

cc JB/ms
switch
cf.

GRS 560

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FM SEOUL
TO PRIORITY FCO
TELNO 183
OF 160100Z APRIL 86

FOR CONFERENCE SECTION

VISIT OF THE PRIME MINISTER

1. COMMUNICATIONS.

YOU WILL NEED TO HAVE THE FOLLOWING TELEPHONE NUMBERS AT HAND DURING THE VISIT IN THE SOUTH:

POHANG NAVAL AIRBASE: 0562 - 72 - 1333
POSCO: 0562 - 72 - 4610 (OFFICE OF THE CHIEF SECRETARY,
MR CHOI, S J)
POSTECH: 0562 - 70 - 2395 (ADMINISTRATION OFFICE)
SUYEONG AIRBASE : (NUMBER TO FOLLOW)
UN CEMETERY: 051 - 624 -0823
KIMHAE AIRPORT: 051 - 98 - 2498

2. DETECTIVES (PARA 8 OF FCO TEL NO 157). ARE ALL THREE DETECTIVES TO BE INCLUDED IN ALL ENGAGEMENTS? WILL ANY WISH TO TRAVEL TO POHANG IN ADVANCE? SHOULD DETECTIVES BE INCLUDED IN SEATING PLANS AT STATE DINNER AND PM'S LUNCH?

3. STATE DINNER.

PROTOCOL DIVISION HAVE ASKED US TO REMIND PARTICIPANTS THAT THIS WILL BE A BLACK TIE AFFAIR.

4. ACCOMMODATION (FCO TELNO 151).

AO'S FLAT SEEMS TO US RATHER INADEQUATE FOR SOMEONE OF PPS'S RANK. IN ANY CASE ONLY ONE BATHROOM IS FUNCTIONAL AT PRESENT AND WE WOULD THEREFORE PREFER AO TO PUT UP ONE GUEST ONLY. UNLESS IT IS IMPERATIVE FOR PPS TO BE ON COMPOUND WE WOULD SUGGEST HE BE ACCOMMODATED AT LOTTE HOTEL.

5. BAGGAGE (PARA 5 OF MISS NOBLE'S TELELETTER OF 9 APRIL. PLEASE CLARIFY WHAT YOU MEAN BY QUOTE OFFICIAL BAGGAGE UNQUOTE. WHERE IS THIS TO BE TRANSPORTED? WE ASSUME CREW BAGGAGE WILL BE DA'S RESPONSIBILITY. WILL THIS BE COLOUR-CODED TOO?

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6. GIFTS/PHOTOGRAPHS.

FURTHER ADVICE FOLLOWS BY TELELETTER.

7. WELCOMING CEREMONY.

LATE ARRIVAL PROVIDES SOME PROBLEMS FOR KOREANS, SO EXACT FORM OF CEREMONY IS YET TO BE DECIDED. HOWEVER, WE WILL FORWARD WHATEVER DETAILS WE CAN AS WE RECEIVE THEM. DIAGRAM OF LAYOUT FOLLOWS BY BFPO LEAVING 16 APRIL. MRS SPRECKLEY WILL NOT BE AT THE AIRPORT.

8. GLOSTER VALLEY/PANMUNJOM.

CHINOOK CH-47'S SUPERSEDE BLACKHAWKS NOT BELL 412 HELICOPTERS (PARA 2 OF MISS NOBLE'S TELELETTER OF 10 APRIL. LATTER WERE ORIGINALLY OFFERED BY KOREANS FOR USE IN THE SOUTH BUT WILL NOW NOT BE NECESSARY IF PRESIDENTIAL AIRCRAFT ARE UTILISED. PARTICIPANTS ON THE FIELD TRIP TO GLOSTER VALLEY/PANMUNJOM SHOULD BE ADVISED THAT SINCE IT CAN BE VERY WINDY /CHILLY THEY SHOULD BRING AN OVERCOAT OR OTHER SUITABLE CLOTHING.

9. OFFICIAL MEETINGS.

WHEN IT COMES TO THE OFFICIAL TALKS WITH THE PRIME MINISTER AND PRESIDENT WE WILL PROPOSE A TEAM OF 5 (OFFICIAL SUITE PLUS MYSELF). KOREANS EXPECT MICHAEL KIM TO DO ALL INTERPRETING, SO COURTNEY WILL NOT (NOT) BE PRESENT UNLESS WE SPECIFY OTHERWISE. IF KOREANS WISH TO LIMIT THE NUMBERS WHO DO WE DROP? WHO WILL TAKE THE NOTE? WE ASSUME ALL THREE DETECTIVES WILL WAIT OUTSIDE.

