



cc: Mr. Ingham
Sir P. Cradock

10 DOWNING STREET

From the Private Secretary

SIR ROBERT ARMSTRONG

TOKYO ECONOMIC SUMMIT

Thank you for your minute of 5 February dealing with the administrative arrangements for the Tokyo Economic Summit. You may find it helpful to have reactions on a number of points.

Arrivals

The Prime Minister will be paying an official visit to South Korea on the way to the Tokyo Economic Summit. She will take quite a small party, and other members of the delegation to the Tokyo Economic Summit will no doubt wish to make arrangements to travel direct to Tokyo. The Prime Minister's programme in Seoul is not due to finish until late morning on the Sunday and it would be hard to shorten it further, given that the Koreans already feel that her visit is a rather cursory one. It may not be possible, therefore, to meet the Japanese wish that Heads of Delegation should all arrive not later than noon on the Sunday. It is more likely that the Prime Minister would arrive at about 1400 hours that day. You may like to warn the Japanese of this.

Meeting Arrangements

My only comment is that you well know the Prime Minister's preference for small meetings where possible.

Departures

I have no doubt at all that the Prime Minister will wish to leave on the Tuesday evening after the Banquet in order to be back in London for engagements on Wednesday, 7 May. I should be grateful if a very early bid for one of the Tuesday evening departure slots could be made.

Flight Arrangements

The Prime Minister's intention is to travel by RAF VC10, not least because of the visit to Korea beforehand. Those members of the delegation who go out to Tokyo independently can, of course, return on the VC10.

Residence in Tokyo

I will consult the Prime Minister when an opportunity arises of where she wishes to stay. It would be helpful to know in due course how close our own Embassy is to the Akasaka Palace.

I am copying this minute to the Private Secretary to the Foreign and Commonwealth Secretary.

Charles Powell

6 February 1986

Ref. A086/376

MR POWELL

I shall be reporting separately on the outcome of the meeting of Personal Representatives at Honolulu last weekend, so far as issues are concerned. This minute is concerned with administrative details.

Arrivals

2. It was clear that, although the first event of the Summit meeting is not until 6.30 pm on Sunday 4 May, many of the participants are planning to arrive in Tokyo on Saturday 3 May, in order to give themselves time to recover from the journey: in particular, President Mitterrand and Chancellor Kohl will both arrive on Saturday. The Japanese have asked that those arriving on the Sunday should do so not later than noon (Japanese time).
3. Those arriving by special flights (ie not scheduled services) will come into Haneda Airport, and delegations (or at least senior people) will be flown in from Haneda to the centre of Tokyo (about 25 minutes). But Haneda closes at 11.00 pm, and any flights arriving after then on the Saturday night would have to go to Narita, which is about 50 miles from the centre of Tokyo.
4. The Japanese are inclined to have a series of formal arrival ceremonies on the afternoon of Sunday 4 May, on the pattern set at London and Bonn; but, if arrivals are widely scattered over two or three days, they may abandon that plan and simply greet each guest on arrival, whenever he or she arrives.



Meeting Arrangements

5. The proposed schedule of meeting arrangements is very much the same as for London and Bonn; I attach the latest draft. The Japanese envisage that the meeting of Heads of State or Government on the morning of Monday 5 May should last rather longer than the corresponding meeting at Bonn, so that Heads of State or Government should have as much time as possible on their own. Thus the meeting might start at 9.15 am and continue (with a coffee break) till 1.15 pm.

6. There was some discussion as to whether lunch on Monday 5 May should be for each of the three groups of Ministers separately (like the other meals) or whether Heads of Government and Foreign Ministers should lunch together that day, as they did in London and Bonn. Some representatives thought that a joint lunch gave Foreign Ministers a chance to report to Heads of State or Government on, and discuss with them, some of the issues which Foreign Ministers had discussed at their morning session. The Japanese were also asked to have regard to the special problems of countries with coalition Governments, like Germany and Italy. Other representatives, notably the French, thought that it was impossible to get any proper discussion with as large a group as 16 people (more than that this year, given that the European Presidency will be represented by the Dutch), and argued strongly that Heads of State or Government should lunch on their own that day, so as to have as much time as possible together on their own. We forbore to ask the French representative for a view as to whether his position might need to be modified in the light of the outcome of the French elections next month.

