

CONFIDENTIAL

4/3.  
Please keep  
on f.u.  
am

ECONOMIC SUMMIT, TOKYO: MAY 1986

REPORT ON VISIT OF RECONNAISSANCE PARTY:  
17-21 FEBRUARY 1986

1. The UK reconnaissance team were:-

Colonel P A W G Durrant	Security Co-ordinator, Protocol Department, FCO
Mr C K Davies	Communications Co-ordinator, Cabinet Office
Det Supt M Waller	Prime Minister's Chief Protection Officer
Mr N Towers	No 10 Press Office
Miss S M Waghorn	Overseas Conference and Visits Section, Protocol Department, FCO

HM Embassy, Tokyo

Mr S J Gomersall	Counsellor (Economic)
Mr J R H Walker	Counsellor
Mr D J Fitton	First Secretary (Economic)
Mr A F Pinnell	First Secretary (Information)
Mr R K M Baker	Third Secretary
Mr I Lindsay	Assistant Administration Officer

2. The main members of the Japanese team were:-

Ministry of Foreign Affairs

Ambassador S Kowata

Office for the Tokyo Summit

Mr T Imai	Director
Mr T Shioguchi	Deputy Director
Mr Odano	Akasaka Place, Communications arrival, furniture

CONFIDENTIAL

SMWAAK

CONFIDENTIAL

Office for the Tokyo Summit (cont'd)

Mr Narita	Security
Mr M Mizukami	Recce party
Mr T Ishii	Haneda Airport
Mr H Watanabe	

Office of the Deputy Director General for General Affairs

Mr T Kimura	Deputy Director General
Mr M Shibuya	Senior Assistant (Substance)
Mr S Matsutomi	Framework

MFA Press Division (Tel: 581 2966)

(Overall press co-ordination, arrangements concerning Japanese press)

Mr K Takano	Director
Mr W Nishigahiro	Deputy Director
Mr T Shinozuka	Assistant Director

International Press Division

(Foreign press, national press centres, liaison with press attaches)

Mr T Kagami	Director
Mr T Shinotsuka	Deputy Director
Mr Y Takahashi	Assistant Director

Press Logistics Office

(Logistics, identification, transport)

Mr S Hinata	Director
Mr H Tanaka	Assistant Director
Mr K Yamamoto	Assistant Director

CONFIDENTIAL

-2-

SMWAAK

CONFIDENTIAL

MFA Terrorism

Mr A Matsui

Director, First Consular  
Division, MFA

Drugs

Mr S Amaye

Director, UN Policy Division  
MFA

Akasaka Palace

Mr K Kawamoto

Director, Operations  
Division

New Otani Hotel

Mr S Saito

Sales Manager

Mr K Nakano

Sales Manager

Mr Y Naito

Director of Sales

Mr T Takeuchi

Director of Operations,  
Room Div

Ministry of Finance

Minister's Office

Mr Nakai

3. The following subjects were discussed:-

Travel Arrangements  
Programme (including meeting place of Ministers)  
Living Accommodation  
Working Accommodation  
Press Facilities  
Communications  
Security  
Transport  
Office Furniture  
Office Machinery/Stationery  
Finance  
Duty free supplies  
Interpreters  
General

CONFIDENTIAL

-3-

SMWAAK

4. Travel Arrangements

The Japanese team were still anxious about the arrival time of the Prime Minister on Sunday 4 May and asked if it could be earlier. However, after further explanation, they have now accepted that 1415 is the earliest she can arrive at Haneda Airport (Appendix A). We emphasised that this was a doors-open time and that she could be in Tokyo by at least 1500 hours even having to travel in a motorcade. It will not be possible for the Prime Minister to be helicoptered from the airport since the landing pad is in the Akasaka Palace and the welcoming ceremonies will already have started. The Japanese were relieved to learn that the Secretary of State planned to arrive on Saturday (at the time of our meeting in Tokyo we had no details of the Chancellor's plans). The Secretary of State (and Chancellor) will travel in by car from Narita Airport to Tokyo (some 65 km) on arrival on Saturday 3 May. We also emphasised how important it was for the Prime Minister's aircraft to leave on Tuesday evening after the Imperial Banquet. The Japanese took note of our request but were unable to give a firm answer at that time. We shall continue to press them to confirm our request. It was agreed that the rest of the Delegation would travel to the airport while the Imperial Banquet was in progress so that the Ministers at the Banquet would go straight to the airport from the Imperial Palace.

5. Programme

The meetings will take place in the Akasaka Palace (Appendix B):

The Heads of Delegation meet in Kacho-no-ma  
Foreign Ministers meet in Asahi-no-ma  
Finance Ministers in Sairan-no-ma

The Plenary Sessions will be in the Hagoromo-no-man.

The latest draft programme is attached at Appendix C. There are no details yet as to the form the welcoming ceremony will take other than it will be in the forecourt of the Akasaka Palace. The Japanese might switch the protocol order of the welcoming ceremony in view of the Prime Minister's arrival time. Other points on the draft programme are:

a) The group photograph will probably be taken in the Japanese Garden at the Akasaka Palace. We were unable to walk to it since the grounds were covered by a foot of snow which had fallen over the previous 24 hours.

Programme (cont'd)

- b) The lunch on Monday 5 May for Heads of Delegation and Foreign Ministers will be in the Japanese Style House Annex. Participants are required to take off their shoes on entering the Japanese Annex. There is a Japanese Tea Ceremony Room in the Japanese Annex, but since the ceremony takes some 15-20 minutes, there will probably not be time for it after lunch. The Finance Ministers will lunch in the Akasaka Palace itself.
- c) The Japanese have not finally decided on the venues for dinner on Monday evening. They might take the Heads of Delegation to a Japanese Restaurant.
- d) The time of the Imperial Banquet has been advanced to enable those Delegations departing on Tuesday evening to leave before the start of the jet ban at Haneda airport.

6. Living Accommodation

The reconnaissance team had to decide where to recommend the Prime Minister should stay in Tokyo, the New Otani Tower Block Hotel or the Residence.

Lady Gifford kindly showed us round the Residence. It would only be possible for the Prime Minister and Secretary of State to stay there with one Private Secretary and one detective each. Even so, this would mean using one of the rooms in the servants quarters as a bedroom (Appendix D). In addition it would mean a 5-10 minute drive between the Residence and the Akasaka Palace/New Otani Hotel, which are adjacent to each other. Colonel Durrant and Supt Waller will be reporting in detail about the unsatisfactory security aspects of the British Embassy compound.

We viewed the New Otani Tower Block Hotel (Appendix E) (where the Prime Minister stayed for the 1979 Summit Meeting). However, the rooms allocated then on the 38th Floor for the Prime Minister and Secretary of State would not be satisfactory on this occasion.

In view of the fact that the Japanese would prefer Heads of Delegation to stay in the Hotel and would like VIPs and Aides to stay on floors 37-39, we asked whether we might be allocated the whole of the 38th floor. The Japanese did not think that would be possible but indicated that they might be willing to allocate to our Delegation, the larger part of the 37th floor. Please see Appendix F giving suggested

Living Accommodation (cont'd)

room allocation. We considered that these rooms would meet our minimum requirements from the accommodation and security points of view and have told the Japanese that if they confirm this allocation, we will feel able to recommend that the Prime Minister should stay in the New Otani Tower Block Hotel. The rest of the Delegation would also be in the Tower Block Hotel on the same floor between 7 and 36. (Floors 7 and 36 would be occupied only by Delegates and the Japanese Secretariat.) The Press Suite will be in the Main Otani Hotel where the Press Centre and UK Press Briefing Room will be situated (Appendix E). Access to the Tower Block will be restricted to Delegates with authorised passes.

The New Otani Hotel is extremely well run; room service operates from 5.30 a.m. to 1 a.m. The suites are a good size and well furnished. Attached are plans of the Count Suite (Prime Minister) Appendix F and Regular Suites (Secretary of State and Chancellor) (Appendix F).

A recommendation on the above lines will be put to No 10 under cover of a submission to the Private Secretary.

The Communication Officers and the crew of the RAF VC10 will stay at the Kayu Kaikan Hotel, which is a five minute walk from the Embassy.

7. Working Accommodation

There is a room for each Delegation in the Akasaka Palace which is to enable the Head of Delegation to consult with senior officials or where senior officials can wait during meetings. Access to this room will be strictly limited.

Two rooms will be allocated to each Delegation in Delegation House which is joined to the main Akasaka Palace by a covered walk-way (Appendix G).

The rooms for the UK Delegation are 206 and 207, (on the second floor), one measuring approximately 21 ft x 33 ft and the other 21 ft x 12 ft. It is proposed that the larger room be for the Duty Clerks, Secretaries (with the photocopier and other equipment) with the smaller one furnished with the conference table to be used by Private Secretaries and senior officials. There is a cafeteria in Delegation House (seating 68) which will serve meals during the time of the meetings in Akasaka Palace. Opening and closing times to be confirmed. The meals will be free.

RESTRICTED

-6-

SMWAAK

Working Accommodation (cont'd)

Offices can be set up on the 37th floor of the New Otani Tower Hotel, one for the No 10 Private Office and one for the FCO Private Office/General Office. The latter room has a divider in it so the two offices can be separate.

8. Press Facilities

Mr Towers, No 10 Press Office, will circulate a report on the Press facilities being provided for all aspects of the Economic Summit Meeting.

The UK Press Briefing Room is the Fuji Room in the New Otani Main Hotel.

The joint Press Conference will be held in the Tsuru Room.

The Press Centre will be in the Fuyo Room (Appendix E).

There will be a suite in the New Otani Main Hotel for the Prime Minister's Assistant Press Secretary plus rooms for other press officials in the Delegation.

9. Communications

Mr Davies' detailed report on communications for the Summit Meeting is at Appendix H.

**Telegrams**

a) The Embassy Communications Centre will operate on a 24 hour basis during the visit of the Prime Minister, Secretary of State and Chancellor of the Exchequer.

b) A Communications Officer will arrive from Seoul on the Prime Minister's RAF VC10 to assist and the officers who operate the communications on board the aircraft will also help out if required.

**Telephones**

c) The Embassy switchboard will operate on a 24 hour basis during the Summit Meeting. Details of the telephone facilities available are at Appendix H.

Communications (cont'd)

d) A request was put to the Japanese that the detectives be allowed to carry Storno walkie-talkie hand sets and that the Delegation be allowed to set up a mobile radio network. It was emphasised how essential this was for the effective running of the administrative arrangements of the Delegation. The Japanese, who are reluctant to allow use of radios, will look into the possibility and let the Embassy know whether an application can be put in via the Ministry of Telecommunications.

e) The equipment being provided by the Japanese in the UK office in Delegation House is set out in Appendix H.

10. Security

Colonel Durrant will be circulating separately a full report on the security aspects of the Summit Meeting.

Points made at a general meeting on security matters were:-

a) The Prime Minister's car will be an armoured Cadillac limousine. The driver is from the MFA. A Japanese security officer together with one of the Prime Minister's own security officers will sit in the front of the car.

b) 4 Japanese security officers will be assigned to the Prime Minister.

c) The Japanese will not permit the carriage of firearms by any visiting security personnel.

d) The Japanese will also provide personal protection for the Secretary of State and Chancellor of the Exchequer. Three officers will protect each Minister when walking, and when driving, there will be a leading police car followed by the Ministers' cars with Japanese Special Branch officers accompanying with a follow-up car with 4 Japanese security officers.

e) The New Otani Tower Block Hotel will be completely closed to the public from 30 April when it will be thoroughly searched and, when cleared, all rooms will be locked and sealed by police. Rooms that become vacant before 30 April will be searched twice, once when vacant and again in the general search commencing 30 April.

