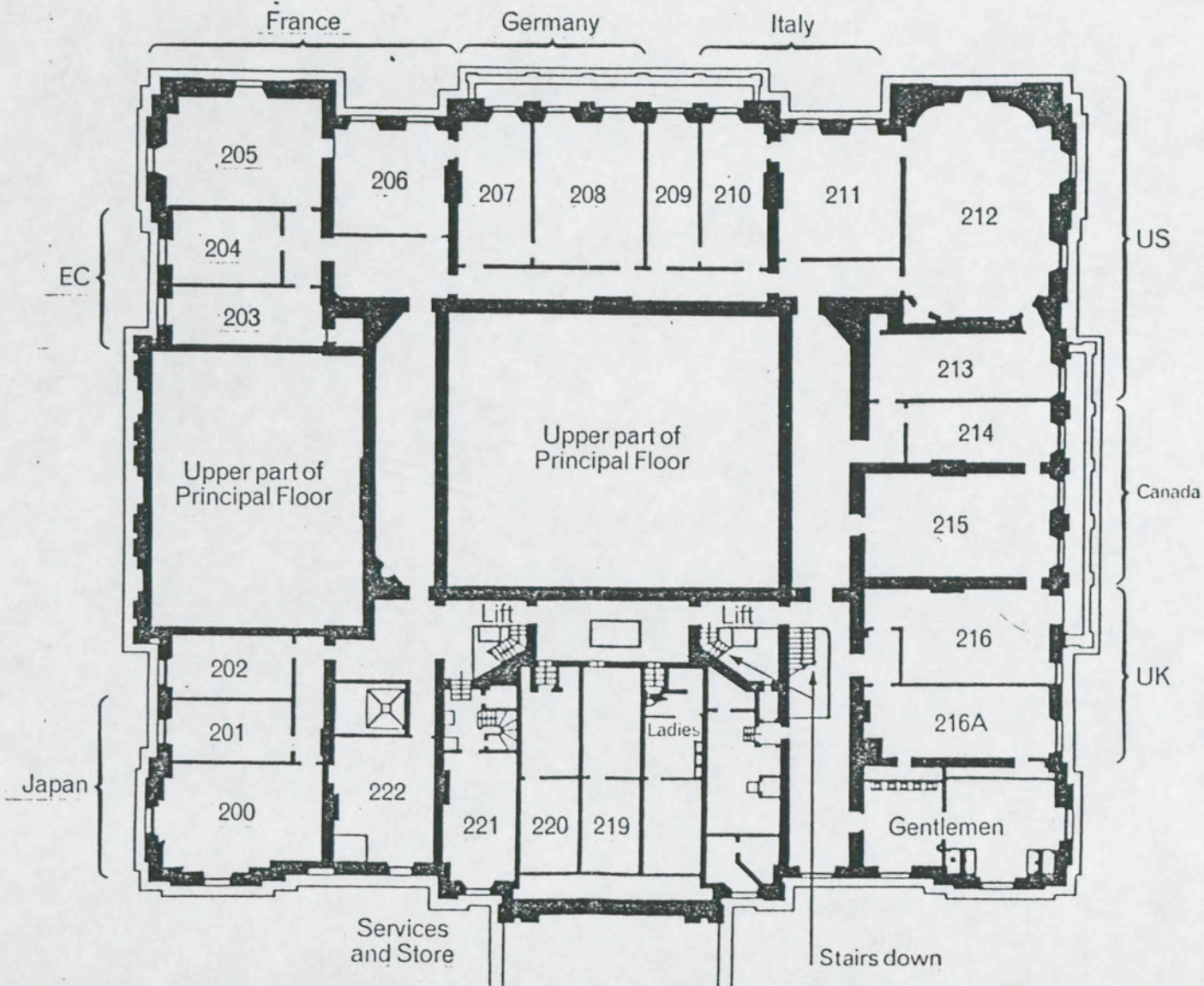






13 stairs to 21st floor

Delegation offices



LANCASTER HOUSE - MEETING ROOM

(A) PSA SERVICES

(i) Music Room - Heads of Delegation

/ Provision of following as agreed (diagram attached):