Departures

7. The meeting will end with an Imperial Banquet. The Japanese hope that as many Heads of State or Government as possible will defer their departures until the morning of Wednesday 7 May. Haneda Airport closes at 11.00 pm, and it takes 25 minutes to get from the centre of Tokyo to Haneda. It would not be possible for



more than four Heads of State or Government to depart on the evening of Tuesday 6 May after the Banquet. The French representative said that President Mitterrand would have to depart on the Tuesday evening, since he had to preside over a meeting of the French Council of Ministers in Paris on the Wednesday morning.

8. The Japanese representative said that the Emperor would probably invite the spouses of Heads of State or Government to attend the Imperial Banquet, but not the spouses of other Ministers.

Flight Arrangements

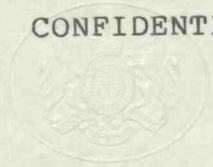
9. It seemed that there would be no difficulty from the Japanese point of view, if the Prime Minister or President Mitterrand decided to travel by Concorde. When President Mitterrand paid a State Visit to Japan, he did in fact use Concorde.

Residence in Tokyo

10. The Japanese Government obviously very much hope that all Heads of State or Government will stay in the New Otani Hotel, which is conveniently near the Akasaka Palace where the meetings and meals are to be held. From both the security and traffic point of view they would prefer them not to stay in their own Embassies, though they recognise that Heads of State or Government must be free to do so if they wish.

Passes

11. We had a long and rather confusing discussion about access and the provision of passes for the place where the meetings are to be held. The Japanese Government produced a schedule purporting to report practice at previous meetings, but there was a strong suspicion that the figures did not compare like with like. They also produced a note (copy attached) of their own proposals for the Tokyo Summit, which the rest of us thought were



over-generous. In the end I proposed, and other Personal Representatives agreed, as follows:

Five non-transferable passes for Heads of State or Government, two Ministers, the Personal Representative and one other with unrestricted access.

Five transferable passes giving access to senior officials to their Head of State or Government's room in the Akasaka Palace as well as to the delegation house (which is separate).

Five non-transferable passes giving access only to the delegation house.

All these figures would exclude communications and security staff.

12. The Japanese Government undertook to consider this proposal.

Press Briefing

13. The Japanese Government circulated draft rules for press briefing (copy attached). These are broadly the same as the rules at London and Bonn, and as far as I can see present no problem.

14. I attach diagrams showing the disposition of rooms in the Akasaka Palace.



15. I am sending copies of this minute to the Private Secretary to the Foreign and Commonwealth Secretary and to Mr Ingham.

RA

ROBERT ARMSTRONG

CONQUEROR

5 February 1986

Summary Programme (Tentative)

Sunday 4 May

Afternoon Welcoming Ceremony at the Front Yard of Akasaka Palace

Reception

Dinners Separate Working Dinners for

Heads of Delegation

Foreign Ministers

Finance Ministers

Monday 5 May

Morning Separate Sessions

Heads of Delegation meet in Kacho-no-ma, Akasaka Palace

Foreign Ministers meet in Asahi-no-ma, Akasaka Palace

Finance Ministers meet in Sairan-no-ma, Akasaka Palace

Stroll and Group Photographs in the Akasaka Imperial Garden

Lunches Working Lunches for

Heads of Delegation and Foreign Ministers

Finance Ministers

Afternoon Plenary Session

Heads of Delegation, Foreign Ministers and Finance Ministers meet in Hagoromo-no-ma, Akasaka Palace

Dinners Separate Working Dinners for

Heads of Delegation

Foreign Ministers

Finance Ministers

Tuesday 6 May

Morning Plenary Session

Heads of Delegation, Foreign Ministers and Finance Ministers meet in Hagoromo-no-ma, Akasaka Palace

