

070

cc USA: Visit of Pres Reagan  
Pt3



Foreign and Commonwealth Office  
London SW1A 2AH

1 June 1984

A J Coles Esq  
10 Downing Street

Prime Minister

Meredith

We suggest you arrive at 1720  
to allow time to look over the  
arrangements.

DMS  
1/6

Dear John,

SUMMIT: GREETING ARRANGEMENTS FOR PRESIDENT REAGAN

- 1. I attach notes for the Prime Minister for the greeting ceremony for the Reagans on 4 June. She has already seen and approved the more detailed protocol plan.

Yours sincerely,

N J Barrington

copy to:

PS/Sir R Armstrong  
Sir C Tickell, FCO

(I hope this is unclear to you)



7ie

DA

10 DOWNING STREET

*From the Principal Private Secretary*

1 June 1984

Dear Nicholas,

ECONOMIC SUMMIT: GREETING ARRANGEMENTS

There is one point of detail which I should make on the greeting arrangements set out in the notes sent to John Coles on 1 June.

I am sure that the Prime Minister will want a Private Secretary on hand during conversations over tea at the greeting ceremonies. Could you please arrange that provision is made for this, both at the greeting ceremony for President Reagan on Monday and for the greeting ceremonies on Thursday.

I am copying this letter to Richard Hatfield (Cabinet Office) and Crispin Tickell.

Yours sincerely,

Robin Butler

N.J. Barrington, Esq.,  
Foreign and Commonwealth Office.

LONDON ECONOMIC SUMMIT

ADMINISTRATIVE ARRANGEMENTS FOR THE CEREMONIAL GREETING  
OF THE UNITED STATES DELEGATION AT THE ORANGERY,  
KENSINGTON PALACE ON 4 JUNE 1984

By 1730

Coach with up to 20 US delegation officials/US Embassy staff will arrive at Black Lion Gate, Kensington Palace Gardens and proceed to the parking area on The Broad Walk. (Delegation officials/US Embassy staff must be nominated in advance and each must be in possession of a special Kensington Palace pass). Party will be escorted via the rear of the Orangery to the east end of the Orangery

By 1730

Secretary of State Shultz and Secretary of the Treasury Regan will arrive at the

marquee on the road leading to the Orangery and will be met by Sir Crispin Tickell

1730 Sir Robert Armstrong will arrive at the Orangery

1735 The Prime Minister, accompanied by a Private Secretary, will arrive at the west end of the Orangery terrace

1740 US delegation officials will be escorted by ESAU staff from the marquee to the gate north of the Orangery where they will await the arrival of the Presidential motorcade

By 1743 Presidential motorcade will arrive at the marquee on the road leading to the Orangery. Mr Shultz and Mr Regan will join motorcade

1745 United States delegation will be greeted by Mrs Thatcher at the west end of the Orangery terrace

Car No 1 : President and Mrs Reagan and  
Ambassador and Mrs Price

Car No 2 : Mr Shultz and Mr Regan

(Protection cars will be positioned alongside to the right. Delegation cars will park to the rear of Principals' cars)

(For detailed programme of arrangements at the Orangery see annex A and plan at annex B)

LONDON ECONOMIC SUMMIT 1984  
ARRIVAL ARRANGEMENTS FOR HEADS OF DELEGATION

The arrangements outlined below will be followed for the reception of Heads of Delegation who arrive in London on the afternoon of 7 June in reverse protocol order. Similar arrangements will be made for the three Heads of Delegation to arrive earlier in London (President Reagan, Mr Nakasone and Mr Trudeau) except that they will arrive at Kensington Palace, for their individual ceremonies, by car convoy from their place of residence. Also their aircraft will arrive at Heathrow instead of Gatwick.

Arrival at the Airport

When the aircraft has come to a stand-still a representative of the British Airports Authority will escort the Greeting Party to the bottom of the aircraft steps. When the aircraft doors open the Head of Mission at London will board the aircraft (accompanied by his wife if the Head of Delegation is bringing his wife). The Head of Mission will then lead the Head of Delegation and his party to the tarmac where they will be welcomed by:

The Queen's Representative (for heads of State only)

The Secretary of State for Foreign and Commonwealth Affairs and Lady Howe (if the Head of Delegation is bringing his wife) on behalf of Her Majesty's Government.

(On the evening of 6 June Mr Nakasone will be met by Mr Richard Luce, Minister of State, FCO, on the morning of 7 June Mr Trudeau by the Baroness Young, Minister of State, FCO.)