Oblong/oval ended baize covered conference tabling and
8 conference chairs
4 double desks and 8 chairs to notetakers
water flasks, glasses, ashtrays for table and notetakers

Installation of : 6 interpreters' booths with full security
Standard interpretation equipment
Headsets and microphones with "speak" buttons for
8 places at table
Headsets for 8 notetakers
plus additional headsets for Foreign Ministers joining
session at end of first morning
Bell pushes on notetakers' desks to be connected with
indicator lights with Conference Officer in Royal Gallery

Installation in conjunction with commercial firm :
Electronic writing pad and VDU for each notetakers

(ii) Long Gallery - Plenary and Finance Ministers

/ Provision of following as agreed (diagram attached) :

Plenary - Commonwealth polished conference table and
23 conference chairs
4 double desks and 8 chairs for notetakers
water flasks, glasses, ashtrays for tables and notetakers

Installation of : 6 interpreters' booths with full security
Standard interpretation equipment
Headsets and microphones with "speak" buttons for
23 places at table
Headsets for 8 notetakers
Bell pushes on notetakers desks to be connected with
indicator lights with Conference Officer in East Ante Room

Installation in conjunction with commercial firm :
Electronic writing pad and VDU for each notetaker

Finance Ministers : round baize covered conference tabling
and 8 conference chairs
8 chairs with special arms for notetakers
Water flasks, glasses, ashtrays for table and notetakers

Installation of :

Headsets and microphones with "speak" buttons for
8 places at table

Headsets for 8 notetakers

Bell push with indicator light from UK notetaker to
Conference Officer in East Ante Room

Lounge area - arrangement of easy chairs (house furniture) as per
diagram

(iii) State Drawing Room - Foreign Ministers

/ Provision of following as agreed (diagram attached) :

Oblong baize covered conference tabling and
7 conference chairs

7 chairs with special arms for notetakers

Water flasks, glasses, ashtrays for table and notetakers as
appropriate

Installation of : 6 interpreters' booths with full security

Standard interpretation equipment

Headsets and microphones with "speak" buttons for
7 places at table

Headsets for 7 notetakers

Bell push with indicator light for UK notetaker to
Conference Officer in East Ante Room

Provision of : arrangement of easy chairs (house furniture) as per
diagram

(B) HMSO

For Music Room, Long Gallery and State Drawing Room

Supply of ministerial type blotting pads, pens/pencils for
conference tables

(C) CONFERENCE CATERING OFFICER

Soft drinks and mineral water to be provided on conference
tables (?)

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1. SECURITY PASSES

(a) 4 lapel badges

one each for issue to Head of State/Government, two Ministers and one Personal Representative.

(b) 15 blue passes

Amendment: 5 Blue passes to be transferable into brown 'O' named passes

members of the official delegation. These provide access throughout Lancaster House, except the meeting rooms on the first floor which form the secure zone and all other buildings except Guildhall.

(c) red passes

with overprinted O

these will be issued as required in exchange for blue passes, to the assistant notetakers and liaison officers who will be drawn from the official delegation.

with overprinted I

interpreters at meetings.

(d) green passes

two per delegation will be issued for foreign protection officers. For a doctor, and a military aide when accompanying a Head of State, and to interpreters required to translate during working lunches. These passes provide access to the ground floor of Lancaster House and all other buildings except Guildhall.

(e) brown passes

with overprinted O

to Embassy and other officials who are required to be in their delegation offices in Stable Yard block.

with overprinted D

to drivers of allocated and Embassy vehicles listed in paragraph 2 below and up to two persons per delegation for courier duties.

with overprinted S

to foreign protection officers in excess of the two per delegation mentioned in paragraph 1(d) above.

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with overprinted V

to authorised visitors requiring access to a delegation office in Stable Yard block.

Brown passes give access to the Lancaster House courtyard area and where specifically mentioned, Stable Yard House.

(f) yellow passes

with overprinted OFFICIAL

issued to those officials concerned in organising and manning the Press Centre and Embassy press officers.

with overprinted MEDIA

issued to accredited members of the press.