CONFIDENTIAL

Security (cont'd)

f) In the Akasaka Palace, up to 3 security officers from each Delegation will be allowed on the 1st (Ground) floor. Only one will be allowed up to the 2nd (1st) floor.

g) One security officer only from each Delegation will be allowed into the Imperial Palace when the Banquet takes place on Tuesday evening.

h) The Japanese will mount a point guard outside the RAF VC10 when it is parked at Haneda Airport. The RAF would guard the inside of the aircraft. Special passes will be issued to the RAF crew.

i) The Royal Military Police will guard the offices in the New Otani Tower Hotel and operate safehand runs between the Embassy and wherever the Private Offices are working.

j) Pins/Passes.

i) The reconnaissance team noted Sir Robert Armstrong's suggestion concerning the scale of issue. When this was related to the ground and in conversation with officials of the Summit Secretariat, it was thought that the suggested scale was too restricted. At their invitation, we proposed an alternative (below) which reflected more closely the experience of London and Bonn Summits.

ii) The Secretariat officials took note of our suggestions, which would be considered together with other representations already made and take into account the views of countries whose teams were due to visit next week.

iii) Whatever scale of access is eventually agreed, it should provide sufficient flexibility both for officials and support staff to gain access to the required level, without depriving essential officials of their pins/passes.

AKASAKA PALACE AND DELEGATION HOUSE

5 non-transferable passes access to first and second floors:

Heads of Delegation

Two Ministers

Permanent Representative

[Assistant to Permanent Representative]

Mo-10 Birth Lee.

CONFIDENTIAL

-9-

SMWAAK

Security (cont'd)

10 passes access to first floor:

of which 5 at any one time transferable to second floor by means of "country passes" limited to 5 in number during separate meetings.

DELEGATION HOUSE ONLY

15 transferable passes from notified list.

OTANI TOWER BLOCK HOTEL

Passes:

All above plus others on a notified list.

(Security personnel - separate arrangements)

11. Transport

The Japanese will provide 6 cars, including one armoured Cadillac for the Prime Minister. They will also provide a bus for the Delegation and a luggage van from airport to hotel on arrival and hotel to airport on departure. The 6 cars will be allocated as follows:-

- 1) Prime Minister
- 2) Secretary of State
- 3) Chancellor of the Exchequer
- 4) Sir Robert Armstrong
- 5) Senior Advisers
- 6) " "

The Embassy can supply:-

- 3 Saloon cars
- 1 Estate car
- 2 Cars, possibly from Defence Section
- 1 Van
- 1 Truck

One of these cars will be the Press car; other will be used for Private Secretaries, Private Offices, safehand runs etc.

The Japanese will provide passes for the Embassy cars giving access to the New Otani Hotel and Akasaka Palace grounds.

12. Office Furniture

The Sales Manager of the New Otani Hotel saw no problem in removing the beds from rooms we proposed to use as offices and indicated that the hotel could provide executive desks and probably even typing tables and chairs. If they are in the event unable to do so, items will be hired locally.

For the office in Delegation House, extra typing tables, chairs, desks etc, will be hired.

13. Office Machinery and Stationery

The Japanese will provide the following in the UK office in Delegation House:-

- 1) photocopier (make to be notified)  
Embassy to supply collator if not already attached
- 2) 5 desks and revolving chairs
- 3) 2 typing desks and chairs
- 4) 1 conference table and 15 folding chairs
- 5) 2 tables for telecom machines
- 6) 1 sofa
- 7) 2 steel filing cabinets
- 8) 1 blackboard
- 9) 1 commercial TV set
- 10) 1 refrigerator

Extra machinery, eg typewriters, photocopiers, will be hired locally for Delegation House and the Offices in the New Otani Hotel.

14. Finance

The Japanese Government will pay the costs of accommodation for the official Delegation (15), plus local telephone calls and meals. The method of charging for meals is not yet decided.

15. Duty Free Supplies

The Embassy will be able to provide duty free for official and private use. An order will be put in beforehand.

16. Interpreters

There will be 25 simultaneous interpreters, all of whom have been security cleared by the Secretariat.

At all meetings there will be simultaneous translation into English, French, German and Italian.

When Japanese is used, it will be first translated into English and then from English into other languages.

At social functions, eg working dinners, reception, the floor language will be English.

At the Imperial Banquet, the Japanese will provide all the interpreters.

17. General

a) Dress for all occasions at the Summit is informal apart from the Imperial Banquet on Tuesday 6 May, which is probably black tie/long dress. The Japanese will confirm.

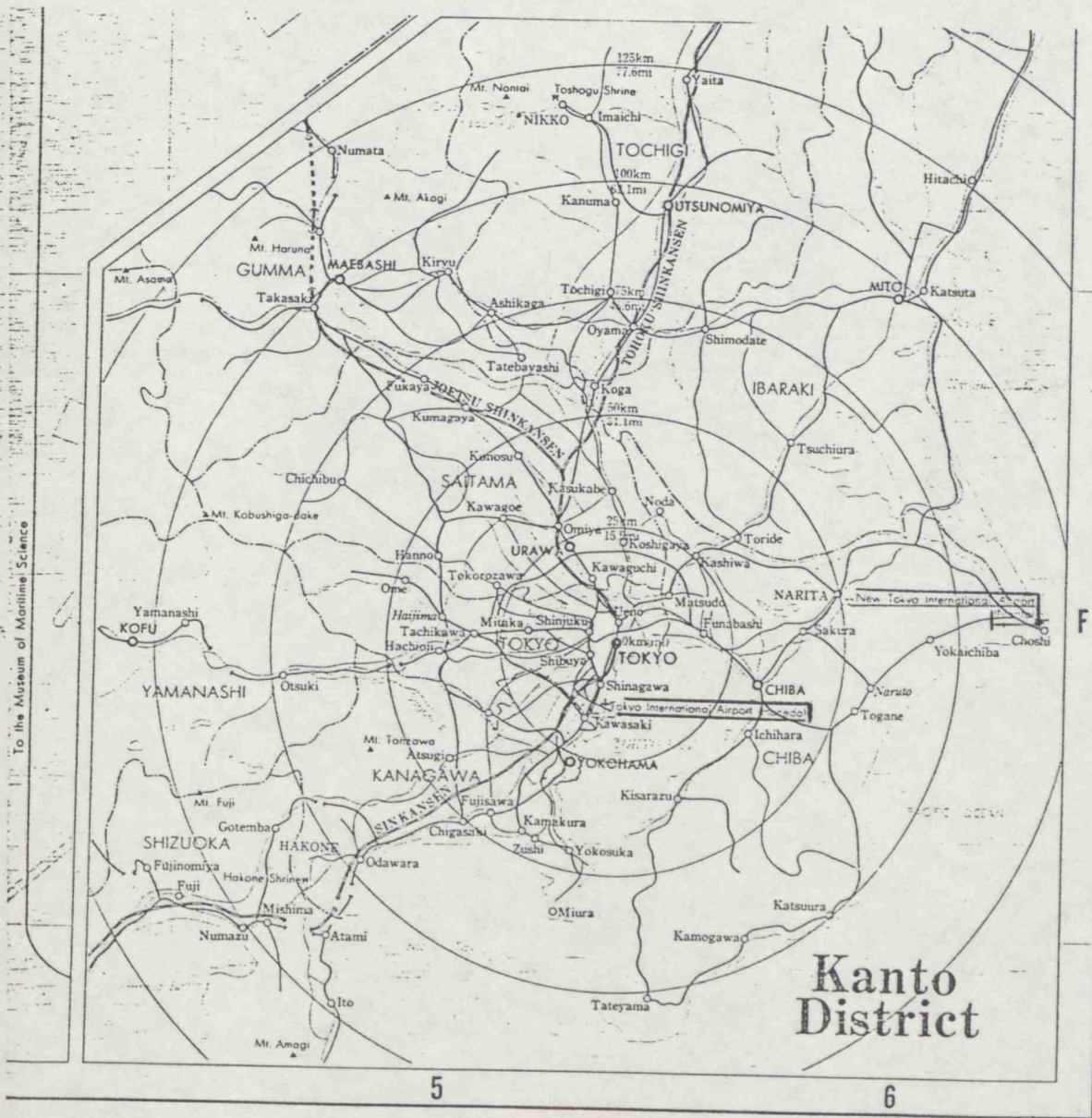
b) The climate in Tokyo in early May will be variable. The maximum temperature about  $21\frac{1}{2}^{\circ}\text{C}$  ( $71^{\circ}\text{F}$ ) and the minimum  $13^{\circ}\text{C}$  ( $55^{\circ}\text{F}$ ).

c) The voltage in Tokyo is 110 V.