Lunch Plenary Working Lunch

Afternoon Joint Press Conference in Tsuru-no-ma, Hotel New Otani

Dinner Imperial Banquet at Imperial Palace

1. Main Building

	2nd floor	1st floor
Delegation (Total 10 not transferable, including Head of Delegation and Ministers)	<p><u>Plenary Session</u> (Hagoromo-no-ma) Head of Delegation 2 Ministers Personal Representative (outside the meeting room) 1 Assistant to the Personal Representative</p>	<p>5 delegation members who do not attend the plenary sessions can wait at the office of the Head of Delegation.</p>
	<p><u>Separate Sessions</u> <u>(a) Session for the Heads of Delegation</u> (Kacho-no-ma) Head of Delegation Personal Representative (outside the meeting room) 1 Assistant to the Personal Representative</p> <p><u>(b) Session for the Foreign Ministers</u> (Asahi-no-ma) Foreign Minister 1 Assistant to the Foreign Minister (outside the meeting room) 1 Liason Officer</p> <p><u>(c) Session for the Finance Ministers</u> (Sairan-no-ma) Finance Minister 1 Assistant to the Finance Minister (outside the meeting room) 1 Liason Officer</p>	<p>1 Liason Officer can wait at the office of the Head of Delegation.</p>
Security Officers (Total 3) Doctor(1)	<p>1 Security Officer (Security Officers room)</p>	<p>2 Security Officers 1st floor</p>

2. Delegation House
15 (transferable)

RULES FOR PRESS BRIEFING

In conducting press briefings on the Summit, a full attention will be paid so as to avoid those flows of information, to the press, which are harmful to an appropriate management of the Summit and the assurance of its effective result.

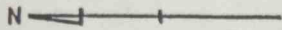
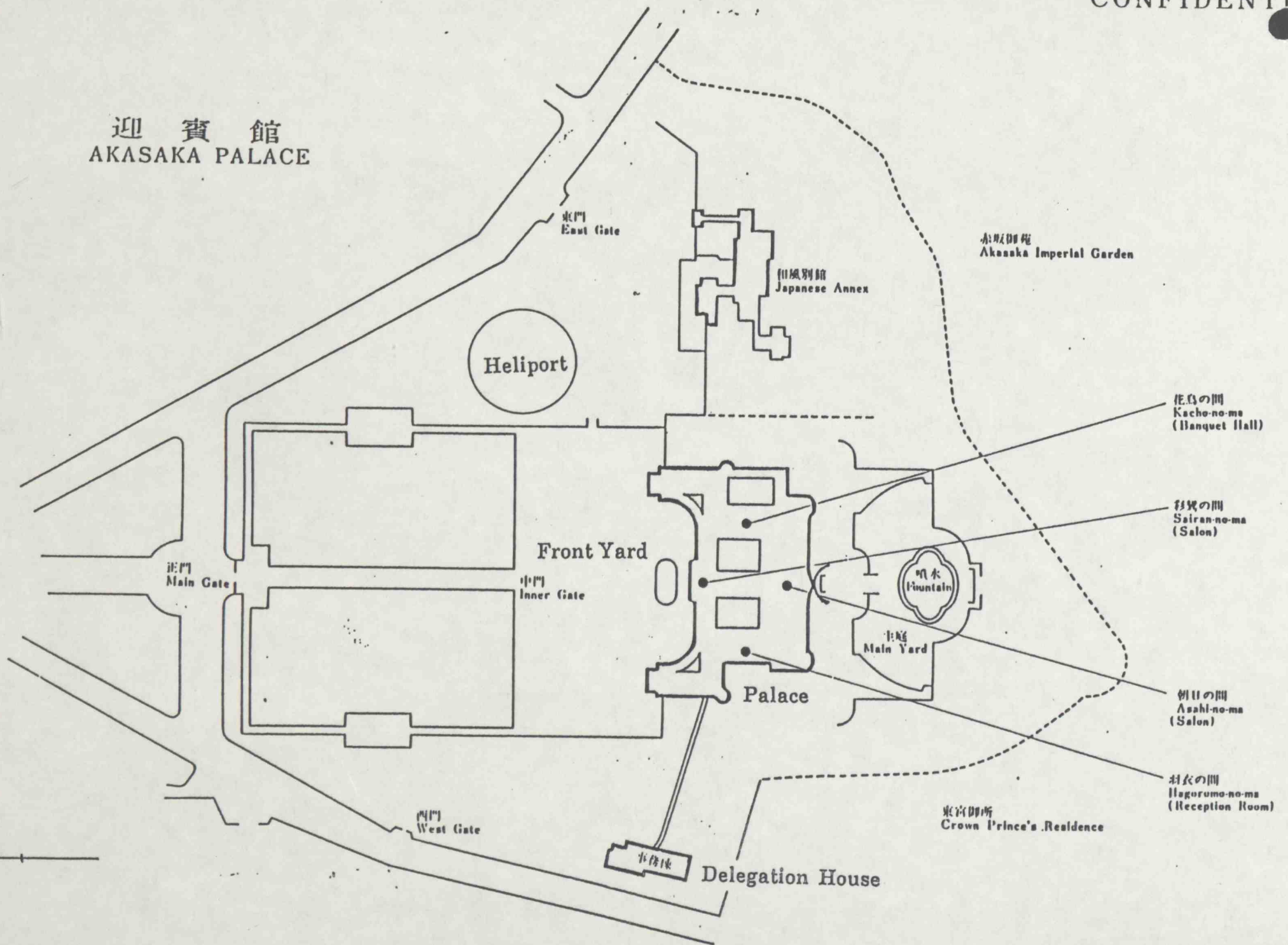
The following rules for the press briefings are established, and will be honoured faithfully and strictly to their maximum extent.

