

E. R.
PRIME MINISTER

WORKING DINNER FOR HEADS OF STATE

YOU HAVE AGREED TO MEET THE HEADS OF STATE AND GOVERNMENT YOURSELF. THEY WILL ARRIVE IN REVERSE PROTOCOL ORDER. ROBIN AND I WILL ESCORT THEM TO THE PILLARED ROOM AND MAKE SURE THAT THEY ARE LOOKED AFTER FOR THE BRIEF PERIOD YOU ARE DOWNSTAIRS.

YOU HAVE DECIDED NOT TO TAKE HEADS OF STATE AND GOVERNMENT THROUGH TO ROBERT ARMSTRONG'S OFFICE - BUT IF YOU DID DECIDE AT THE LAST MINUTE THAT YOU WANTED THIS, THE OPTION IS AVAILABLE (BUT PLEASE GIVE US FIVE TO TEN MINUTES' NOTICE).

THERE IS A SEPARATE DINNER FOR AIDES (INCLUDING ROBIN AND ME) IN ROBIN CATFORD'S ROOM. IF YOU - OR ANY OTHER HEADS OF STATE OR GOVERNMENT - WANTS A PRIVATE SECRETARY, PLEASE TELL THE BUTLER IN THE DINING ROOM, WHO HAS BEEN BRIEFED TO HANDLE THIS.

FINALLY, YOU MAY WISH TO GIVE YOUR GUESTS A No. 10 BOOKLET. WE WILL ARRANGE FOR THESE TO BE AVAILABLE ON THE TABLE OUTSIDE THE CABINET ROOM ON DEPARTURE.

A.J.C.

6 JUNE 1984

Control Room
Police
Front Door No 10
Front Door No 12 (less attachments)

Prime Minister's Dinner - 7 June

You will wish to be aware of the following details in connection with tonight's dinner for visiting Heads of Delegations:

- a. 1950-2003 Heads of Delegation arrive at No 10. Following their arrival (and before dinner) there will be a group photograph in the Pillared Room.
- b. One aide per Head of Delegation and one doctor accompanying each of the two Presidents will proceed upstairs where they will have dinner with Mr Butler and Mr Coles.
- c. Six foreign protection officers (Mr Thorn does not have one) and seven SB officers attached to the Delegation will wait in the No 12 Conference Room.
- d. The American communications officer (Capt Barnes) will remain in the No 10 waiting room. He will arrive about 1800 hours with S/Sgt Polaski. I will then arrange for S/Sgt Polaski to be taken to the Cabinet Office where he will remain for the evening.
- e. The French communications officer (Major Kerr^s) will remain in Mr Taylor's office. ETA not yet known.
- f. Dr Woolhead and Mrs Thornberry of the Civil Service Medical Advisory Service will arrive about 1930 hours. They will be located in Brigadier Curtis' office.
- g. Boxed suppers and sandwiches etc. for individuals referred to in sub-paragraphs (c) to (f) inclusive will be delivered from the Lancaster House kitchens at 1800 hours by Mr P Wyithe. (car registration not known). Mr Wyithe has been instructed to take the food to No 12 Front Door (thence to the Conference Room).

/ h.

- h. The group photograph (see (a) above) will involve 44 members of the media. They will arrive by bus in King Charles Street and walk through the FCO Quadrangle. They will all have been searched prior to boarding the bus under arrangements made by the Economic Summit security authorities. They will arrive before 1945 hours and will go to the first floor lift lobby and corridor via the stairs outside Mr Taylor's office. Our Press Officers will be escorting them. After the photograph they will leave via the main staircase.
- i. Included in the 44 media representatives will be four members of the Summit TV. They are the only team that will broadcast live. Preparations for this broadcast will begin about 1600 hours - see attached note "Summit TV outside broadcast".
- j. In addition to the Prime Minister's dinner there will be one in No 11 given by the Chancellor for Finance Ministers. Guests will arrive at 2015 hours. There will be a group photograph in the No 11 Blue Drawing Room.
- k. It is just possible that the Prime Minister may take her guests to Sir Robert Armstrong's office to watch Beating Retreat.
- l. Mr Barrington, Head of the Economic Summit Administration Unit may visit No 10 about 2100 hours.

I have arranged for two additional Custody Guards to be on duty this evening. I will discuss their duties with the Supervisor, Custody Guards later today.

I must remind addressees that there could be last minute changes to the above information.

P.S. JOCE
P S JOCE
7 June 1984

cc Mr Taylor
Mr Maclean *(see attachment)*

Col Durrant

LIST FOR POLICE AT DINNER VENUES

Would you please notify the police of the following changes:

1. No 10 Downing Street, 7 June:
Addition: Mr Nicholas Barrington to arrive around 9 pm.
2. Bank of England, 8 June:
Addition: Mr Geoffrey Littler

D Harris

6 June 1984

David Harris
Economic Summit
Administration Unit

cc: ✓ Mr P Joce, No 10 Downing Street
Mr J Coles, " " "
Mr Snell, GHF, 2 CA 303/3
Mrs Lisa McKinney, Press Room, Connaught Rooms
Mr Burrough

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1984

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