*S M Waghorn*

S M Waghorn (Miss)  
Conference Section  
Protocol Department  
210 6373

4 March 1986

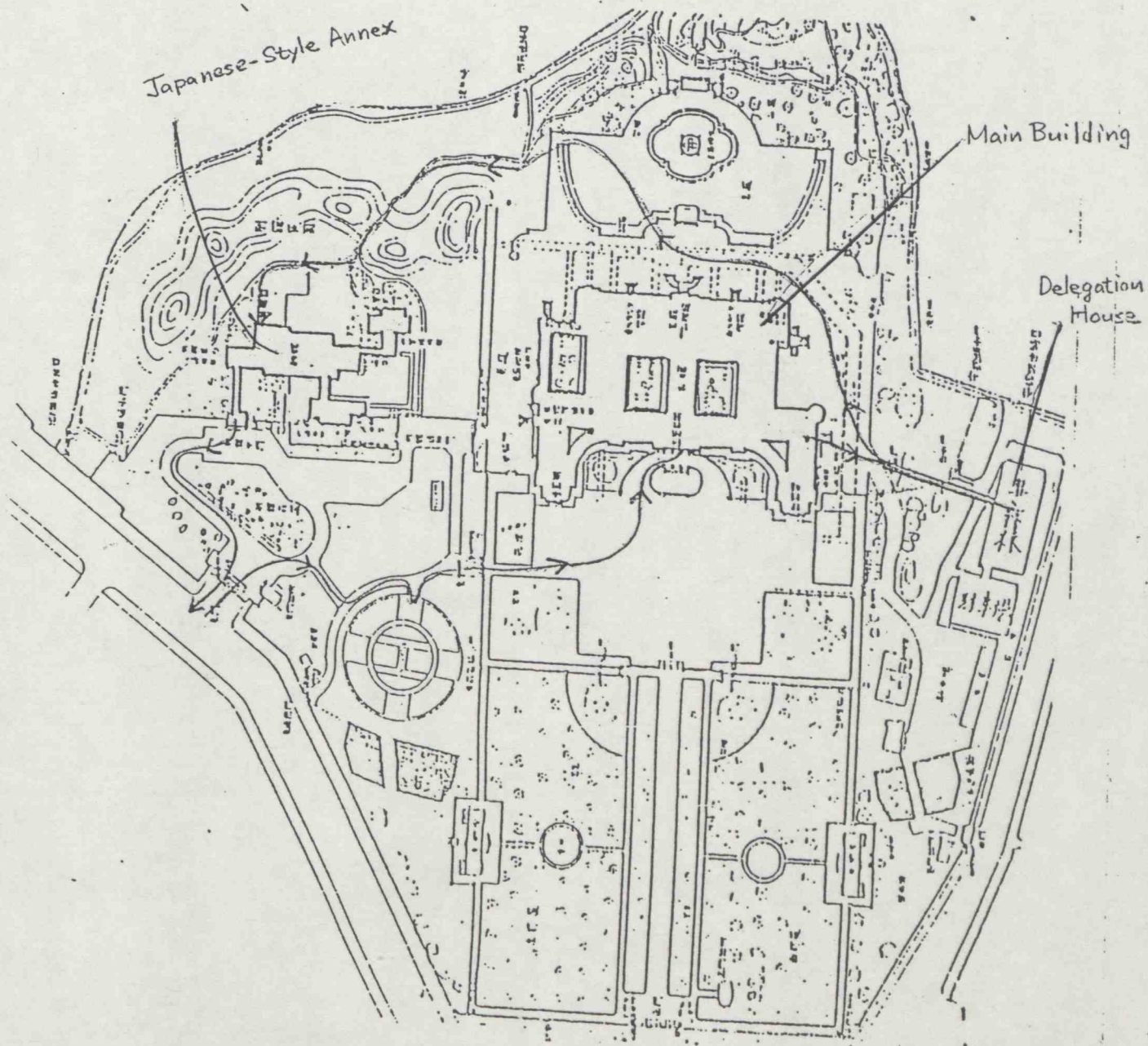


To the Museum of Maritime Science

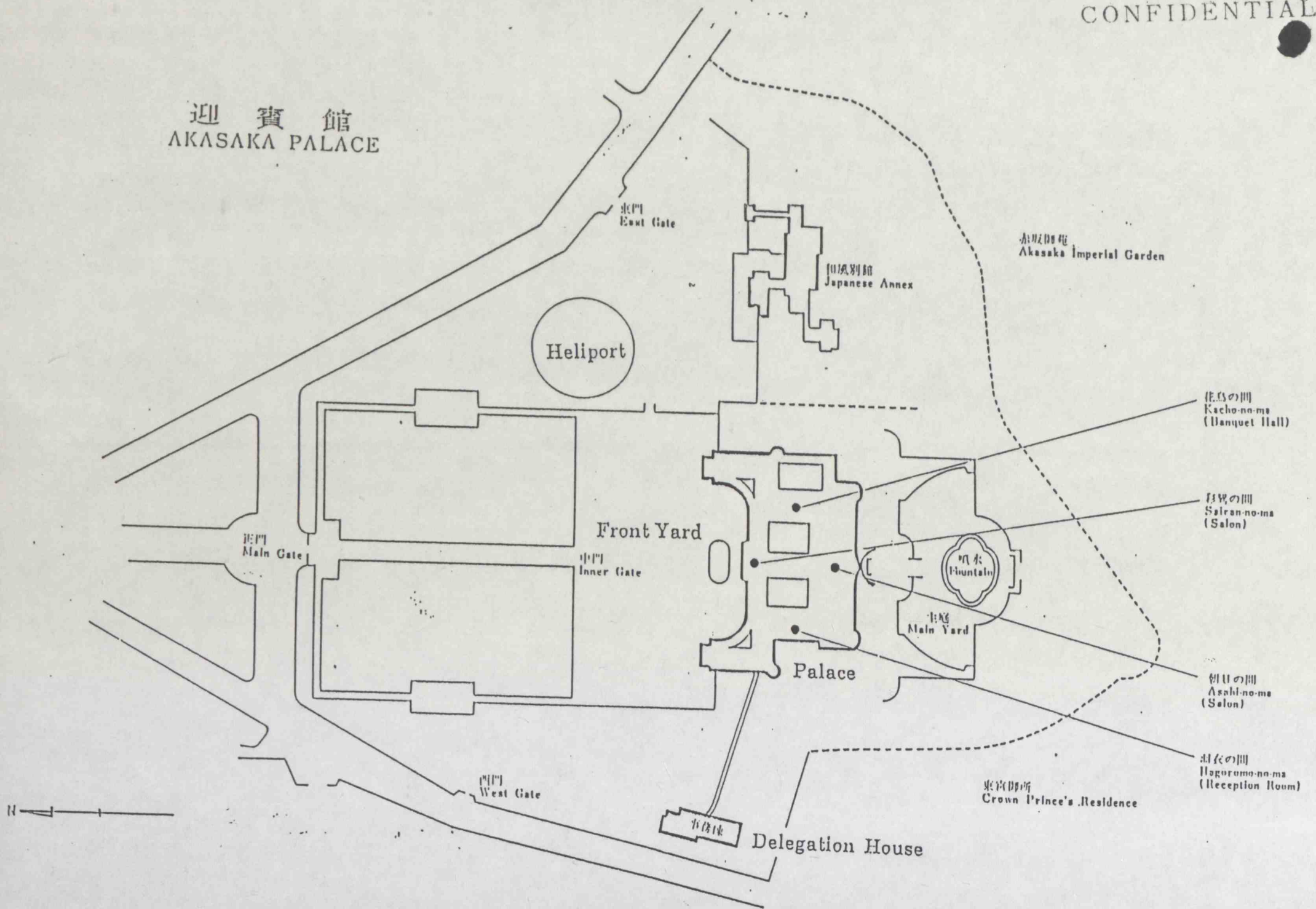
# Kanto District



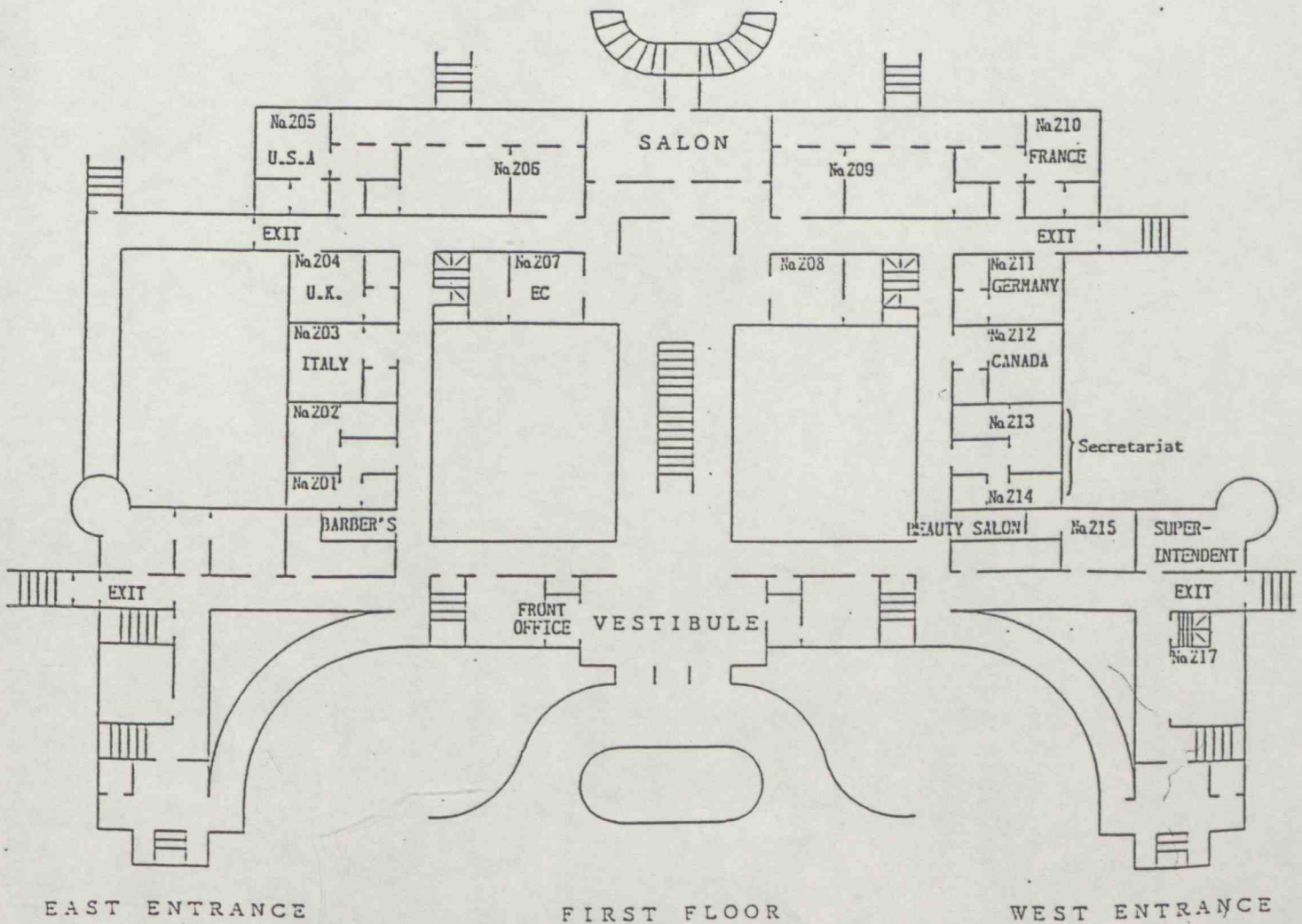
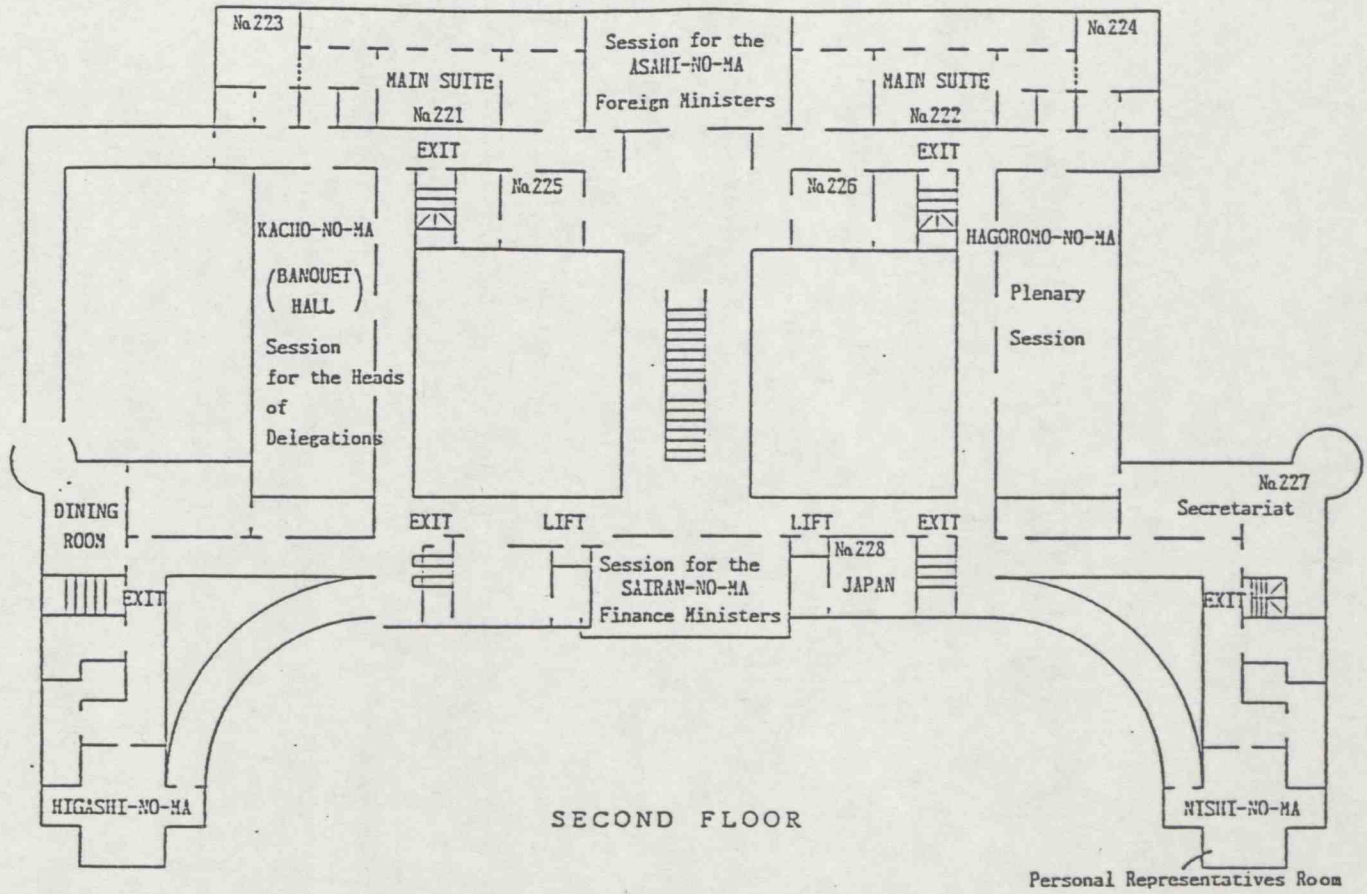
AKASAKA PALACE