- i. Before the Summit begins each delegation will designate up to three spokesmen as on the record briefers during the Summit.
- ii. There will be no briefing on an individual session while it is in progress.
- ii. bis There will be no provision, in any form, of information to the press on the contents of each session by any concerned official including national spokesmen, while the session is in progress.
- iii. Before the conclusion of each Heads of State/Government or Ministerial session participants will agree on how they will represent their discussion to the press.
- iv. The first Ministerial briefing after each session should be by the host country, on the basis of agreed common guidance.
- v. Subject to the above, participating Ministers may give briefings or media interviews at the end of each session, except at the end of the first morning session on 5 May, when, after the host Foreign Minister has spoken to the press, only national spokesmen, not Ministers, may do briefing.

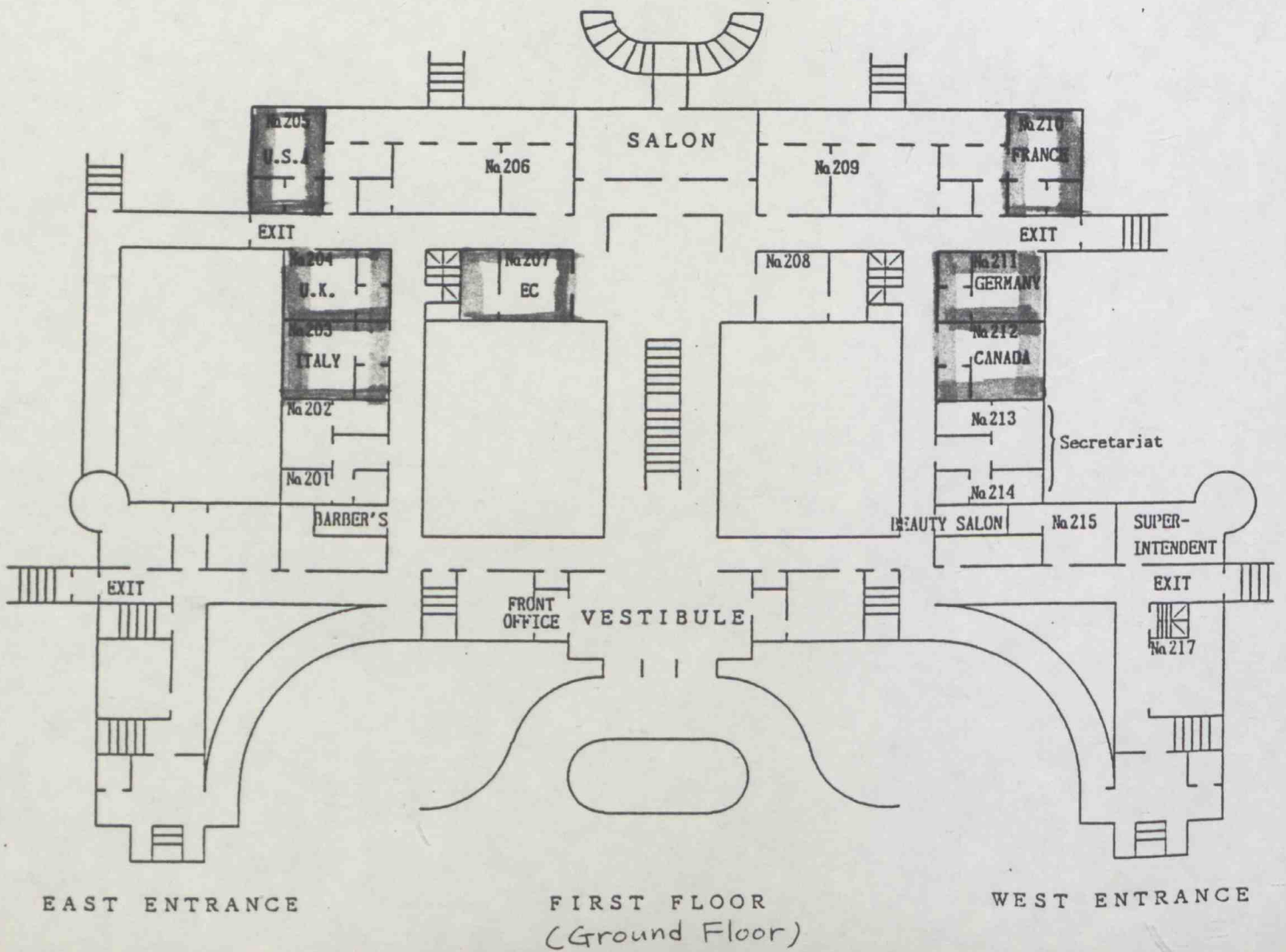
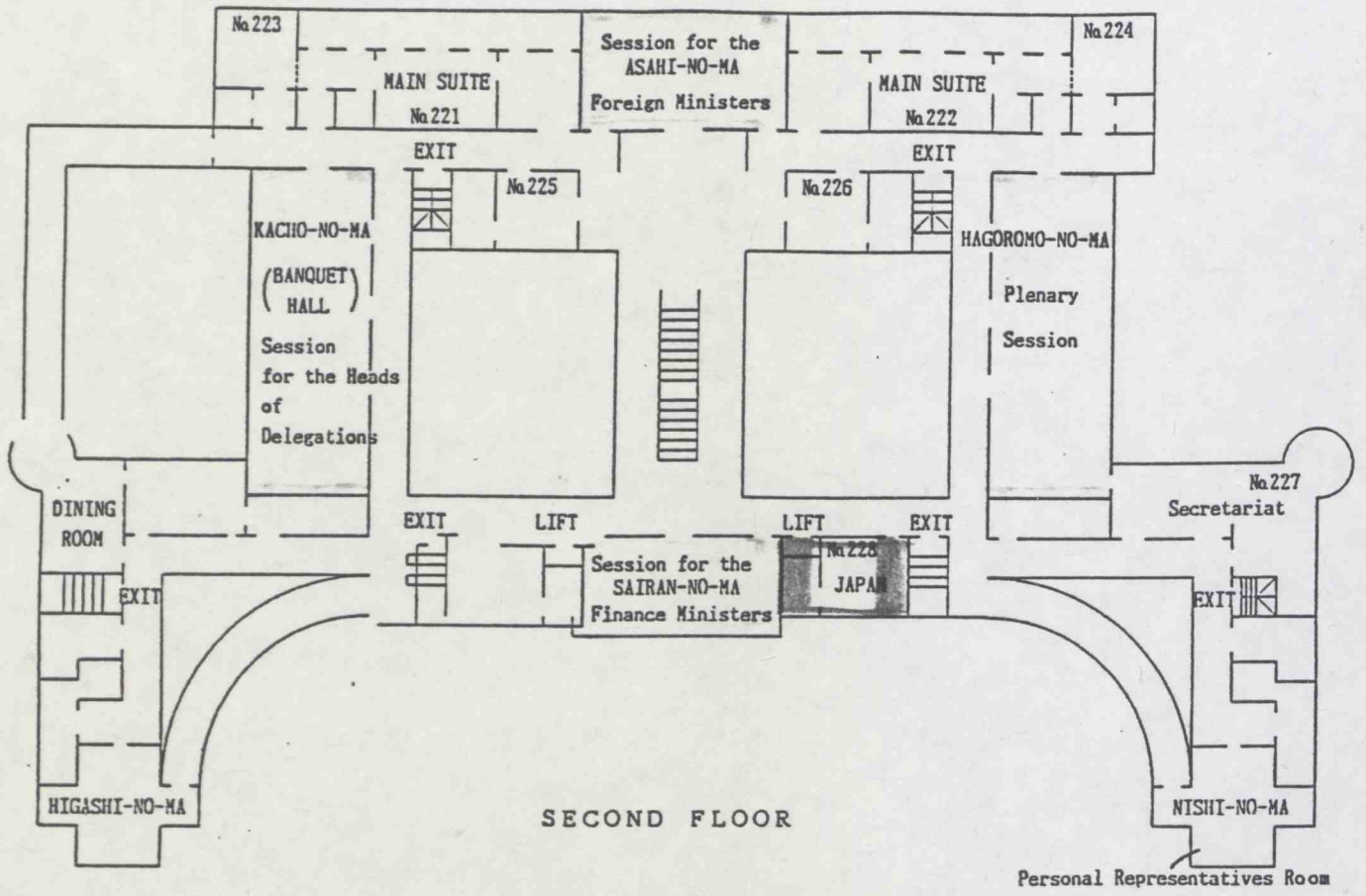
vi.