10. FINANCE.

DA HAS RAISED QUESTION OF FUNDING OF INTERNAL TRAVEL FOR HIMSELF AND ADA IN CONNECTION WITH THE VISIT. (BOTH WILL NEED TO FLY TO PUSAN). HE FEELS THIS IS NOT A FAIR CHARGE ON HIS OWN BUDGET WHICH IS IN ANY CASE ALREADY COMMITTED. GRATEFUL FOR ADVICE.

SPRECKLEY

MINIMAL
PROTOCOL P
FED

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No. 10 DOWNING STREET

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Foreign and Commonwealth Office

London SW1A 2AH

25 April 1986

cop 1/5

Dear Charles

Prime Minister's Visit to the Republic of Korea,
2-4 May 1986

In a separate letter I have sent to you full briefing and official background material for the Prime Minister's forthcoming visit to Korea. Bearing in mind that this is the Prime Minister's first visit to Korea (and perhaps the opportunity that a long plane journey provides) I / enclose some further material that may be of interest to the Prime Minister and her party, as follows:

- a) "Facts about Korea", a colour booklet produced annually by the RoK Government.
- b) "Korea: the Best Kept Secret in Asia", produced by the National Tourism Corporation.
- c) "The British Embassy Compound, Seoul", a description of the Embassy and Residence (where Mrs Thatcher will be staying).
- d) A general map of Korea showing the places outside Seoul which Mrs Thatcher will visit.

Yours ever

R N Culshaw

(R N Culshaw)
Private Secretary

C D Powell Esq
PS/10 Downing Street

Notes

See para 9. Korea

I assume you will take the note.

It's a hypothetical question, but if the Koreans wish to limit numbers - who do you wish to drop?

Julie
17.4.86.

Told Pat.
~~Julie~~
Please say that DM
will visit only Ambassador
& me. CB.

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6. GIFTS/PHOTOGRAPHS.

FURTHER ADVICE FOLLOWS BY TELELETTER.

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Prime Minister.
↓ (File)
George
C.

ADMINISTRATIVE ARRANGEMENTS FOR THE VISIT
OF THE PRIME MINISTER TO KOREA
2-4 MAY 1986

1. DETAILS OF THE VISIT

The Prime Minister, accompanied by those listed at Appendix I, will visit Korea from 2-4 May 1986.

A press party (see Appendix IA) will accompany the delegation and will travel on the Prime Minister's aircraft from London to Tokyo. The press party will make their own plans for return to the UK from Japan. Separate administrative journey instructions will be issued to the press.

2. PROGRAMME FOR THE PRIME MINISTER

An outline programme, as at 17 April is shown at Appendix II.

3. TRAVEL (See Appendix III)

(a) The Prime Minister and party will travel on an RAF VC10, Task No 1125.

(b) The detailed itinerary, together with other relevant travel details, is shown at Appendix III.

Outward

UK on GMT + 1 hr
Korea on GMT + 9 hrs
(all times local)

(c) Take-off on Thursday 1 May will be from London Heathrow (Southside) at 1800 hrs, ETA Seoul (Kimpo) on Friday 2 May at 2150 hours.

Onward

(d) After the visit to Korea, the VC10 will take-off from Kimhae Airport (Pusan) at 1230 hours on Sunday 4 May, ETA Tokyo (Haneda) at 1415 hours.

Return

(e) The Prime Minister, joined by the Foreign and Commonwealth Secretary, the Chancellor of the Exchequer and parties, will depart Tokyo (Haneda) at 2215 hours on Tuesday 6 May, ETA LHR at 0740 hrs on 7 May. (Please refer to administrative arrangements for the Economic Summit, Tokyo, for these latter details).

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(f) Transport departure arrangements for those travelling from the UK on the VC10 will be issued later.

4. TRAVEL DOCUMENTS

All travelling must be in possession of a valid passport. Visas are not required for Korea.

5. HEALTH REQUIREMENTS

As already notified in the advance administrative arrangements, inoculations against cholera, typhoid, tetanus and polio are recommended.

6. PERSONAL BAGGAGE AND BAGGAGE LABELS

(a) Those travelling on the RAF VC10 may take with them up to 66 lbs of personal luggage.