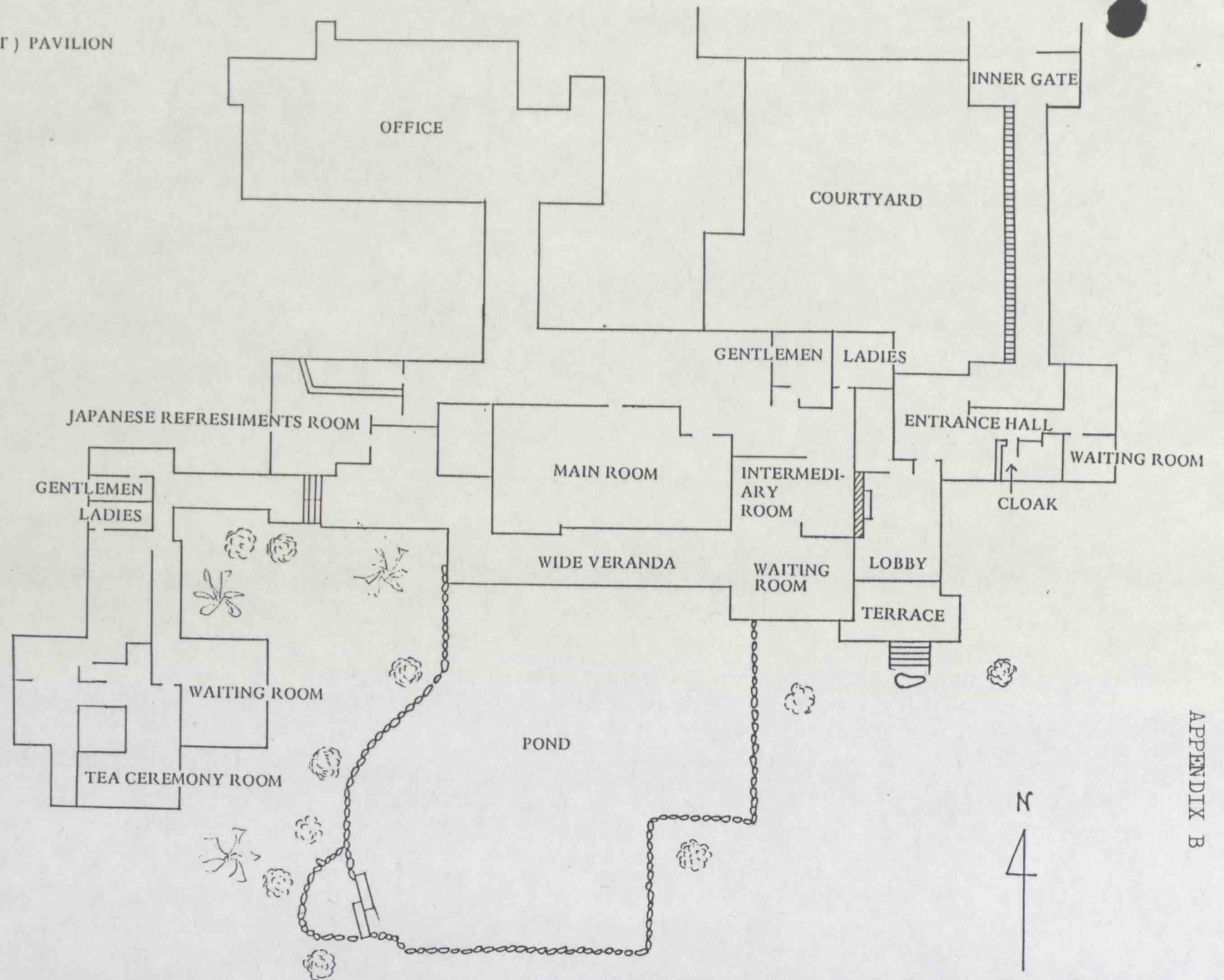
迎賓館  
AKASAKA PALACE



AKASAKA PALACE MAIN BUILDING



JAPANESE STYLE ANNEX  
YUSHIN-TEI (ROAMING HEART) PAVILION



## Summary Programme(Tentative)

## Sunday 4 May

- 14:00-17:00 Welcoming Ceremony at the Front Yard of Akasaka Palace  
18:30-19:30 Reception in Garden Lounge, Hotel New Otani  
20:00-22:00 Separate Working Dinners  
Holds of Delegation: Prime Minister's Official Residence  
Foreign Ministers  
Finance Ministers

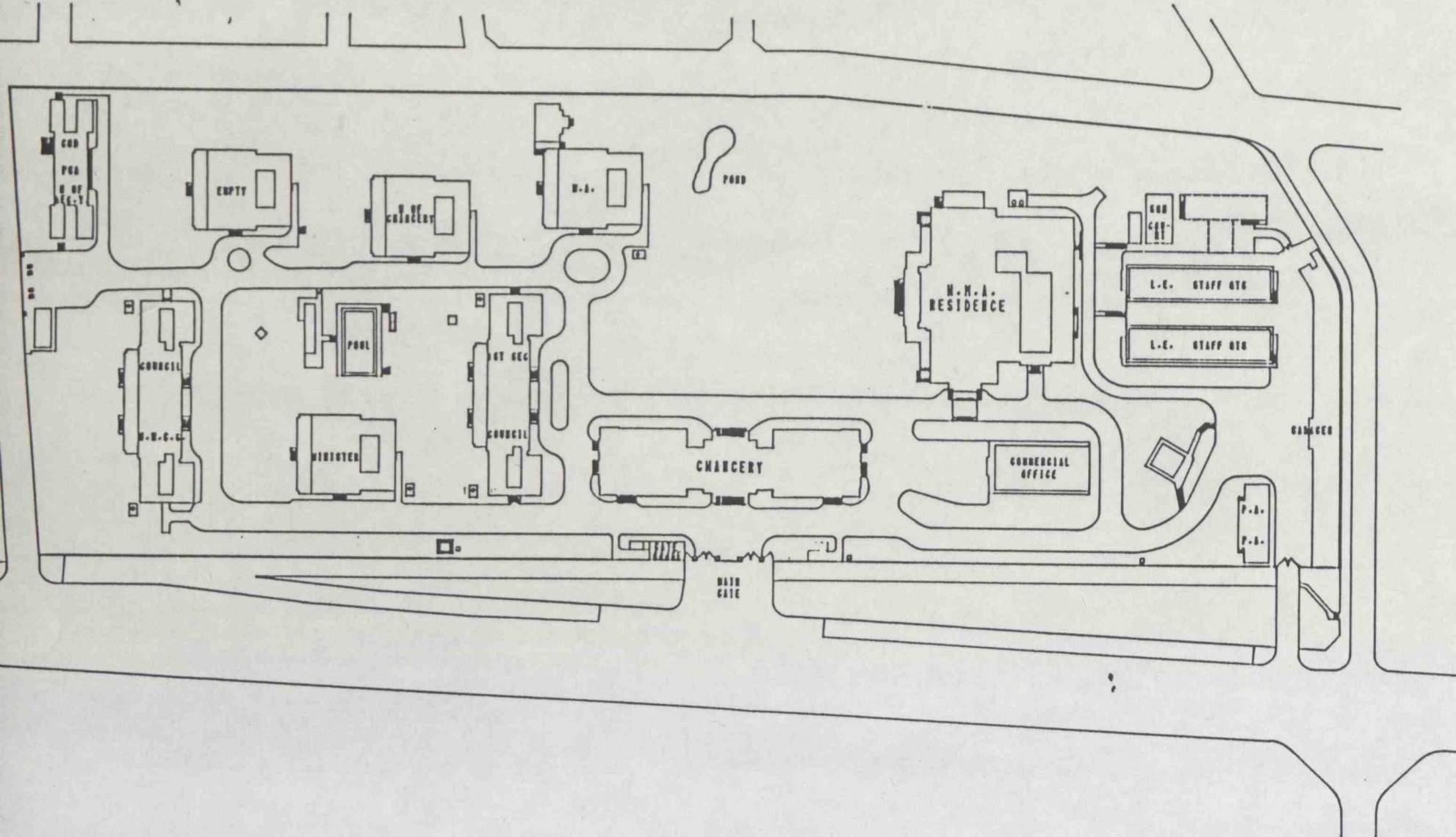
## Monday 5 May

- 9:00-13:00 Separate Sessions  
Holds 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  
13:00 Group Photograph  
13:30-14:30 Working Lunches  
Holds of Delegation and Foreign Ministers: Akasaka Palace  
Finance Ministers: Akasaka Palace  
15:00-18:00 Plenary Session  
Holds of Delegation, Foreign Ministers and Finance Ministers meet in Hagaromo-no-ma, Akasaka Palace  
20:00-22:00 Separate Working Dinners  
Holds of Delegation  
Foreign Ministers  
Finance Ministers

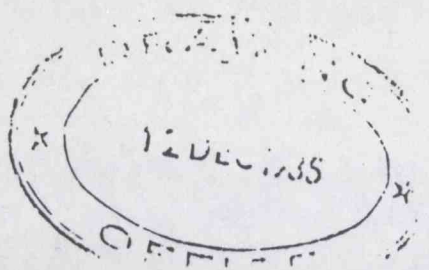
## Tuesday 6 May

- 9:00-10:00 (In case that Separate Sessions are held)  
Holds 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  
10:15-12:30 Plenary Session  
Holds of Delegation, Foreign Ministers and Finance Ministers meet in Hagaromo-no-ma, Akasaka Palace  
13:00-14:30 Plenary Working Lunch, Hotel New Otani  
16:00-16:30 Joint Press Conference in Tsuru-no-ma, Hotel New Otani  
19:00-21:30 Imperial Banquet at Imperial Palace

BRITISH EMBASSY TOKYO COMPOUND



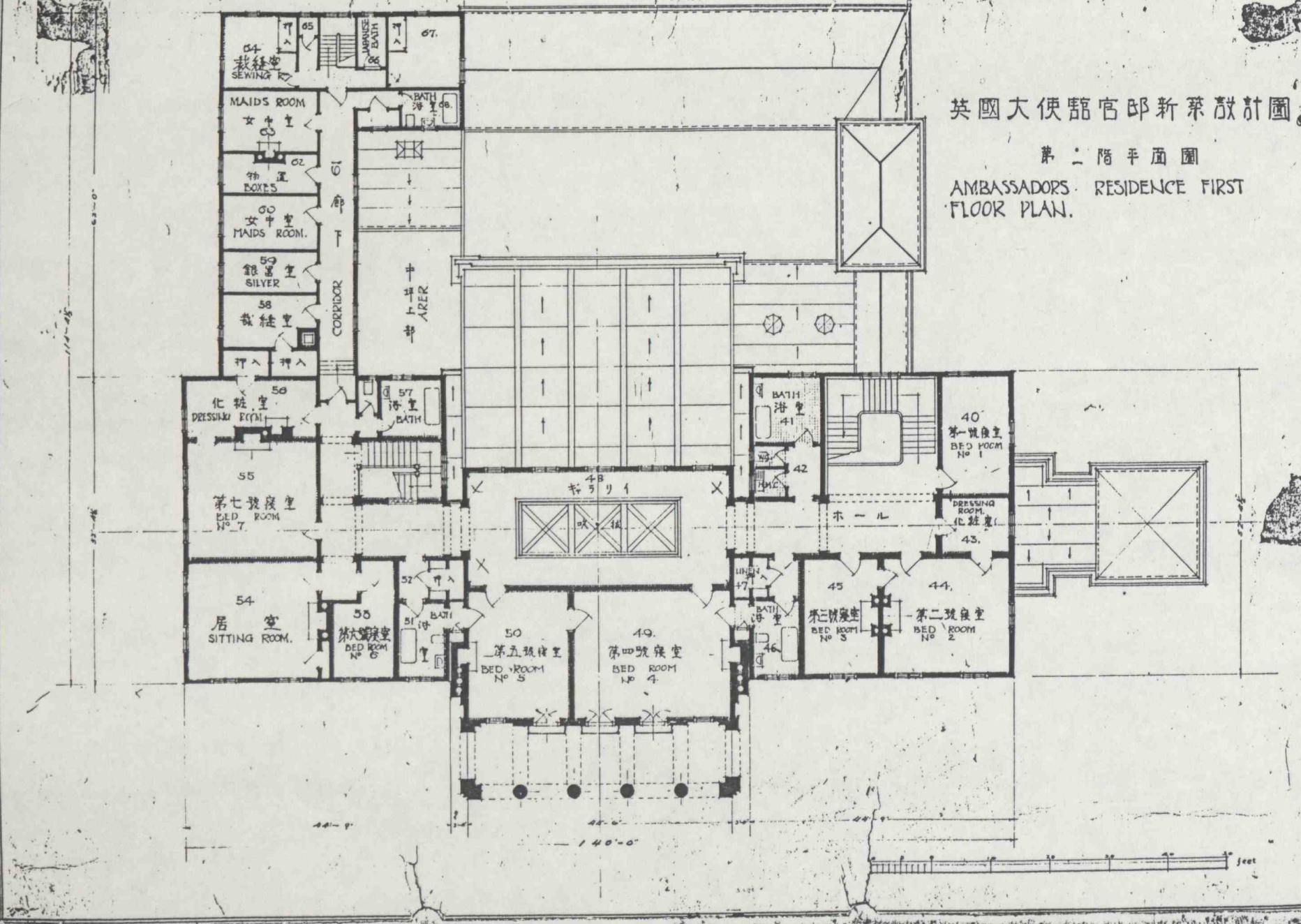
APPENDIX D



英國大使館官邸新築設計圖

第二階平面圖

AMBASSADORS RESIDENCE FIRST FLOOR PLAN.