Heads of State/Government will not give any media interviews (press, radio or television) from 6.00 p.m. on 4 May until after the concluding press conference, at which the Prime Minister of Japan will read a joint statement. Thereafter Heads of State/Government will be free to give their own interviews and briefing. Exceptions would, of course, be made for emergencies; eg a national crisis at home, but not for briefing after any bilateral meetings during the Summit, which should be done by spokesmen.

迎賓館
AKASAKA PALACE



AKASAKA PALACE MAIN BUILDING



TXW 026/306/1

ADVANCE ADMINISTRATIVE
ARRANGEMENTS FOR THE UK DELEGATION
TO THE ECONOMIC SUMMIT TOKYO
2 - 4 MAY 1986

COMPOSITION OF UK DELEGATION AND TRAVEL

1. The Prime Minister, Foreign and Commonwealth Secretary and the Chancellor of the Exchequer accompanied by those at Appendix 1 will attend the Economic Summit in Tokyo from 4-6 May.
2. The Prime Minister and serials 2-13, 15, 29, 30, 33 and 35-40 will visit Korea, from 1-4 May, travelling in an RAF VC10. (Details for the visit to Korea have been issued separately).
3. The Foreign and Commonwealth Secretary and Chancellor of the Exchequer accompanied by their officials will fly to Tokyo by commercial flights. (See Appendix II).
4. The Prime Minister, Foreign and Commonwealth Secretary and Chancellor of the Exchequer with their officials will return to the UK by RAF VC10.
5. Members of the support staff will travel in advance to Tokyo by commercial flights and those not able to travel back by VC10 will return to the UK departing Tokyo by BA6 at 2055 on Wednesday 7 May.

TRAVEL DOCUMENTS

6. Each member of the party must be in possession of a valid passport. Visas are not required for Japan.

HEALTH REQUIREMENTS

7. The Treasury Medical Advisory Service states that inoculations are not compulsory but recommends inoculations against the following:

Tetanus : valid for 10 years
Polio : valid for 5 years

Persons requiring inoculations may make appointments with the Treasury Medical Advisory Service, Tilbury House, Petty France, SW1 (tel no 213 4111).

CLIMATE AND CLOTHING

8. The climate in Tokyo in early May is variable. The maximum temperature about is 21°C (71°F) and the minimum 13°C (55°F).

