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From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

PS(85) 19

16 September 1985

Dear Private Secretary,

Commonwealth Heads of Government Meeting, Nassau:
16-22 October 1985

This letter sets out the briefing arrangements for the Commonwealth Heads of Government Meeting in Nassau on 16-22 October 1985.

The list of briefs to be prepared, with an indication of Departmental responsibility, is at Annex A. Instructions on format are at Annexes B and C. Departments should apply the guidance in sub-paragraph (b) of Annex B as appropriate, ie for those briefs which may be drawn upon in a meeting, where a succinct summary of Points to Make can be made use of.

Category A briefs, ie the prepared statements by the United Kingdom should be drafted in speech form for statements that will take around 10 minutes to deliver.

Ninety copies of each brief should be sent as soon as they are ready to Mr A S Victory (tel no 233 7343) in Committee Section, Cabinet Office, who should be consulted about any technical points arising. All briefs should reach the Cabinet Office by close of play on Thursday 3 October.

I am sending copies of this letter to the Private Secretaries to Sir Antony Acland, Sir Peter Middleton, Sir Brian Cubbon, Sir Kenneth Stowe, Sir Michael Quinlan, Sir Clive Whitmore, Sir Brian Hayes, Sir Michael Franklin, Mr T M Heiser, Sir Peter Harrop, Sir David Hancock, Mr R J Andrew, Sir Crispin Tickell and to Charles Powell at No 10.

Yours sincerely,

(Signed) ROSALIND MULLIGAN
Assistant Private Secretary

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LIST OF BRIEFS FOR COMMONWEALTH HEADS OF GOVERNMENT MEETING,

NASSAU 16 - 22 OCTOBER 1985

Category A. Subjects requiring prepared Ministerial Statements by the United Kingdom

<u>Brief No:</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In Consul-tation With</u>
A1	World Political Scene: Global Trends and Prospects (including "retreat from internationalism").	FCO	
A2	Southern Africa	FCO	Department of Environment Treasury ODA
A3	The Special Needs of Small States, (including Eastern Caribbean security)	FCO	MOD
A4	Drugs.	FCO	DHSS Home Office
A5	Hijacking and Terrorism (including activities of foreign political activists; international conventions on aviation security).	FCO	Home Office

A6
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World Economic Issues

Treasury

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Category B. Briefs for Use in Formal Sessions

<u>Brief No:</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In Consul-tation With</u>
B1	Steering Brief.	FCO	
B2	Procedural Matters inc. agenda, style and format, communiqué, timing and venue of next meeting	FCO	
<u>POLITICAL ISSUES</u>			
B3	East-West Relations and International Security.	FCO	
B4	Arms Control and Disarmament (inc. NPT).	FCO	
B5	Strengthening the role of the United Nations.	FCO	-
B6	Cyprus.	FCO	MOD
B7	Problems in South Pacific:- (a) Decolonisation of New Caledonia	FCO

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	(b) Nuclear Free Zone (including ships' visits).		DOE MOD
B8	Territorial Disputes	FCO	MOD
	(a) Belize		
	(b) Guyana		
B9	Problems in West and East Asia	FCO	MOD
	(a) Afghanistan.		
	(b) Iran/Iraq.		
	(c) Middle East.		
	(d) South-East Asia. especially Cambodia.		
B10	Central America.	FCO	
B11	Falkland Islands.	FCO	MOD
B12	Adherence to the Geneva Conventions	FCO	MOD
B13	Southern Africa	FCO	ODA/DTI/ Treasury
	(a) Namibia		
	(b) South Africa (internal and external)		

	(c) Sanctions		
	(d) Commonwealth Committee on Southern Africa		
B14	Sporting Contacts	FCO	DOE
	(a) Gleneagles		
	(b) The XIII Commonwealth Games, 1986, Edinburgh		
B15	UNESCO	FCO	ODA
<u>WORLD ECONOMIC ISSUES</u>			
B16	World Economic Situation and Prospects.	Treasury	FCO
B17	Commonwealth Consultative Group on International Economic Action	FCO	Treasury DTI
B18	Financial Flows to Developing Countries (including replenishment of IDA VIII)	ODA	FCO Treasury
B19	Relations with Developing Countries (including Protectionism/GATT/Trade/Debt/ United Kingdom Aid Policy/Aid to the Public Sector (and to the Private and Marketing Sectors)	FCO	ODA Treasury DTI

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B20	"The Debt Crisis and the World Economy". (The Lever Report.)	Treasury	FCO DTI
B21	African drought, famine and food aid, including Commonwealth Action Group on the Economic crisis in sub-Saharan Africa.	ODA	FCO
B22	Population and Development.	ODA	-

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Category C. Background Briefs to be Available in Delegation Secretariat