Airport Director (at Gatwick only)

Secretary, Government Hospitality Fund

Assistant Marshal of the Diplomatic Corps

UK Liaison Officer

The main party will proceed to the helicopters (except in the case of Mr Nakasone and Mr Trudeau, who will travel by car). An RAF Ceremonial Guard will line the red carpet between the aircraft and the lead helicopter.

In principle the first helicopter will contain the Head of Delegation (and his wife), the Head of Mission (and his wife), accompanying officials and a Special Branch protection officer; the second helicopter\$ will contain two Ministers, accompanying officials, the Liaison Officer and a Special Branch protection officer: the third will contain additional members of the official party. This last group will be taken speedily by bus to their helicopter.

The helicopter containing additional officials will depart first. The other helicopters will depart from the airport in protocol order. All will proceed to the North Paddock, Kensington Palace.

#### Arrival at Kensington Palace

The first helicopter to touch down will be that containing the additional officials. On arrival at Kensington Palace they will be escorted, via the rear of the Orangery, to the east end of the Orangery terrace (marked D on the plan at Annex B).

The next helicopter to touch down will be that containing the Ministers, on the helipad furthest from the Orangery. The Ministers will be greeted by Mr D L S Coombe, Head of Visits Section, Protocol Department and a Government Hospitality Escort Officer and shown to a car in which they will drive down the lane ready to fall in behind the Head of Delegation's car. Other cars will be provided for officials.

The last helicopter to touch down will be that containing the Head of Delegation in the central helipad position. At the helipad the Head of Delegation (and his wife) will be greeted by the Head of Protocol, Vice-Marshal of the Diplomatic Corps assisted by a

Protocol Officer and shown to their car. The Head of Delegation will be asked to take the left-hand seat. The Head of Mission (and his wife) will also be shown to a car as will other officials.

The convoy will then proceed to the Orangery steps with the Head of Delegation and his wife in the first car, the two Ministers in the second car and the Head of Mission and his wife in the third car. Protection cars will be alongside to the right.

At the foot of the west steps of the Orangery they will be met by the Prime Minister. She will greet the Head of Delegation (and his wife), who will then introduce his accompanying Ministers. The Prime Minister will accompany the Head of Delegation along the red carpet towards the awning in front of the Orangery entrance. She will there present General Eyre, the General Officer Commanding London District, and the three of them will take up positions in front of the awning, facing the Guard, with the visitor in the centre, the Prime Minister to his right and the General to his left, both slightly behind (see plan <sup>at annex B</sup>)

Meanwhile a Private Secretary will conduct the Head of Delegation's wife (if present), the two accompanying Ministers and the Head of Mission (and his wife) to a position on the west side of the entrance to the Orangery (marked A on the plan <sup>at annex B</sup>) to watch the ceremony.

In the case of Heads of State his personal ADC will take up a position to the west and forward of this group (marked B on the plan <sup>at annex B</sup>)

Senior officials arriving with the Head of Delegation and his Ministers will be escorted to a point at the west end of the terrace (marked C on the plan) where they can watch the ceremony. Other Delegation Officials/Embassy staff will be permitted to watch the ceremony from the east end of the terrace (D).

When the Head of Delegation is in position the appropriate salute will be given and anthem played. The Commander of the Guard will come forward and invite the Head of Delegation in the



appropriate language to inspect the Guard of Honour. The Prime Minister will remain on the Orangery terrace. The Commander of the Guard will accompany the Head of Delegation on inspection of the Guard, going down the line to the right and back on the second rank to the left. The GOC London District, accompanied in the case of Heads of State by the visitor's personal ADC, will follow a few paces behind. The inspecting party should make an appropriate acknowledgement as they pass the Colour (see plan). On completion of the inspection the Commander of the Guard will take his leave and the GOC London District will conduct the Head of Delegation back to the Orangery terrace in front of the awning. The Head of Delegation will remain at the top of the steps to acknowledge the Guard of Honour's "eyes left" salute as they march off, followed by the band, ~~and corps of drums~~. The GOC London District will then take leave of the Head of Delegation. The Prime Minister will lead him inside the Orangery to the west end (at the point marked E on the plan), followed by the party containing the wife of the Head of Delegation (if present), the Ministers, and the Head of Mission (and his wife). Tea will be served.

The official party accompanying the Head of Delegation will be led into the east end of the Orangery (see F on the plan) for brief refreshments before they are escorted out to take their places in the motorcade. After about 10 minutes the Prime Minister will accompany the Head of Delegation and his party out of the main entrance and to the west Orangery steps and bid farewell. The cars will depart for residential accommodation.

