

Reference.....

CC AR

From: D WOOD
Date: 1 July 1986

MR WICKS

cc Mr J W Stevens

PRIME MINISTER'S VISIT TO VANCOUVER

File with NLW

We spoke about your minutes of 9 and 27 June 1986.

2. You confirmed that although the hospitality to be offered at the reception hosted by the Prime Minister might be seen as returning hospitality, there were good governmental relation and trade promotion reasons for the reception.
3. The Foreign and Commonwealth Office have estimated that there will be about 500 guests. The reception will have to be held in a hotel since the Consulate-General in Vancouver is too small for such a function. The hotel selected is the one at which the Prime Minister will be staying, allowing costs and administrative arrangements to be kept to a reasonable level.
4. In the circumstances, the estimated cost of £6,000 is reasonably economic and should be good value for money. I therefore authorise the expenditure as requested.
5. I have found that the Foreign and Commonwealth Office personnel are usually very mindful of costs and take pains to prevent waste. It would nevertheless be helpful if on future occasions they could provide basic information when first seeking agreement for expenditure, such as:
 - a. location of reception, with explanation if HMG accommodation is not used and a comparison of two or three commercial charges for accommodation;
 - b. number of guests;
 - c. purpose of reception (bearing in mind that a simple return of hospitality is not considered justification);
 - d. breakdown of costs between accommodation and fare.
6. I also confirm that the Management and Personnel Office will meet the cost of tickets for a small party to accompany the Prime Minister to see the Royal Ballet while in Canada.

D Wood

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PM TOURS : VANCOUVER : Jan 1986