<u>Brief No:</u>	<u>Subject</u>	<u>Lead Department</u>	<u>In Consul-tation With</u>
<u>COMMONWEALTH FUNCTIONAL CO-OPERATION</u>			
C1	Commonwealth Fund for Technical Co-operation.	ODA	FCO
C2	Management of Technological Change.	Department of Employment	FCO
C3	Women and Development.	ODA	FCO
C4	Youth Affairs, including Commonwealth Youth Programme.	ODA	FCO
C5	Student Mobility (including Student fees).	FCO	ODA DES
C6	Commonwealth Science Council (inc. report on Science for Technology for Development; and International Co-operation on Environmental Problems)	ODA	DES DTI FCO Dept of Environment ...
C7	Commonwealth Organisations	FCO	ODA
	(a) Commonwealth Secretariat (inc. 10th Report of the CSG; Marlborough House and Budget)		
	(b) Commonwealth Foundation		

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- (c) Commonwealth Institute
- (d) Non-Governmental Organisations
- (e) Financial contributions (inc. to Commonwealth Secretariat and Working Capital Fund; Science Council; Youth Programme)

C8	International Year of Shelter for the Homeless.	FCO	Department of Environment
C9	Consular Arrangements in Commonwealth Countries.	FCO	
C10	UNLOSC.	FCO	Treasury
C11	Hong Kong (including Travel Documents).	FCO	
C12	Indian Ocean Zone of Peace.	FCO	
C13	Extradition and Transfer of Prisoners.	Home Office	FCO
C14	European Community Issues	FCO	MAFF/ODA/ Treasury
C15	New World Information Communications Order.	FCO	-

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C16	Pakistan and the Commonwealth	FCO	
C17	Southern African Development Co-ordination Committee	ODA	FCO
C18	Nationality, Immigration, Race Relations and Other United Kingdom Domestic Legislation Affecting Commonwealth Citizens.	Home Office	FCO
C19	Commonwealth Countries (salient bilateral issues)	FCO	ODA/ Treasury

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THE FOLLOWING INSTRUCTIONS ABOUT FORMAT SHOULD BE FOLLOWED CAREFULLY

All briefs should be laid out in the same way with a top page in accordance with the specimen layout at Annex C. Those preparing briefs should pay particular attention to ensuring that the following instructions are fully observed:

Content

- (a) Briefs should be concise. Each brief should whenever possible be no more than two sides long.
- (b) The main body of each brief should where appropriate include: a very brief statement of the United Kingdom Objective (normally no more than a couple of lines); a concise list of Points to Make; and a factual Background section which distinguishes clearly between information which can be freely used and information which should not be disclosed.
- (c) Briefs should be complete and self-contained with all the information required on that particular subject.

Layout

- (d) Briefs should be typed in double spacing, using both sides of the paper. Pages should be numbered at the foot of each page.
- (e) As shown in the specimen at Annex C, the top page only of each brief should contain the following details: the symbol and number of the brief in the top left-hand corner (eg PMVJ(85) A10) with the date of circulation below; a copy number in red at the top right-hand corner; the visit heading; the title of the brief (in capitals) and the name of the Department responsible.
- (f) At the foot of the last page and on the left-hand side, briefs should bear the name of the originating Government Department and the date of origin.

Reproduction

- (g) Briefs should be reproduced throughout on plain white paper, with each page bearing a security classification at top and bottom (as in Annex C). Care should be taken that the reproduction method employed results in clear readable copies.
- (h) It is important that, on arrival at the Cabinet Office, briefs should be complete in all detail - collated, stapled and copy numbered and ready for immediate circulation.

Updating

- (i) If late developments require a brief to be amended or updated, a revise should be prepared. It should be set out in the form described at (e) above, with the brief number amended to show that it is a revise (eg PMVJ(85) A10 (Revise)). Subsequent revises should be numbered (eg PMVJ(85) A10 (Revise 2); etc). If it is a question of adding material to the brief rather than revising its existing contents, an addendum may be prepared, in the form described at (e) above with the brief number (eg PMVJ(85) A10 Addendum) and title to which it relates at the top of the front page. The Private Secretary to the Secretary of the Cabinet should be informed when a revise or addendum is in preparation and also about corrigenda to briefs.

- (j) Additions to the list of briefs in Annex A require the authorisation of the Private Secretary to the Secretary of the Cabinet.

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ANNEX C

THIS DOCUMENT IS THE PROPERTY OF HER BRITANNIC MAJESTY'S GOVERNMENT

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margin]

PMVJ(85) [Serial No as specified in Annex A] COPY NO [in red]

[Date]

COMMONWEALTH HEADS OF GOVERNMENT MEETING, NASSAU
16-22 OCTOBER 1985

[SUBJECT] [Insert subject in capitals]

Brief by [name of originating Department, eg Foreign and
Commonwealth Office]

[At foot of last page on left-hand side:-]

[Originating Government Department, eg Foreign and Commonwealth
Office or Department of Energy, not a subordinate section or
division]

[Date of origin]

[CLASSIFICATION]