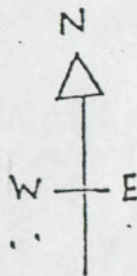
When greeting ceremonies follow on each other on the afternoon of 7 June, there should be about 8-10 minutes before meeting the next guest. During this time the new Guard will march into position.

An appropriate interpreter will be on hand if required by the Prime Minister. Where appropriate each visiting group has been asked to bring one interpreter also. During the ceremony interpreters will stay by the Orangery entrance (position A).

Wet Weather

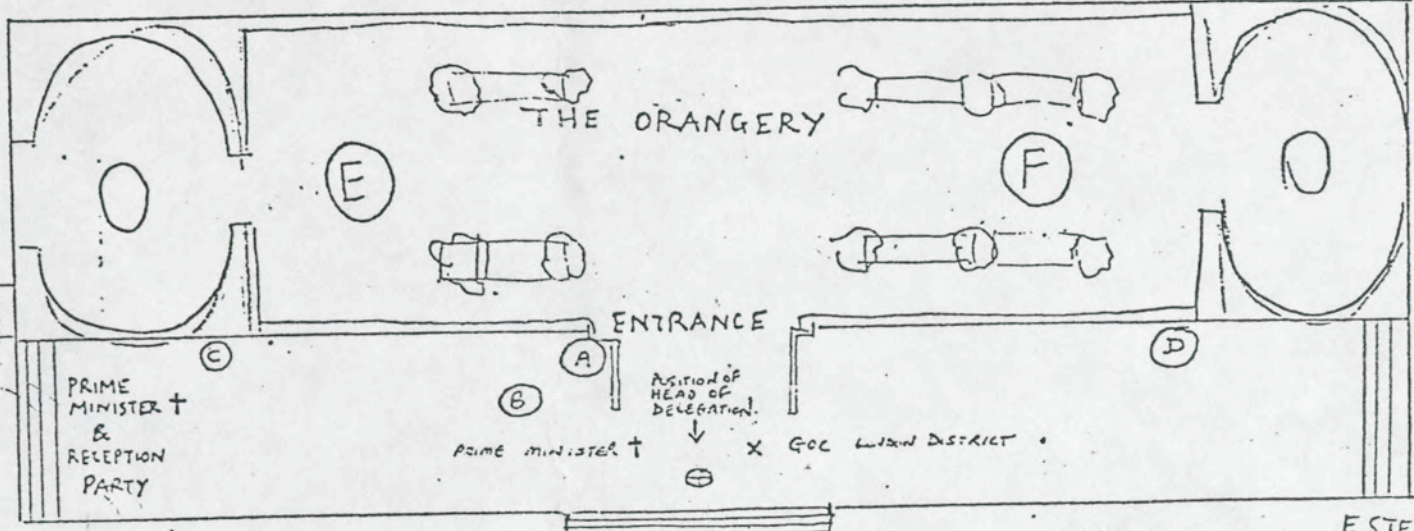
In the event of wet weather the Head of Delegation, the Prime Minister and the GOC London District will stand under the end of the awning. The Head of Delegations's wife (if present), the Ministers and Head of Mission (and his wife) will be taken inside the Orangery to watch through the windows. Officials will remain in their cars. The Head of Delegation will be consulted about whether he wishes to inspect the Guard or simply take the salute without doing so. In the latter case he will wait under the awning until the Guard have marched off.

In the case of an extreme downpour it may be decided that the Guard will not parade at all. In this case the Head of Delegation and his party will go straight from their cars into the door at the west end of the Orangery where they will have refreshments and go out the same way.