(g) Guildhall

special pass issued for those, less lapel badge holders, attending the final communiqué ceremony. Other than the media for whom an allocation will be made by the Press Centre, the number of passes available for each delegation is expected to be 15 not including bilateral Ambassadors/High Commissioners who will get separate passes.

(h) Kensington Palace
Gardens

Other than delegates and official pass holders, those requiring access to Kensington Palace Gardens will require a special pass.

Passes are not transferable, except where stated.

2. CAR STICKERS

- (a) Red one for each Head of State/Government.
- (b) Blue two per delegation (one for each Minister).
- (c) Green seven per delegation. These are for the official cars and up to four Embassy or other cars. This allocation is intended to cover visitor requirements from a delegations's Embassy.
- (d) Yellow for other essential vehicles connected with the Summit organisation.

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The above vehicles may be parked on the Horse Ride.

- (e) Saffron two per delegation for courier duties. These vehicles will be allowed as far as the Cleveland Row barrier.
- (f) White, overprinted Airport each vehicle going to Southside will require a sticker, limited to a total of twenty cars (including allocated cars) per delegation.

RESTRICTED

MEDICAL ARRANGEMENTS : LONDON. ECONOMIC SUMMIT

1. Arrangements by venue are as follows:

Kensington Palace 4 and 7 June

One ambulance parked near to Helicopter Pads. Medical team will be Dr K W Woolhead and nurse Mrs C Cholerton.

St James's Palace 7 June

One ambulance parked in Horse Ride. Medical team will be Dr K W Woolhead and Nurse Mrs C Cholerton who are being allocated a room in St James's Palace.

10 Downing Street 7 June

When Heads of Delegation have departed St James's Palace the ambulance will transfer to King Charles Street to cover the dinner at No 10. Medical team will be Dr K W Woolhead and Mrs C Cholerton who are being allocated a room in No 10

Lancaster House 8 and 9 June

An ambulance will be parked behind Cleveland Row from 0830 until stood down. Medical team will work on a rota basis and will be drawn from the following:

Dr K W Woolhead
 Dr A M Semmence
 Mrs D Radwanski
 Mrs C Cholerton
 Mrs G Thornberry
 Mrs A Barley
 Miss M Wells
 Miss P Howearth
 Mr K Griffiths
 Mr Allum
 Mr Lovett

National Portrait Gallery 8 June

An ambulance will be parked either in Orange Street or by Edith Cavell statue: site to be confirmed after London Ambulance Service/Met Police recce this week. Medical team of Dr K W Woolhead and Nurse Mrs D Radwanski have been allocated a room in NPG.

Guildhall 9 June

An ambulance will be on call at Smithfield Ambulance station. Medical team of Dr K W Woolhead and Nurse Mrs G Thornberry are being allocated a room in the Guildhall.

Connaught Rooms 9 June

An ambulance will be parked nearby to cover Heads of Delegation press briefings. Exact site to be decided after LAS/Met Police recce this week. Medical team will be drawn from list given above.

Buckingham Palace 9 June

An ambulance will be parked in Royal Mews. The Palace will arrange medical cover.

2. The London ambulance service are liaising with Heathrow and Gatwick airports to cover arrivals there.

3. An ambulance will be parked at Marble Arch to cover Heads of Delegation journeys between residential accommodation and venues.

4. A police officer is being appointed to act as liaison between the medical team and the ambulance crew. He will have a radio link and will be able to call up the ambulance immediately one is required.

5. St Thomas' is the primary designated hospital. Other hospitals that have been put on alert are as follows:

Hillingdon at Heathrow

Crawley at Gatwick

St Bartholemew's to cover Guildhall

University College to cover Connaught Rooms

Middlesex for President Reagan at Winfield House

6. St Stephen's hospital will be used in the event of a major incident.

Private Secretary

copy to: PS/Chancellor of the Exchequer
Mr Tait, ERD, FCO

ECONOMIC SUMMIT: GIFTS

1. The Secretary of State asked about gifts. The Prime Minister has decided on the following gifts, which will all be presented in her name:

(a) For Heads of Delegation

A number of different pictures, including some by Henry Moore and John Piper.