全館に48の宴会場・会議場を数えます。  
世界のお祭り広場として、  
10,000人の大会合も夢ではありません。

## グルメの街 レストラン・バー

ドレスアップを楽しむ店。ふだん着で立ち寄れる店。  
全館33のレストラン・バーが、  
四季折々の味をお届けします。

## ザ・フォーラム 文化の街

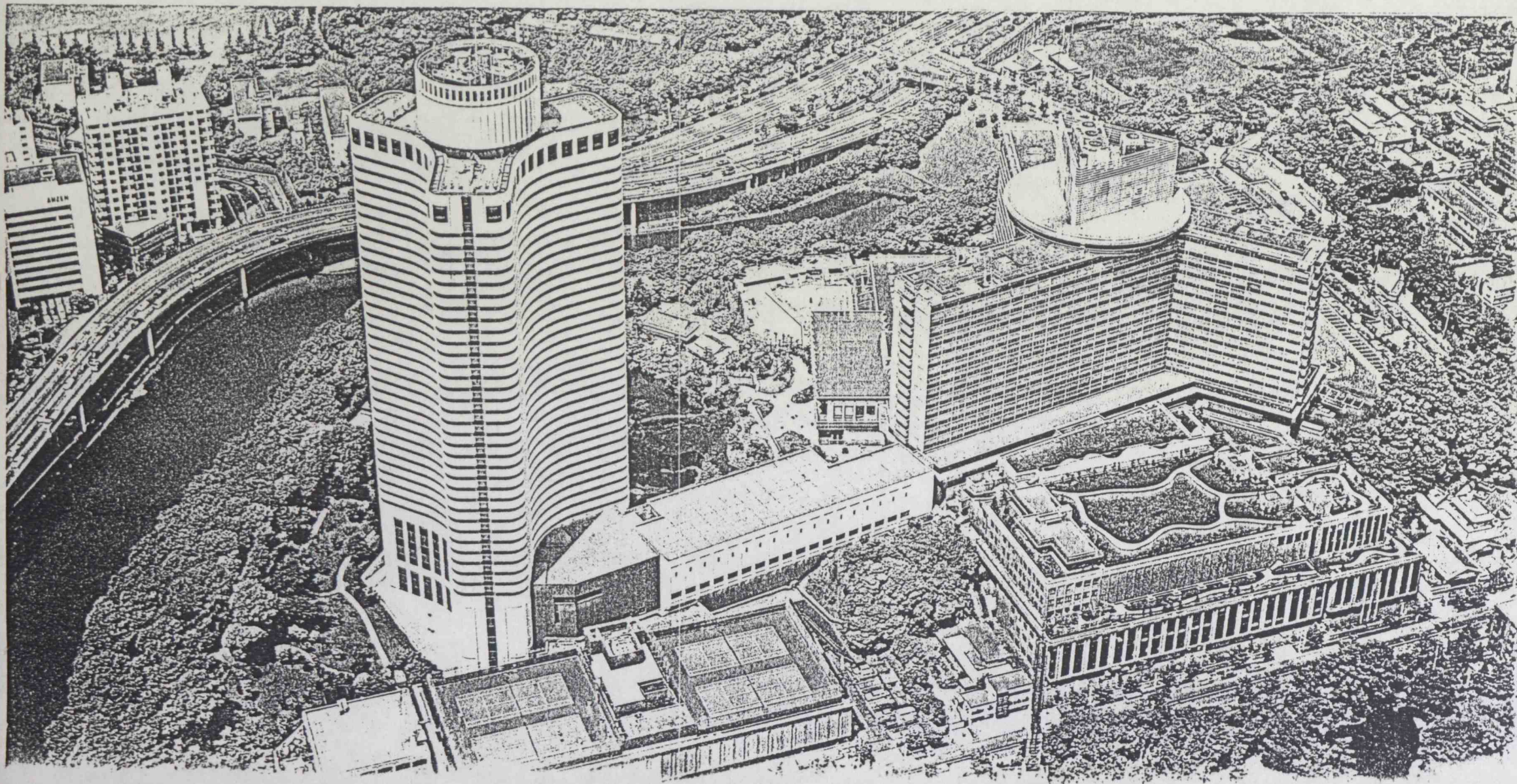
選ばれた人たちの知的空間として登場した[ザ・フォーラム]。  
シンクタンクや未来研究所を中心に、  
話題のキャレラ[個人用書斎]まで完備しています。

## ご婚礼・ご披露宴 愛情の街

ニューオータニはブライダル・ハウス。挙式・ご披露宴から  
ハネムーンまで、晴れの門出をトータルにお手伝いします。

NEW OTANI HOTEL

with our towering white skyscraper, the tri-winged main building  
and the 40,000 square meters of luxuriant Japanese gardens,  
The New Otani Hotel and Tower is just like a city within a city.  
All the functions and services of comfortable urban life  
are provided by our 2,100 guest rooms, 48 banquet  
and international conference halls and 33 restaurants and bars.  
Even today, with the aim of warmly welcoming  
our guests from abroad and throughout Japan,  
The New Otani is still adding new comforts  
for the benefits of our guests.



NEW OTANI HOTEL

A C I T Y W I T H I N A C I T Y  
ふれあいの街、その全貌。

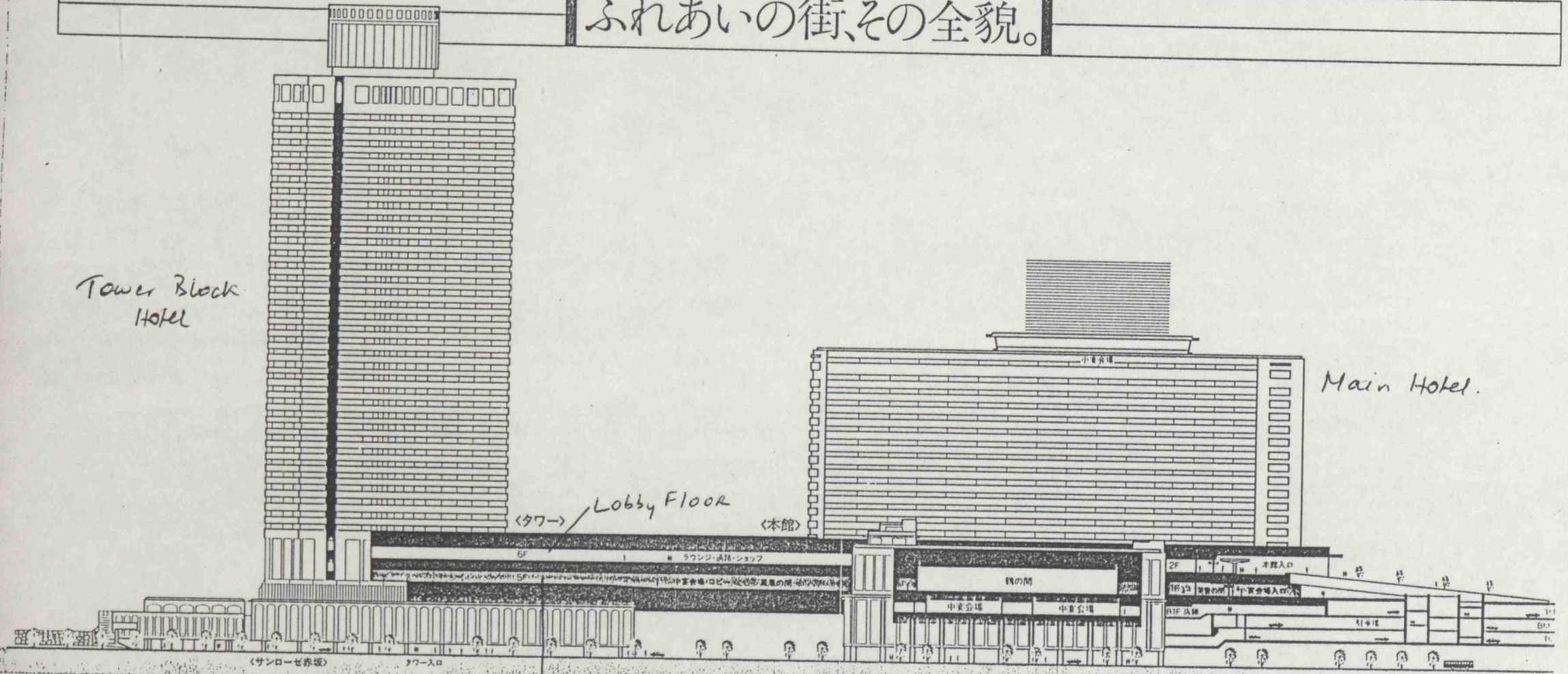
Tower Block Hotel

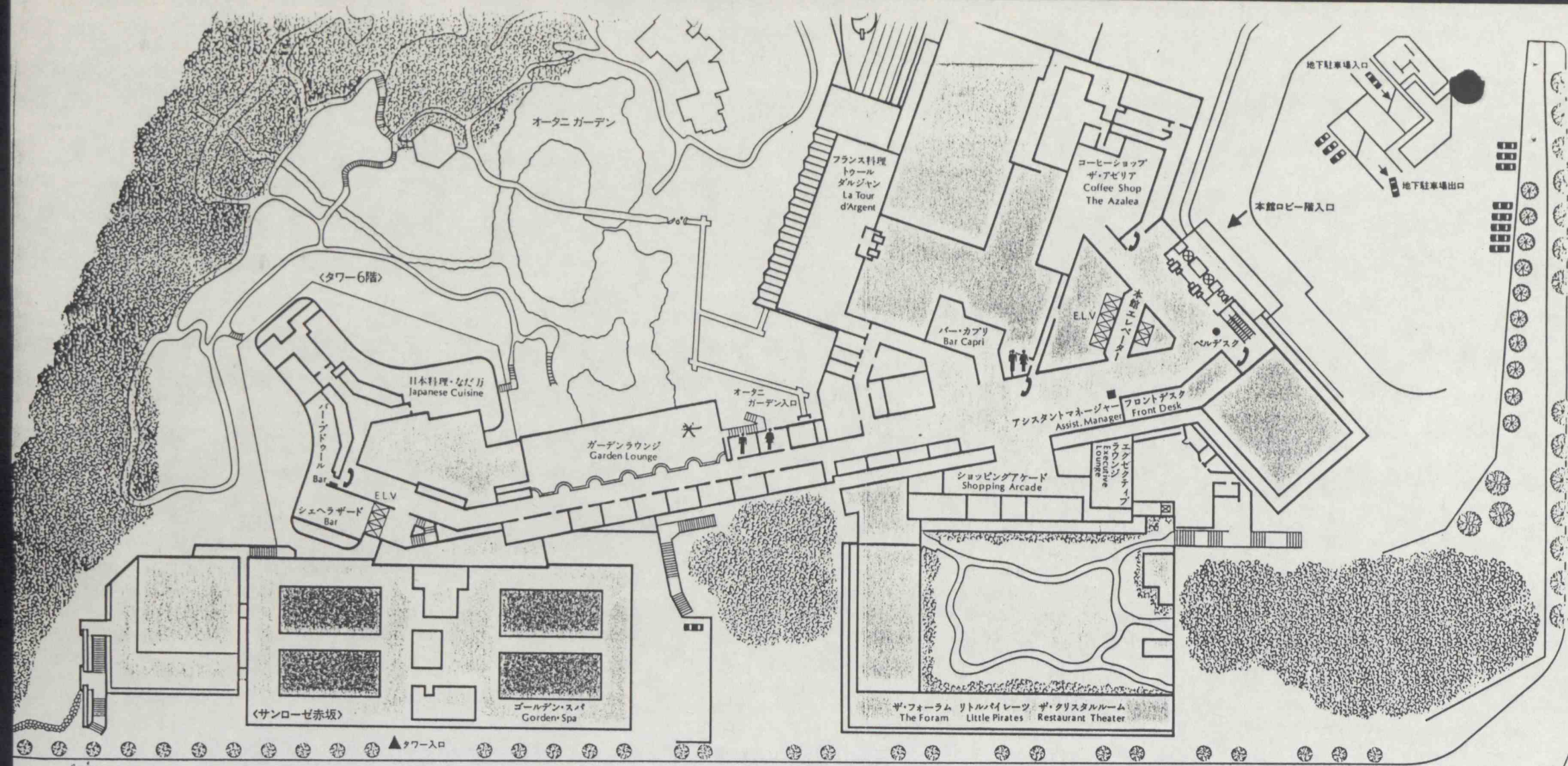
Main Hotel.