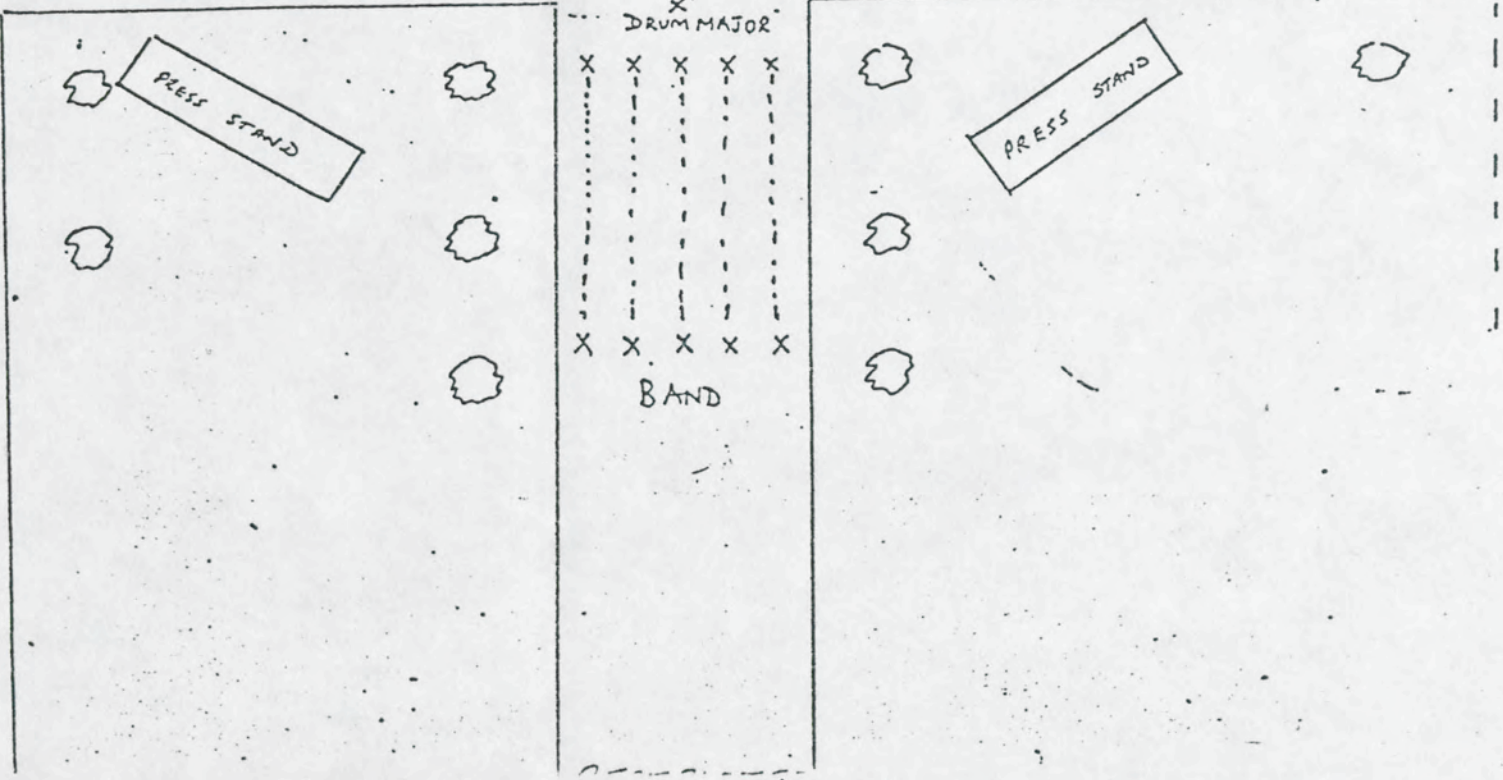
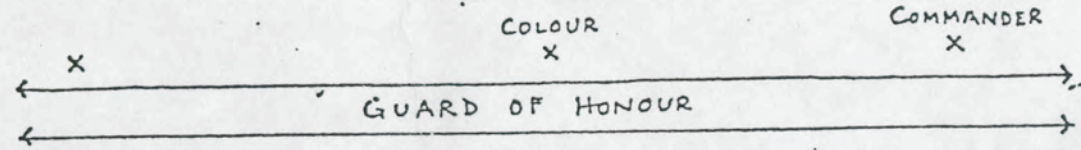
PRIME MINISTER

↑  
TO HELIPADS



WEST STEPS

EAST STEPS



MARQUEE

ANNEX B

Private Secretary  
No 10 Downing St.

610



Foreign and Commonwealth Office

I would be pleased to replace  
Annex B of the admin  
plan of the greeting  
ceremony for President  
Reagan at the Orangery  
(forwarded to you 1 June)  
with the attached updated  
sketch plan of the Orangery

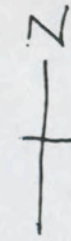
J. S. M.

E. S. M.

2/6/84

FROM HELICOPTER  
LANDING PADS

# ORANGERY, KENSINGTON PALACE



ENTRANCE FOR  
VERY WET WEATHER

SERVICE DOOR

MARQUEES FOR  
SECURITY CHECKS FOR  
JOURNALISTS, AND  
FOR GUARD TO  
REST

PS No 10

P =  
PRESS  
STAND

GREETING  
POINT

(C) TERRACE

RED CARPET

ENTRANCE

(B) PRIME +  
MINISTER

AWNING

VISITING HEAD  
OF DELEGATION

(D)

UNION JACK  
AND  
APPROPRIATE  
FLAG

TWO RANKS OF  
GUARD (LONGER FOR HEADS OF STATE)

COLOUR

C GUARD COMMANDER

DRUM MAJOR

BAND