Dress for all occasions at the Summit is informal apart from the Imperial Banquet on Tuesday 6 May which is black tie/long dress. Invitees to this Imperial Banquet will be the Heads of Delegation, Ministers, Personal Representatives and the Ambassador for each Delegation.

ACCOMMODATION

9. The Delegation will stay in the New Otani Hotel, Tokyo.

VOLTAGE IN TOKYO

10. Voltage is 110 volts, 50 cycles.

BAGGAGE

11. Those travelling on the RAF VC10 may take 30 kilos (66lbs).

Those travelling by commercial aircraft may take:-

First and Club Class: 30 kilos (66lbs)

FINANCE

12. Costs for the No 10 Party and the support staff will be charged to the Management and Personnel Office. Common service costs (installation of telephones, hiring of office machinery etc) will also be charged to the MPO. Other costs will be charged to parent Departments.

Sheila Waghorn

S Waghorn (Miss)
Overseas Conference &
Visits Section
210 6373

March 1986

ECONOMIC SUMMIT TOKYO

COMPOSITION OF UK DELEGATION
(as at 17 March 1986)

1. The Rt Hon Margaret Thatcher FRS MP - Prime Minister

10 DOWNING STREET

- | | |
|------------------------------|-------------------------------|
| 2. Mr N L Wicks | - Principal Private Secretary |
| 3. Mr C D Powell | - Private Secretary |
| 4. Mr Bernard Ingham | - Chief Press Secretary |
| 5. Mr Nick Towers | - Assistant Press Secretary |
| 6. Mr Martin Sawyer | - Duty Clerk |
| 7. Miss Julie Bowers | - Duty Clerk |
| 8. Mrs Lillian Outred-Rhodes | - Secretarial Assistant |
| 9. Mrs Vanessa Cummings | - Secretarial Assistant |
| 10. Miss Monica Jelley | - Secretarial Assistant |
| 11. Miss Beth Frier | - PA to Mr Ingham |
| 12. Supt M Waller | - Detective |
| 13. Chief Insp T Butler | - Detective |
| 14. Insp J Holmes | - Detective |
| 15. Insp B Strevens | - Detective |

CABINET OFFICE

16. Sir Robert Armstrong - Secretary of the Cabinet
GCB, CVO

FOREIGN AND COMMONWEALTH OFFICE

17. The Rt Hon Sir Geoffrey Howe QC MP - Secretary of State
for Foreign and Commonwealth Affairs
- | | |
|----------------------------|---|
| 18. Mr A C Galsworthy CMG | - Private Secretary |
| 19. Miss C P Williams | - Personal Assistant |
| 20. Supt A Eames | - Detective |
| 21. Insp J Taylor | - Detective |
| 22. Mr D M D Thomas CMG | - Political Director Deputy
Under Secretary of State |
| 23. Mr R Q Braithwaite CMG | - Deputy Under Secretary of State |
| 24. Mr C J R Meyer | - Head of News Department |

HM TREASURY

- | | |
|--------------------------------|-----------------------------------|
| 25. The Rt Hon Nigel Lawson MP | - Chancellor of the Exchequer |
| 26. Mr P Wynn Owen | - Private Secretary |
| 27. Sir Geoffrey Littler KCB | - Second Permanent Secretary |
| 28. Mr R Culpin | - Press Officer to the Chancellor |

CENTRAL OFFICE OF INFORMATION

29. Mr J Fairbairn - Economic Correspondent
30. Mr R Gair - Radio Division

INTERPRETERS

- ? 31. TBN - Interpreter

SUPPORT STAFF

32. Miss S M Waghorn - Conference Officer
33. Miss P A Noble MBE - Conference Officer
34. Miss J A Round - Personal Assistant
35. Mr D R Whiteside - Communications Officer
36. TBN - Communications Officer
37. TBN - Communications Officer
38. TBN - Royal Military Police
39. TBN - Royal Military Police
40. TBN - Royal Military Police
41. TBN - Royal Military Police
42. TBN - Royal Military Police
43. TBN - Royal Military Police
44. TBN - Royal Military Police
45. TBN - Royal Military Police