<タワー> Lobby Floor

<本館>

Benquet Floor





# ザ・ニューオータニのロビーフロア

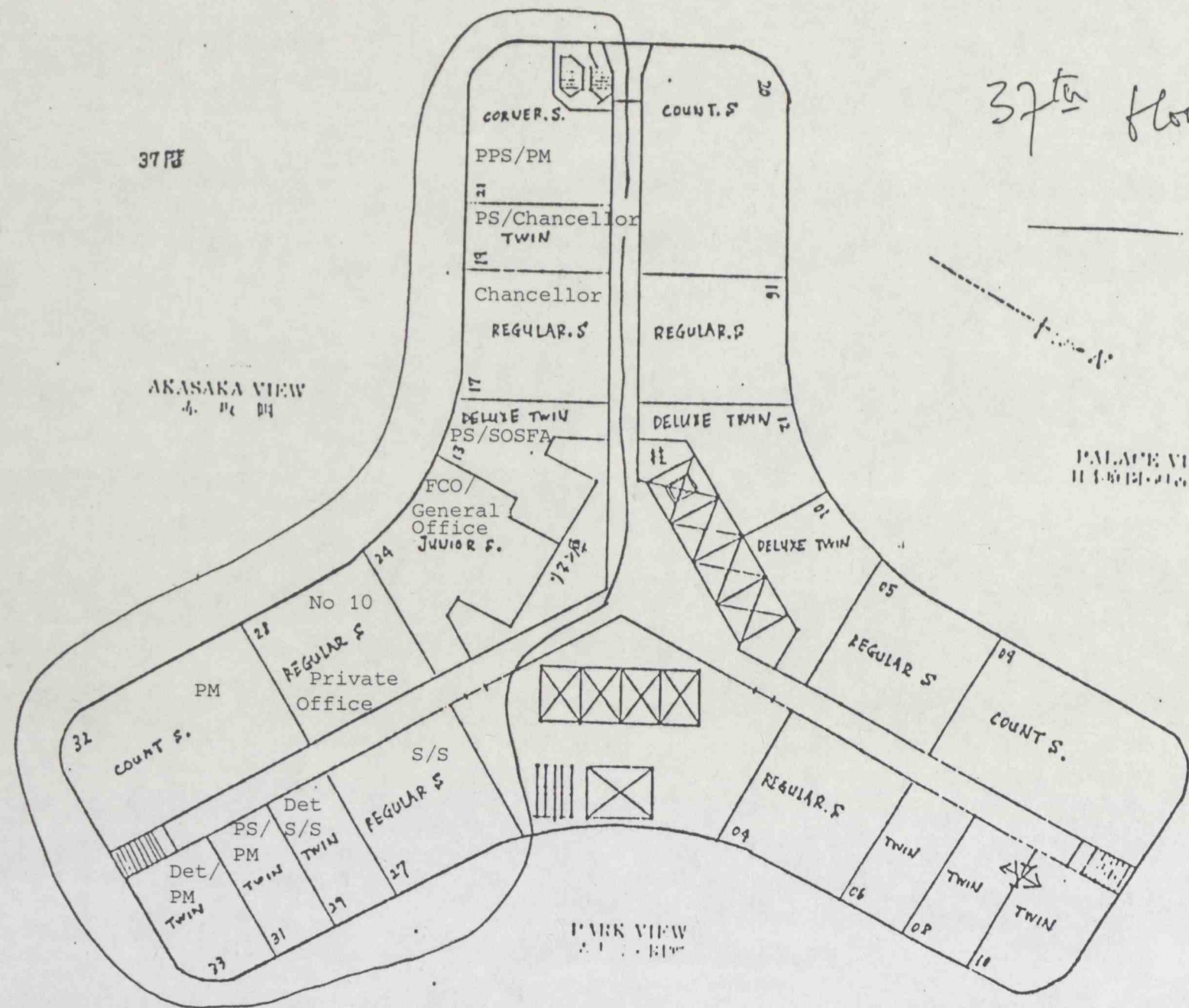
THE NEW OTANI LOBBY FLOOR

♂ 男子化粧室 ♀ 女子化粧室 ☎ 公衆電話

\* Reception by Japanese Prime Minister Sunday evening 4 May



37<sup>th</sup> floor

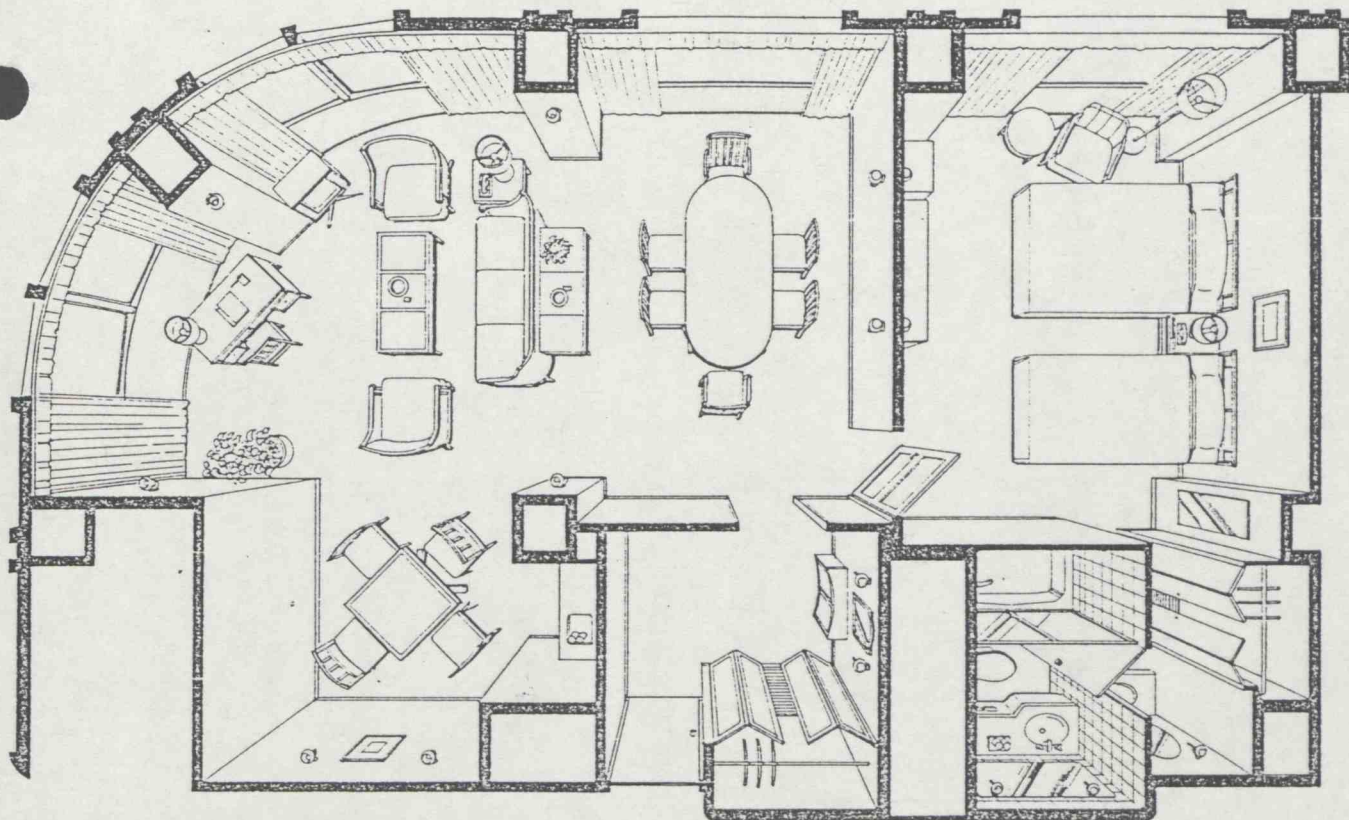


37 F3

AKASAKA VIEW  
4. 10. 04

PALACE VIEW  
11. 00. 01. 02. 03. 04

PARK VIEW  
2. 1. 01. 02. 03



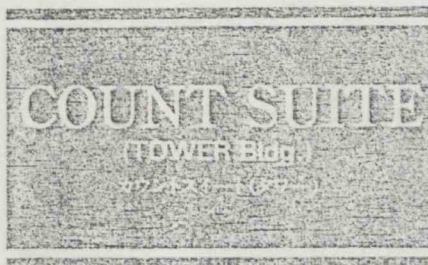
#### カウンスイート(タワー)

- 部屋数 No. of Suites .....6(ダブルタイプ2 ツインタイプ4 タワー37階, 38階)
- 客室面積 Room Area .....88.2㎡~88.3㎡ 26.6坪~26.7坪 291.1ft~291.4ft
- ベッドサイズ Bed Dimensions .....横寸法(W)1100<sup>mm</sup>~2000<sup>mm</sup> 縦寸法(D)2000<sup>mm</sup>
- ベッド数 No. of Beds .....2(ダブルタイプあり)
- テレビ TV Set .....2(30チャンネル 2WAY CATV SYSTEM 1台は音声多重)
- ラジオ Radio Set .....5チャンネル(NHK・FEN・BGM・CMS・FM)
- 冷蔵庫 Refrigerator .....60ℓ