(b) Baggage labels are enclosed for those travelling. Colour codes are as follows:

- (i) Residence of HM Ambassador and compound : BLUE
- (ii) Hotel Lotte (official party) : RED
- (iii) Press (labels to be circulated separately) : GREEN
- (iv) Official items, ie: confidential boxes : WHITE
etc

All items to be cabin-loaded must, in addition, bear a YELLOW cabin-loaded label.

Unused labels must be kept under safe care.

(Please see Tokyo administrative arrangements for colour coding for onward journey to Tokyo).

7. INSURANCE

A note on baggage and insurance regulations for those travelling on the VC10 is attached at Appendix IV.

8. LIVING ACCOMMODATION

(a) The Prime Minister, Mrs Ryder and Det Supt Waller will stay at the Residence of HM Ambassador.

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(b) The following will also be accommodated on the Residence/Chancery compound:-

Mr Hughes' flat (Administration Officer)

Mr Wicks
Mr Powell

Mr Mann's flat (Communications Officer)

Mr Whiteside

(c) Hotel Lotte

Remainder of party including press element.

9. WORKING ACCOMMODATION

A Private Office will be set up in the new dining room at the Residence of HM Ambassador.

See also under Press heading below.

10. COMMUNICATIONS

(a) Telegrams

- (i) The Embassy Communications Section will be manned on a 24-hour basis during the Prime Minister's visit.
- (ii) Communications Officers will be travelling on the RAF VC10 to operate communications equipment on the aircraft and also to help existing Embassy staff during the visit.
- (iii) Telegrams should be addressed "Following for Prime Minister's Party" in which case they will be distributed to all senior members of the party. Telegrams should only be addressed "Following for Private Secretary" if it is intended that they should be given further distribution only on his authority. Telegrams addressed to the Private Secretary should be distributed initially to the Private Secretaries and Duty Clerks. Telegrams addressed to individuals within the party should only be given to that person and Duty Clerks and should not be given any further distribution within the party without the prior consent of the person to whom it is addressed.

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(b) Telephones

- (i) The Embassy switchboard will operate on a 24-hour basis during the visit.
- (ii) The Private Office in the Residence will have a telephone extension off the main Chancery switchboard and in addition a separate direct dial telephone line.
- (iii) A list of useful telephone numbers is given at Appendix VI. Additional numbers of interest to the party will be issued in Seoul.

11. SECURITY

- (a) Security rules for the visit are enclosed for those travelling. These should not be taken out of the UK.
- (b) Mr M Sawyer will be appointed Special Courier for the round trip. Those taking confidential boxes, briefcases, etc containing classified material should have them entered on the Courier's waybill. Please contact COD (telephone number 233 3706) for this arrangement.
- (c) London Office security passes should not be taken overseas.
- (d) A regular safehand service during the day and as required at night will be operated by the Embassy personnel and Royal Military Police between the Communications Section in the Chancery and the Private Office. A suite of safehand boxes will be brought out on the RAF VC10.
- (e) It will not be necessary to uplift papers from the Private Office as this will be guarded overnight by the Royal Military Police.
- (f) There will be a lock-up cupboard in the Private Office.
- (g) The appropriate Security Department instructions should be followed in connection with typewriters and typewriter ribbons.

12. TRANSPORT

- (a) Transport arrangements for the departure from London Heathrow on 1 May will be issued later.
- (b) Transport for the visit will be provided by the host government, supplemented by the post and hiring where necessary.

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(c) As the Residence and Chancery are in the same compound, safehand services will be carried out on foot by the R M Police/Embassy personnel.

(d) The allocation of cars on arrival at Seoul Airport will be telegraphed to the delegation in advance of their arrival.

13. OFFICE MACHINERY AND STATIONERY

(a) Portable typewriters will be taken by the Personal Assistants for use on the VC10.

(b) Electric typewriters , photocopiers and common user stationery will be provided in the Private Offices. In addition, typewriters, a fax machine and a photocopier will be provided in the No 10 Press Office working area in the Lotte.

(c) Any special headed stationery will be brought out by the Personal Assistants.

14. NEWSPAPERS AND COI SUMMARIES

(a) British newspapers will be available on arrival in Tokyo.

(b) COI summaries will be transmitted and circulated to the delegation as quickly as possible after receipt.

15. PRESS

(a) The Press party will be responsible for their own hotel bills throughout. The cost of their ground transport is covered in the all-inclusive charge for their air travel.

(b) A suite has been reserved for Mr Ingham in the Lotte Hotel to enable him and the Assistant Press Secretary to give informal press meetings. There will also be a No 10 Press working area in the Hotel Lotte with an IDD telephone.