(b) For Foreign and Finance Ministers

A brass carriage clock supplied in a presentation case with an engraved brass plate on the back saying: "Presented on the occasion of the London Economic Summit 1984".

(c) Personal Representatives

Still to be decided by Sir Robert Armstrong, who has been looking at examples of British technology.

(d) Senior officials

A number of glass paperweights made in front of customers' eyes in the back of a shop near Covent Garden with the Economic Summit logo engraved on the base. Also a number of Crown Derby paperweights.

(e) Support Staff

A small pale blue Jasper box with the Summit logo in 22 ct gold on the lid.

(f) Delegates, like journalists, will also be presented with a Summit souvenir tie provided courtesy of the British Clothing Industry Association (for Delegates) and Burtons (for journalists). Also a commemorative medallion produced by the Royal Mint.

N J Barrington

N J Barrington

16 May 1984

LONDON ECONOMIC SUMMIT 1984 : GROUND TRANSPORT

Ground transport will be under the overall control of a Transport Officer, Mr Ian Davenport. He will be supported by two Assistant Transport Officers, Mr Tony Cornwell and Warrant Officer 1 Gerry Morgan. Government Hospitality Escort Officers will also assist with the briefing of delegation transport liaison officers and delegation drivers.

Transport Officers will be available at the following locations before and during the Summit:

Up to and including Friday 1 June (but excluding Friday 25 and Monday 28 May; Whitsun Holiday weekend) between 1000-1600, all three in the Old Admiralty Building, Room SG/163 telephone number 273 4169.

From Monday 4 June till am Sunday 10 June (except for pm Thursday 7 June during greeting ceremonies at the Orangery and reception at St James's Palace) between 0800-2300.

IAN DAVENPORT: Lancaster House, Room 109, telephone extension 4152.

TONY CORNWELL with responsibility for set programme movements:

Cleveland Row, ground floor, telephone extension 5049.

GERRY MORGAN with responsibility for all other movements: Cleveland Row, ground floor, telephone extension 5050.

You will be notified later of a telephone number for out of hours contact.

Each delegation has been allocated three limousines (two for the EC Delegation) and three saloon cars for use throughout the Summit. The limousines will in most cases be needed for set programme movements but at all other times cars will be at the disposal of delegations. Where considered necessary Heads of Delegation will be supplied with a protected vehicle. Certain delegations have agreed to bring their own.

The United States Delegation will provide all their delegations' transport from Embassy resources.

Japanese Delegation cars will be available at London Heathrow Airport Southside for arrival late evening on Wednesday 6 June. The same vehicles will be available throughout the Summit.

Canadian Delegation cars will be available at London Heathrow Airport Southside on the morning of Thursday 7 June and thereafter for the greeting arrangements at the Orangery, Kensington Palace. The same vehicles will be available throughout the Summit.

Cars for other Delegations will be available at North Paddock, Kensington Palace on Thursday 7 June. The Summit Administration Unit will make other transport (cars or buses) available at Kensington Palace for those helicopter passengers in excess of the capacity of the protected vehicles, limousines and saloon cars.

The Summit Administration Unit would be grateful if each delegation would propose a Transport Liaison Officer and let the Unit know how he may be contacted both before and during the Summit. Any changes or alternatives to the transport schedule can then be speedily copied to him.

Escort Officers/Special Branch Protection Officers

- (i) All Heads of Delegation, Foreign Ministers and the US Finance Minister will be accompanied by Special Branch Officers.
- (ii) Government Hospitality Escort Officers will be assigned to all delegations and are available for briefing delegation transport liaison officers and drivers. They can also travel with Finance Ministers (other than the US) if delegations would find this helpful.
- (iii) Both Escort Officers and Special Branch Officers will be available to advise on the set programme movements or any programme alterations. They will be kept up to date by the Summit Administration Unit.

Parking and Garaging of Limousines and Saloon Cars

During the day and evening limousines and saloon cars will be parked on the Horse Ride in The Mall which will be a fully secured and policed area. The only exceptions will be for the dinner venues on Thursday night when Heads of Delegation and Finance Ministers' cars will be parked in the FCO courtyard and Foreign Ministers' cars will be outside 1 Carlton Gardens. Both areas will be Fully secured and policed.