*The New Otani*

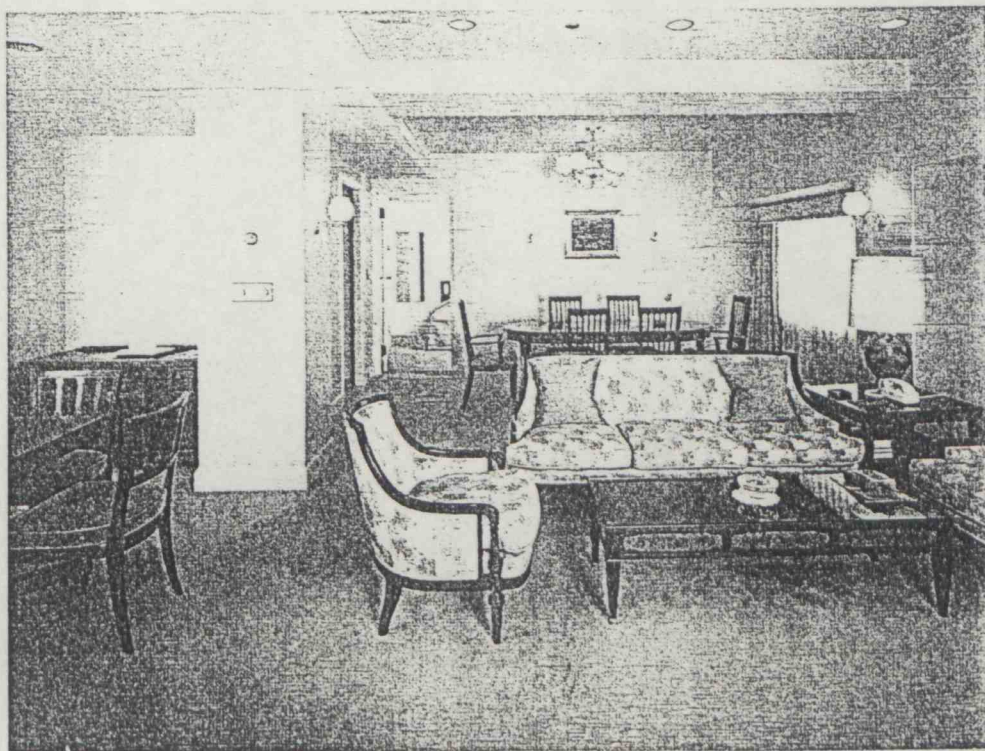
ホテルニューオータニ  
HOTEL NEW OTANI TOKYO

Kioi-cho, Chiyoda-ku, Tokyo, Japan Tel. (03) 265-1111  
〒102 東京都千代田区紀尾井町4-1

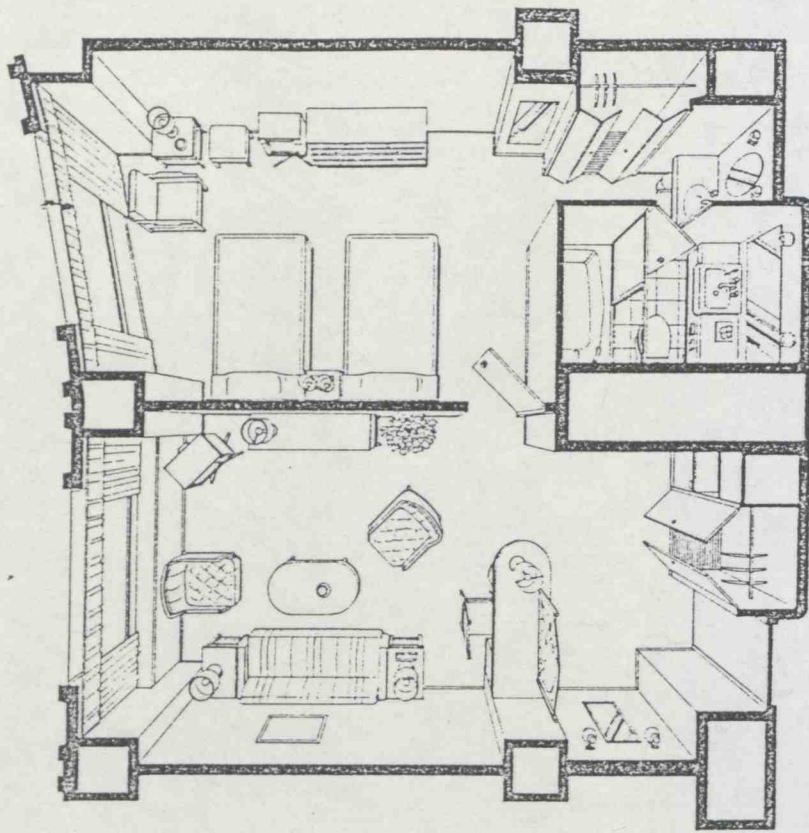


A card table, a long table and a living room set neatly arranged make the Count Suite one excelling in comfort and functionality. As with the Royal Suite and the Duke Suite, the bathroom floor is of marble tiles enhancing the quality image of the suite.

ゲームがお楽しみいただけるカードテーブル、長卓、応接セットが巧みにレイアウトされた、カウンスイート。浴室の床は、ロイヤル、デュークと同じ大理石張りで、高級感を感じさせます。



*The New Otani*



## レギュラースイート(タワー)

- 部屋数 No. of Suites .....10(ダブルタイプ2 ツインタイプ8 タワー37階~39階)
- 客室面積 Room Area .....55.9㎡ 17.0坪 184.5ft<sup>2</sup>
- ベッドサイズ Bed Dimensions .....横寸法(W)1100<sup>mm</sup>~2000<sup>mm</sup> 縦寸法(D)2000<sup>mm</sup>
- テレビ TV Set .....2(30チャンネル 2WAY CATV SYSTEM 1台は音声多重)
- ラジオ Radio Set .....5チャンネル(NHK・FEN・BGM・CMS・FM)
- 冷蔵庫 Refrigerator .....1(60ℓ 9, 73ℓ 1)

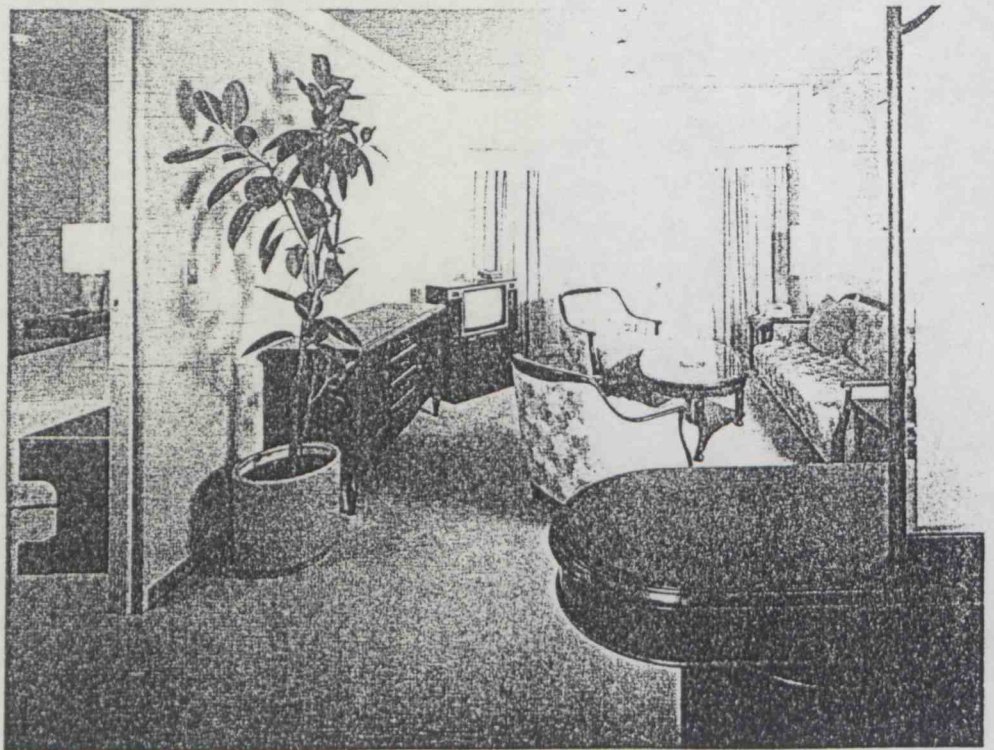
ホテル ニューオータニ

HOTEL NEW OTANI TOKYO

Kioi-cho, Chiyoda-ku, Tokyo, Japan Tel. (03) 265-1111  
〒102 東京都千代田区紀尾井町4-1

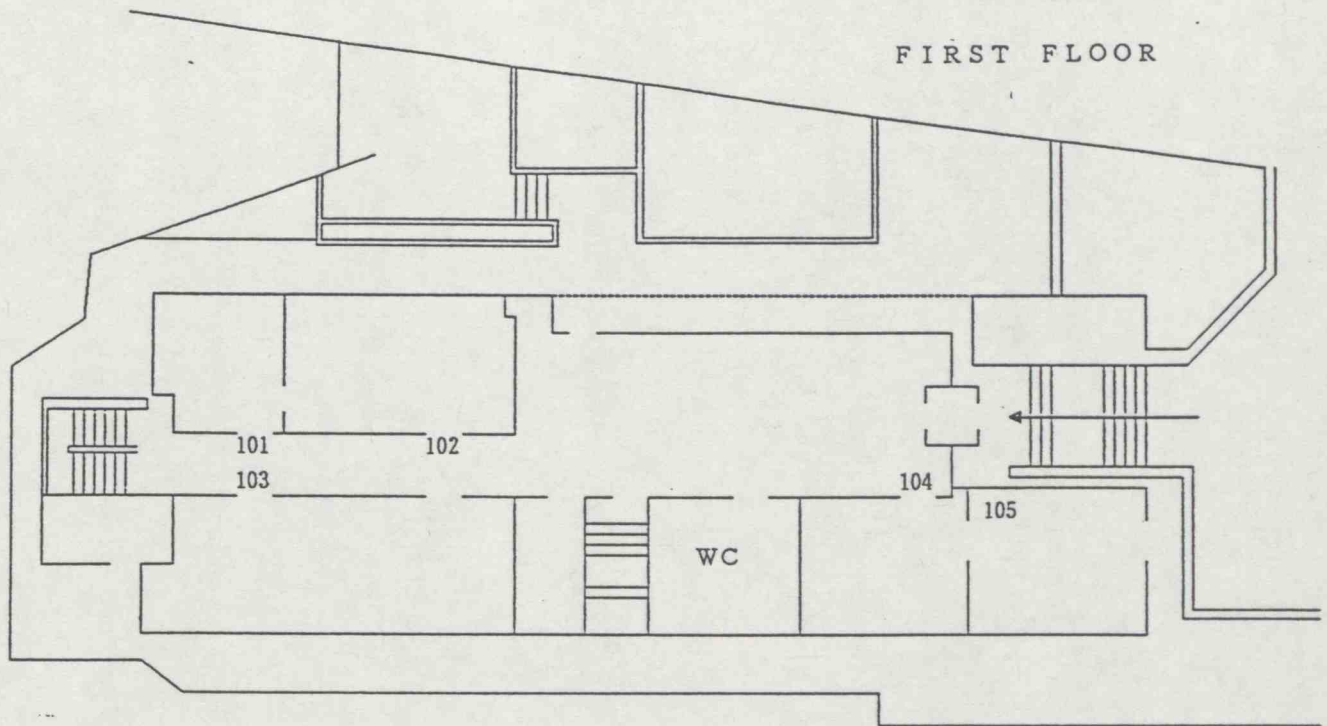
The Regular Suite features beauty of precision and exactness. The wide and spacious living room catches the eyes as one enters the suite. The bedroom and the living room are partitioned off by a wall guaranteeing maximum privacy in both rooms.

端正な美しさに満ちたレギュラースイート。ドアを開けばリビングの豊かな広がりがあり、とても印象的です。また、ベッドルームとリビングは壁で仕切られ、互いの部屋のプライバシーを守ります。