(c) The main press conference will be given at the Press Centre, Taipyung Road, Seoul.

16. GIFTS

The party will bring suitable gifts, based on advice concerted with the post, Political Department and 10 Downing Street.

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17. WREATHS

The Koreans will provide a wreath for the National Cemetery ceremony; two poppy wreaths will be brought out on the VC10 for the visits to the UN Cemetery and Gloster Valley.

18. CLIMATE AND CLOTHING

Details were given in the advance administrative arrangements already issued.

(a) Climate

Daily temperatures could reach the 70°F, but much cooler in the evenings.

(b) Clothing

Black tie/long dress will be required by those attending the President's dinner.

19. ELECTRICITY

The electricity supply is 110 and 220v AC 60Hz. Most plugs can be adapted.

20. FINANCE

(a) Subsistence rates for Korea are:-

Class A: Won 103750

Class B: Won 74400

Current rate of exchange: £1 = Won 1288.30

(b) The Management and Personnel Office will meet the costs of the No 10 party, Conference Officer, Communications Officers and the Royal Military Police.

(c) The costs of Mr Ensoll and Mr Smith will be debited to the Central Office of Information.

(d) Those staying at the Residence and with Embassy officials will receive 1/3 of the appropriate rate.

(e) Those staying at the Lotte Hotel will be on Class A conference terms, ie the costs of the hotel room/suite, standard breakfast, service and taxes will be paid direct to the hotel by the Embassy. In addition these members of the party (excluding the detectives) will be given a cash payment of half the Class A rate. This cash payment is for all other items and expenses (ie: lunch, dinner, laundry, mini-bar, etc).

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(f) The detectives will provide their own cash sums, but their hotel bill for room plus standard breakfast, service and taxes will be paid by the Embassy and debited to the Metropolitan Police.

(g) Common service costs, ie: extra press facilities, including official entertainment for the press, translator at press conference, cost of extra telephone installations, official telephone calls from the hotel, staffing of Embassy switchboard overnight, transport hire, gifts, wreaths, hire of office machinery etc will be charged to the Management and Personnel Office.

21. ADMINISTRATION

The party will be administered by the undersigned in conjunction with the British Embassy. From 28 April, enquiries at the London end should be addressed to Miss Bette Davis (tel no 210 6374).

Patricia Noble

P A Noble (Miss)
Conference Section
Protocol Department
210 6376

24 April 1986

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<u>Serial</u> <u>No</u>	<u>Name</u>	<u>Designation</u>
1.	The Rt Hon Margaret Thatcher FRS MP <u>No 10 Downing Street</u>	Prime Minister
2.	Mr N L Wicks	Principal Private Secretary
3.	Mr C D Powell	Private Secretary
4.	Mr B Ingham	Chief Press Secretary
5.	Mr N Towers	Assistant Press Secretary
6.	Mrs C Ryder	Personal Assistant to Prime Minister
7.	Mr M Sawyer	Duty Clerk
8.	Miss J Bowers	Duty Clerk
9.	Mrs L Outred Rhodes	Secretarial Assistant
10.	Mrs V Cummings	Secretarial Assistant
11.	Miss M Jelley	Secretarial Assistant
12.	Miss B Frier	Secretarial Assistant to Mr Ingham
13.	Det Superintendent M Waller	Detective
14.	Det Chief Inspector T Butler	Detective
15.	Det Inspector B Strevens	Detective
	<u>Support Staff</u>	
16.	Miss P A Noble MBE	Conference Officer
17.	Mr D R Whiteside	Communications Officer
18.	Mr G Jenner	Communications Officer
19.	Mr F Damm	Communications Officer
20.	Staff Sgt G T Williams	Royal Military Police
21.	Sgt B E Woodman	Royal Military Police
22.	L/Cpl P Pilkington	Royal Military Police

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APPENDIX I (cont'd)

Central Office of Information

- | | | |
|-----|----------------|------------------------|
| 23. | Mr J Fairbairn | Economic Correspondent |
| 24. | Mr R Gair | Radio Division |

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PRESS PARTY

London - Seoul

Robert Oakley	Daily Mail
Peter Hitchens	Daily Express
Trevor Kavanagh	Sun
Anthony Smith	Daily Star
Michael Jones	Sunday Times
Peter Simmonds	Mail on Sunday
Dominick Harrod	BBC
Adam Boulton	TVAM
Paul Potts	News of the World