OUTWARD TRAVEL

PLANS FOR THOSE TRAVELLING DIRECT TO TOKYO
FOR THE ECONOMIC SUMMIT MEETINGSunday 27 April

Miss Waghorn	Dep LHR	1310	BA5
Miss Round	Arr Tokyo	1430	
		(28/4)	

Wednesday 30 April

5 RMPs	Dep LHR	1310	BA5
	Arr Tokyo	1430	
		(1/5)	
Supt Eames			
Insp J Holmes			?

Thursday 1 May

Mr D M D Thomas	Dep LHR	1730	BA5
	Arr Tokyo	1900	
		(2/5)	

Friday 2 May

Secretary of State	Dep LHR	1310	BA5
Sir R Armstrong	Arr Tokyo	1430	
Mr Galsworthy		(3/5)	
Miss Williams			
Insp Taylor			
Mr Braithwaite			
Mr Meyer			

Saturday 3 May

Chancellor of the Exchequer	Dep LHR	0930	AF809
Mr Wynn Owen	Arr Paris	1130	(CDG)
Sir Geoffrey Littler	Dep Paris	1225	AF270 (CDG)
Mr Culpin	Arr Tokyo	0940	
		(4/5)	

Distribution

10 Downing Street

Mr N L Wicks
Mr C D Powell
Mr B Ingham
Duty Clerk

Cabinet Office

PS/Sir R Armstrong
Mr C K Davies

Management and Personnel Office

Mr D Wood

Foreign and Commonwealth Office

Private Office
PS/PUS
ERD
FED
COD (Mr B H Elliott)
CTSD (Mr R Gilmour)
Protocol Department (15)

HM Treasury

PS/Chancellor of the Exchequer

Royal Military Police

Officer Commanding

Each member of the Delegation (as in Appendix I)

file
RESTRICTED



10 DOWNING STREET

From the Private Secretary

5 March 1986

TOKYO ECONOMIC SUMMIT

Many thanks for your letter of 5 March about support staff for the Tokyo Economic Summit. I am content with what is proposed.

(C.D. Powell)

Robert Culshaw, Esq.,
Foreign and Commonwealth Office

RESTRICTED

BML



Foreign and Commonwealth Office

London SW1A 2AH

5 March 1986

*Dear Charles,*Economic Summit: Tokyo

I should be grateful for your agreement to the inclusion of the following support staff in the delegation to the Economic Summit Meeting in Tokyo. The numbers are based on previous Economic Summits.

- (a) Miss S M Waghorn, Conference Officer
- (b) Miss J A Round, Secretarial Assistant from Protocol Department, who will help the Conference Officer before the meeting and thereafter be available to work for advisers.
- (c) 5 Royal Military Policemen to guard Private Offices and operate safe hand runs (on a twenty-four hour basis).

The above will be joined by the support staff who will be with the Prime Minister in Seoul and who will travel on the RAF VC10 to Tokyo.

I am copying this letter to Rachel Lomax (HM Treasury) and Michael Stark (Cabinet Office).

Yours ever,

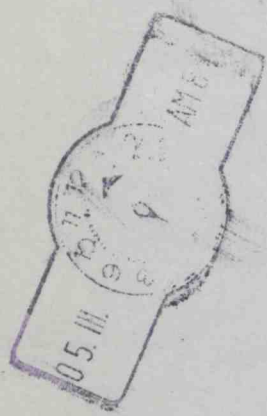
A handwritten signature in blue ink, appearing to read 'R N Culshaw'.

(R N Culshaw)
Private Secretary

C D Powell Esq
PS/10 Downing Street

Foreign and Commonwealth Office

London SW1A 1AA



Miss J. Bowers.

File



With the compliments of

PROTOCOL DEPARTMENT

Plan A - received from
Japanese

Plan B - My suggested
reallocation of
furniture.

FOREIGN AND COMMONWEALTH OFFICE
LONDON, SW1A 2AH

Do give me a call to say
if its all right (210 6373)

Sherrin (waphon)
1/4

207

U K Delegation Office Delegation House

206

B