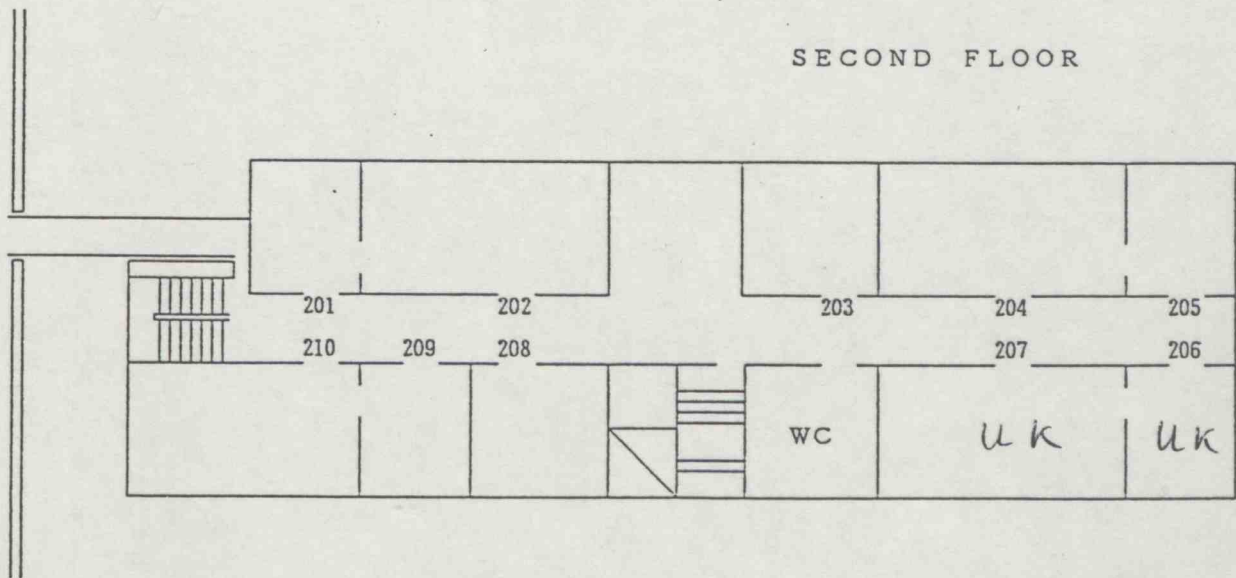


# AKASAKA PALACE DELEGATION HOUSE

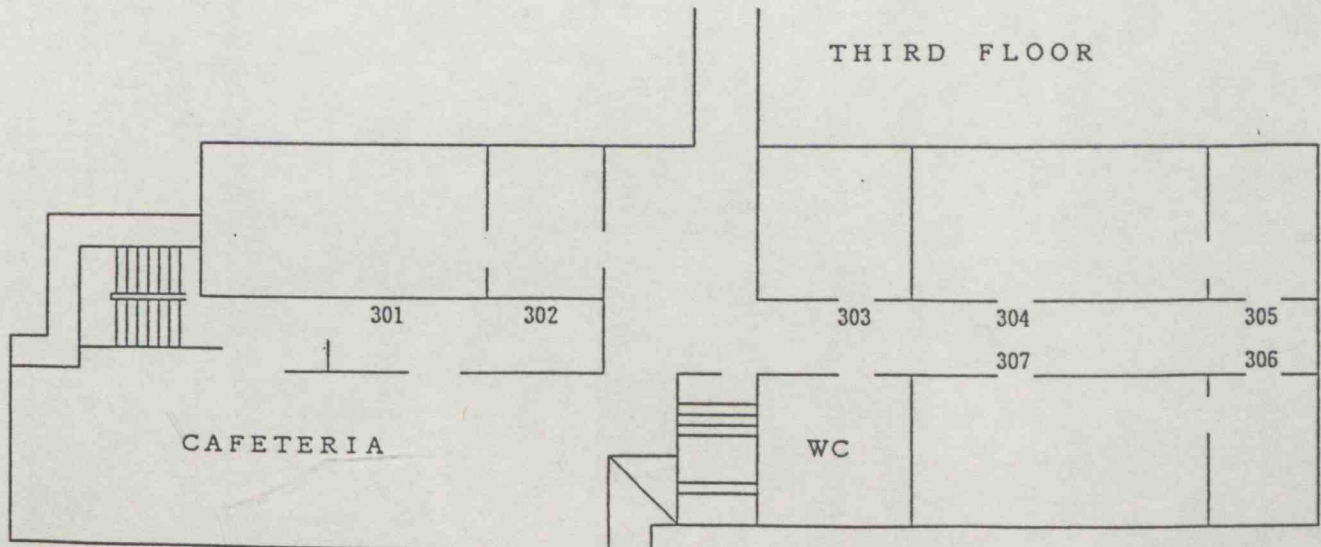
FIRST FLOOR



SECOND FLOOR



THIRD FLOOR



CONFIDENTIAL

TOKYO ECONOMIC SUMMIT, May 1986:  
Provisional Communications Plans

Background

A reconnaissance visit was carried out during the period 18-21 February to explore the range of communications facilities which might be used during the Economic Summit. This involved visits to each of the locations which would be used by Ministers and support staff and meetings with Embassy Staff, Japanese MFA and telecommunications organisations. The following communications plans were selected as offering the best arrangements for the Summit. These plans are provisional because there are a number of outstanding points which still need to be resolved.

Telegrams

2. A classified telegram service will be available during the flights Seoul to Tokyo and Tokyo to London. This facility should be used only for urgent messages.
  
3. Telegrams from Tokyo are sent using diplomatic radio from the Embassy and traffic is routed via Darwin. A 24-hour coverage will be maintained from 1400 hours on Saturday, 3 May until the Prime Minister departs at about 2200 hours on Tuesday, 6 May. The radio circuit from Tokyo normally shares a terminal at Hanslope with Seoul. This arrangement sometimes leads to delays and traffic congestion. It has been agreed with the Principal Signals Officer at Hanslope that separate terminals will be allocated during the Summit. Communications staff at post will be reinforced by the three operators travelling with the party.

Telephones

4. Ministers and support staff will, at various times, be located in the Akasaka Palace, Delegation House or the New Otani Hotel. To enable the maximum use to be made of the 'Hot Line' between Tokyo and

/London

CONFIDENTIAL

**CONFIDENTIAL**

London, it is proposed to utilise the Embassy PABX as the switching point for this circuit with extensions at each of the above locations. This will allow automatic dialling extension to extension and manual access to the 'Hot Line' (via the switchboard operator). These arrangements are technically possible but there are one or two points of detail which must be resolved before this plan can be formally adopted. A fallback will be employed if this proposal is not feasible. The plans, described as Plans A and B are as follows:

Plan A - Unclassified Telephones

6. Local telephones will be available in hotels and delegation offices. In addition, arrangements will be made to provide senior officials and delegation offices with extensions from the Embassy switchboard and to connect, the Embassy switchboard via the 'hot line' to No 10.

The switchboard will be permanently manned from 1400 hours on Saturday 3 May until the Prime Minister departs at about 2200 hours on Tuesday 6 May. The following facilities will be available:

(a) London-Tokyo

All Embassy extensions will be able to be switched by the operator to the 'hot line' to No 10. There are also two international direct dial (IDD) lines and 13 other lines (through international operators) available on the Embassy switchboard. A list of telephone numbers and call instructions are attached.

/(b).....

**CONFIDENTIAL**

(b) Akasaka Palace Main Building Office

- (i) Embassy extension
- (ii) Direct line to Delegation House
- (iii) Akasaka Palace switchboard extension
- (iv) Direct domestic line (DDL)

(c) Delegation House

- (i) Embassy extensions (2)
- (ii) Direct line to Akasaka Palace office
- (iii) Akasaka Palace switchboard extensions (3)
- (iv) DDL

(d) New Otani Hotel: Embassy extensions

- (i) Prime Minister
- (ii) Foreign Secretary
- (iii) Chancellor
- (iv) Sir Robert Armstrong
- (v) PS to Prime Minister
- (vi) PS to Foreign Secretary
- (vii) PS to Chancellor
- (viii) Mr Ingham
- (ix) No 10 Private Office
- (x) FCO Private Office
- (xi) Administration Office
- (xii) Press Suite
- (xiii) Press Centre (2)

(e) New Otani Hotel: DDL

- (i) No 10 Private Office
- (ii) FCO Private Office
- (iii) Administration Office

**CONFIDENTIAL**

- (f) Imperial Palace  
Extension from the Embassy switchboard.

Plan B - Classified Telephones

6. Local telephones will be available in Hotels and Delegation Offices. In addition, arrangements will be made to terminate the 'hot line' at the New Otani Hotel with connections to allow it to be extended to other locations. The following facilities will be available:-

(a) Akasaka Palace Main Building Office

- (i) Direct line to Delegation House which can be connected to the 'hot line' to No 10.
- (ii) Akasaka Palace Switchboard extension.
- (iii) Direct domestic line (DDL).

(b) Delegation House

- (i) Direct line to Akasaka Palace Office.
- (ii) Direct line to New Otani Hotel which can be connected to the 'hot line' to No 10.
- (iii) Akasaka Palace switchboard extensions (3).
- (iv) DDL.

(c) No 10 Private Office in New Otani Hotel.

- (i) 'Hot line' to No 10 which can be switched to the rooms of the PS/PM or the Prime Minister.
- (ii) Direct line to Delegation House.
- (iii) DDL.

(d) FCO Private Office in New Otani Hotel

- (i) Extension to No 10 Private Office for connection to 'Hot li
- (ii) DDL.

(e) Additional DDLs in New Otani Hotel

- (i) Prime Minister.
- (ii) Foreign Secretary.
- (iii) Chancellor of the Exchequer.

/(iv).....

**CONFIDENTIAL**

**CONFIDENTIAL**

- (iv) Sir Robert Armstrong.
- (v) Mr Ingham.
- (vi) Administration Office.
- (vii) Press Suite.
- (viii) Press Centre (2).

(f) Imperial Palace

Extension from the Embassy Switchboard

Classified Speech .

7. Two BRAHMS secure speech equipments will be carried by the Delegation and may be used to provide protection on international calls between Tokyo and London (No 10, Cabinet Office and FCO). The equipments will normally be held in Tokyo at Delegation House and the No 10 Private Office in the New Otani Hotel.

Facsimile

8. A facsimile equipment is being provided by the Japanese Government for offices in Delegation House on the basis of one per Delegation. No specific use is foreseen for these facilities but it could be used for the transmission of unclassified documents to Offices in Tokyo which are equipped with facsimile. The following Offices will have suitable facsimile equipments available during the Summit meeting:-

British Embassy - Telephone No. 265 5580

Press Office, New Otani Hotel - Telephone No. ....

Embassy Information Section, Diamond Plaza, Telephone No. ....

Personal Radios

9. Personal radios form an essential part of our communications arrangements at Conferences. They are particularly important to the control of transport for Ministers and for the delivery of urgent messages. However, the Japanese MFA were uncertain whether permission for the use of these radios would be granted by the PTT. This is being pursued through the Embassy.

Video Conferencing

10. There are plans by both the Japanese KDD and BTI to provide a free video conferencing service between the New Otani Hotel and a studio in London (Holborn). These proposals are still under discussion and it is not

/yet.....

**CONFIDENTIAL**

CONFIDENTIAL

yet clear how the video conferencing facility might be used by the Press and others during the Summit.

Other Communications facilities

11. The Japanese propose to provide the following additional facilities:-

- (i) CCTV - a link from the Permanent Representatives meeting in Akasaka Palace to Delegation House.
- (ii) Telewriters - linking Delegation House and the Conference Centres in the Akasaka Palace.
- (iii) Commercial TV in Delegation House.

CONFIDENTIAL

## TOKYO ECONOMIC SUMMIT: TELEPHONES AND OPERATING INSTRUCTIONS

## TELEPHONE NUMBERS

1. Dialling Codes

UK - Tokyo

Tokyo - UK: 001 - 44 - Area Code - Number

N.B. Zero is omitted from UK area code.

2. Buildings

No 10 Downing Street ..... 930-4433

British Embassy Tokyo, IDD ... 265-5511

HMA Residence Tokyo ..... 265-7068 &amp; 234-5728

Akasaka Palace Switchboard ... 478-1111  
(or via Embassy switchboard)

New Otani Hotel ..... 265-1111

3. Embassy Extensions: Internal

Ambassador ..... 224

Minister ..... 227

H of C ..... 236

Counsellor, Chancery ..... 231

Economic Counsellor ..... 223

Information Officer ..... 729

Administration Officer ... 252

Communications ..... 202

Registry ..... 221

4. Embassy Extensions: Delegation

Akasaka Palace Main Building ...

Delegation House (2) ..... and

/...

New Otani Hotel

- PS to Prime Minister .....
- PS to Foreign Secretary ...
- PS to Chancellor .....
- Mr Ingham .....
- No 10 Private Office .....
- FCO Private Office .....
- Administration Office .....
- Press Suite .....
- Press Centre (2) ..... and

5. Direct Domestic Lines

- No 10 Private Office ...
- FCO Private Office .....
- Administration Office ...

6. Akasaka Palace Switchboard Extensions

OPERATING INSTRUCTIONS

7. Embassy Extensions

(i) Extension-Extension: Direct dial

(ii) Extension-London: Via operator, dial "0"

(i.✓) Call transfer - INCOMING CALLS FROM EXCHANGE LINES

(AND No 10 HOT-LINE) ONLY: Dial "1", which gives

dial tone, dial new extension and hang-up to

transfer, or dial "1" again to re-connect to the

incoming call.

(iii)

18.  
(iii)

(iii) Extension - Outside (in Tokyo): Dial "9" then required number.

8. Akasaka Palace Extensions

(i) Extension - Extension: Direct dial.

(ii) Extension - Outside (in Tokyo): Dial "0" then required number.

(iii) Extension - Outside Tokyo and international: Dial "9" for operator assistance.

9. Direct Domestic Lines

(i) Direct dialling for Japanese numbers

(ii) For international calls, dial 0051 for International Operator.

CONFIDENTIAL

DISTRIBUTION

No 10 Downing Street

Private Secretary  
Press Office  
Duty Clerk

Foreign and Commonwealth Office

PS  
PS/PUS  
Mr Braithwaite  
The Hon Humphrey Maud  
Mr Jasper, Protocol Dept  
Col Durrant, Protocol Dept  
Mr Reilly, ERD  
News Dept  
COD  
CTSD

HM Treasury

PS/Chancellor of the Exchequer

Cabinet Office

PS/Sir R Armstrong  
Mr C K Davies

Management and Personnel Office

Mr D Wood

BRITISH EMBASSY, TOKYO (3)

CONFIDENTIAL

SMWAAK

