

MRS RICHARDS

cc Mr Wicks

Mr Sherbourne

Confidential Filing

Press Office

PRIME MINISTER'S FORWARD ENGAGEMENTS

Following my letter to departments of 6 November, we have now received a number of responses with proposals for Prime Ministerial visits in the first half of next year. We need to find a systematic way of building these into our own planning mechanism.

I suggest that we draw up a form on which to record departments' suggestions and I attach an example of the kind of layout we might use. The form would record both suggestions for specific visits and those where the department is proposing something more general (eg. a visit to a TVEI scheme). Departments will sometimes come up with proposals which for one reason or another need considering separately, (eg. Energy's proposal that the Prime Minister should visit the Energy Efficiency Conference next year). We can decide on those when the departments' suggestions come in. But I hope we shall be able to send departments as a matter of routine a standard reply to their letters indicating that we have taken into account the points they make and will be in touch with them again if it looks as if any of their ideas can be taken up.

Having logged in departments' suggestions, we then need to ensure that they can be fed into the procedures which the Party use to draw up draft programmes for regional tours. So I think it would be helpful if Stephen Sherbourne could let me know when he is about to suggest that the local party turn their minds to the programme for a tour. We could then consider the proposals for visits in that area which we have

"on hold" and let him have a list which he can pass on to party colleagues. I hope we shall also continue to follow the new procedure, of arranging a meeting when, in conjunction with the press office and the Area Agent, we can meet to discuss the shape the regional tour might take.

We agreed that, because the Garden Rooms will need to take the lead on this, it would make sense for C.F. to transfer responsibility for dealing with these papers to you. They will need to weed their files accordingly.

MUSA

MARK ADDISON

4 December 1985

SUGGESTIONS FROM DEPARTMENTS FOR VISITS

<u>Department and date of letter</u>	<u>Visit Proposed</u>	<u>Region</u> (NS = non- specific)
eg: Dept of Emp. 29/11	YTS Scheme	NS/ Loughborough Leics (EAST/ MIDLANDS)