Overnight garaging will be in secured but not guarded premises.

Protected vehicles provided by the Summit Administration Unit will be parked as shown above but garaged overnight by the Special Branch.

All delegations are requested to allow drivers of the limousines and three saloon cars to return to their garage immediately after the last programmed event so that they can go to rest. Drivers should be given reporting instructions for the following morning before they are dismissed.

It is proposed that a mini bus service will be provided at Lancaster House overnight on 8 June so that delegates working late on the communique and/or press releases can return to their hotels. This will enable delegation cars to be stood down. There are also plans for Personal Representatives and officials attending the ceremony at the Guildhall to travel by coach from Lancaster House. The coaches would call at the Connaught Rooms, if necessary, on the return journey to Lancaster House.

On departure days the limousine and saloon car drivers should be instructed to contact the Transport Office for their stand down instructions.

Drivers: Meals during the Summit

Delegations are asked to bear in mind that drivers must be allowed time for meals during the course of the Summit.

Dinner will be served in the Lancaster House canteen from 1800 onwards on Thursday, Friday and Saturday evenings. On Thursday evening drivers from Carlton Gardens should walk to Lancaster House while those parked in the Foreign Office courtyard will be bussed.

Lunch on Friday and Saturday will be available in the marquee sited on the Horse Ride, where the drivers can also take tea or coffee throughout the day.

Other Vehicles

A coach, seating about 40 persons will be supplied to transport to their accommodation those delegation members on the dedicated aircraft who do not travel to central London by helicopter or by car as in the case of the Canadian and Japanese delegations.

A baggage vehicle will be provided to transport baggage direct from the dedicated aircraft to accommodation.

The London Embassy/High Commission/Office of the delegation will be required to provide any additional transport requirements.

Press Transport

Separate arrangements will issue about Press transport.

Baggage

Separate discussions are in progress about baggage.

NB: A detailed transport schedule will be available to delegations during the week commencing Monday 28 May. It is planned to issue a draft copy of this schedule, which will be subject to alteration, before the Whitsun Holiday weekend.

STAFFING

General Co-ordination of all Administrative Arrangements	Mr N J Barrington CMG CVO Economic Summit Co-ordinator
	Mr D Harris Head of Administration Unit
Arrangements at Lancaster House	Mr D Harris Mr P Karmy, Assistant Conference Officer
Security Arrangements	Col P Durrant, Security Co-ordinator
Catering Arrangements (officials)	Mr B Burrough, Conference Officer
Communications	Mr L Wright, Cabinet Office Mr P Karmy, Assistant Conference Officer Mr N Dickerson, Assistant Conference Officer
Government Hospitality Fund (Ministerial Catering, Delegation transport and baggage)	Brigadier Alan Cowan MBE Secretary Miss M A M Lawrence, Deputy Deputy Secretary Mr J Watt, Heads of Visits Section Mr M Snell, Head of Functions Section Mr D Broomfield, Visits Section
HM Stationery Office	Mr K R Batchelor, Conference Liaison Officer Mr J Stewart, Conference Liaison Officer
Department of the Environment (PSA)	Mr D Gilbert-Sutton Mr D Ball
Guildhall Arrangements	Mr A D Howlett, Remembrancer Mr J Lucioni, Keeper of the Guildhall Mr D Harris, Admin Unit Mrs L McKinney, Press Unit Col P Durrant, Security Co-ordinator

St James's Palace Reception

Mr P Hartley, Lord
Chamberlain's Officer
Miss M Lawrence, GHF
Mr M Snell, GHF
Mr D Harris, Admin Unit
Col P Durrant, Security
Co-ordinator
Miss M McGlone, Press Unit

file

086

SIR ROBERT ARMSTRONG

Thank you for your minute of 14 June
(A084/1736).

The Prime Minister was pleased to sign
the three photographs for Mr. Jackson, the
Manager of the Mirabelle.

CR

19 June 1984

NR