= 9

Pusan - Tokyo

As above minus Paul Potts plus

Jurek Martin	Financial Times
David Watts	Times
Hugh Davies	Daily Telegraph
Brian Barron	BBC

= 12

OUTLINE PROGRAMME
(as at 22 April)Friday 2nd May

- 2150 Arrive Kimpo International Airport
Greeted by the Korean Prime Minister,
Mr Lho, Shin-Yong, and HM Ambassador (see
chart attached)
- 2200 Leave Kimpo
- 2220 Arrive HM Ambassador's Residence
Overnight at Residence

Saturday 3 May

- 0715 Hair appointment
- 0815 Meeting with Committee of British Chamber
of Commerce in Residence
- 0850 Leave Residence
Accompanied by HM Ambassador, Mr Wicks,
Mr Powell, Mr Ingham and Defence Attache
- 0900 Arrive at National Cemetery
Lay wreath at Hyun-Choong Monument
Sign Visitors' Book
- 0910 Leave National Cemetery
- 0920 Arrive at Korean Prime Minister's Office
Talks with Prime Minister
HE Mr Lho, Shin-Yong
Accompanied by HM Ambassador, Mr Wicks,
Mr Powell and Mr Ingham
- 0950 Leave Korean Prime Minister's Office
- 1000 Arrive Blue House
Courtesy call on President Chun, Doo-Hwan
Accompanied by HM Ambassador, Mr Wicks,
Mr Powell and Mr Ingham
- 1015 (approx) Followed by Summit Talks with
President Chun
Accompanied by HM Ambassador and Mr Powell
- 1100 Leave Blue House (via Residence) for
Press Centre

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APPENDIX II (cont'd)

Saturday 3 May (cont'd)

1115 Arrive Press Centre
Press Conference
Accompanied by HM Ambassador, Mr Wicks,
Mr Powell and Mr Ingham

1155 Leave Press Centre

1200 Arrive official Residence of Korean
Prime Minister
Lunch hosted by HE Mr and Mrs Lho,
Shin-Yong

1330 Leave official Residence of Korean
Prime Minister for Yongsan Helipad
Accompanied by HM Ambassador, Mr Wicks,
Mr Powell, Mr Ingham, Mr Towers,
Mrs Ryder, Mr Sawyer.

1340 Leave Yongsan Helipad
Met by General W Livsey and Defence
Attaché

1410 Arrive Gloster Valley
Briefing at Castle Hill
Lay wreath at Memorial

1510 Leave Gloster Valley

1530 Arrive Panmunjom (Camp Kitty Hawk)
Briefing at Ballinger Hall
Tour of Joint Security Area (JSA)

1700 Leave Camp Kitty Hawk

1730 Arrive Yongsan Helipad

1740 Arrive HM Ambassador's Residence

1800 Hair appointment

1855 Leave Residence for Blue House

1900 State dinner hosted by President and
Mrs Chun, Doo-Hwan (Black Tie)

2100 Leave Blue House

2105 Arrive HM Ambassador's Residence
Reception at Residence for senior
Koreans, British Community and Embassy
staff

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Saturday 3 May (cont'd)

2220 Introduction to UK-based Embassy staff
2230 Overnight at Residence

Sunday 4 May

0645 Hair appointment
0740 Leave Residence for Kimpo International Airport
Accompanied by the Korean Prime Minister, HM Ambassador, Commercial Counsellor, Mr Wicks, Mr Powell, Mr Ingham, Mr Towers, Mrs Ryder, Miss Bowers, Secretarial Assistant
0800 Arrive Kimpo
Farewell Ceremony
Mr Lho, Shin-Yong bids farewell
0820 Depart Kimpo for Pohang by Special Presidential Aircraft (HS-748)
0915 Arrive Pohang Naval Airbase
0920 Leave Airbase
0925 Arrive Posco
Briefing and tour of Steelworks
Followed by tour of Postech
1035 Leave Postech for Pohang Naval Airbase
1045 Depart Pohang by helicopter for Suyeong Airbase (overflying Ulsan Industrial Complex and Kori Nuclear Power Plant - to be confirmed)
1130 Arrive Suyeong Airbase
1135 Depart Suyeong Airbase for UN Cemetery
1140 Arrive UN Cemetery
Met by Ambassador Moon, Chul-Soon, Custodian, The Mayor of Pusan and Defence Attaché
Lay wreath at Commonwealth Memorial
Sign Visitors' Book

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APPENDIX II (cont'd)

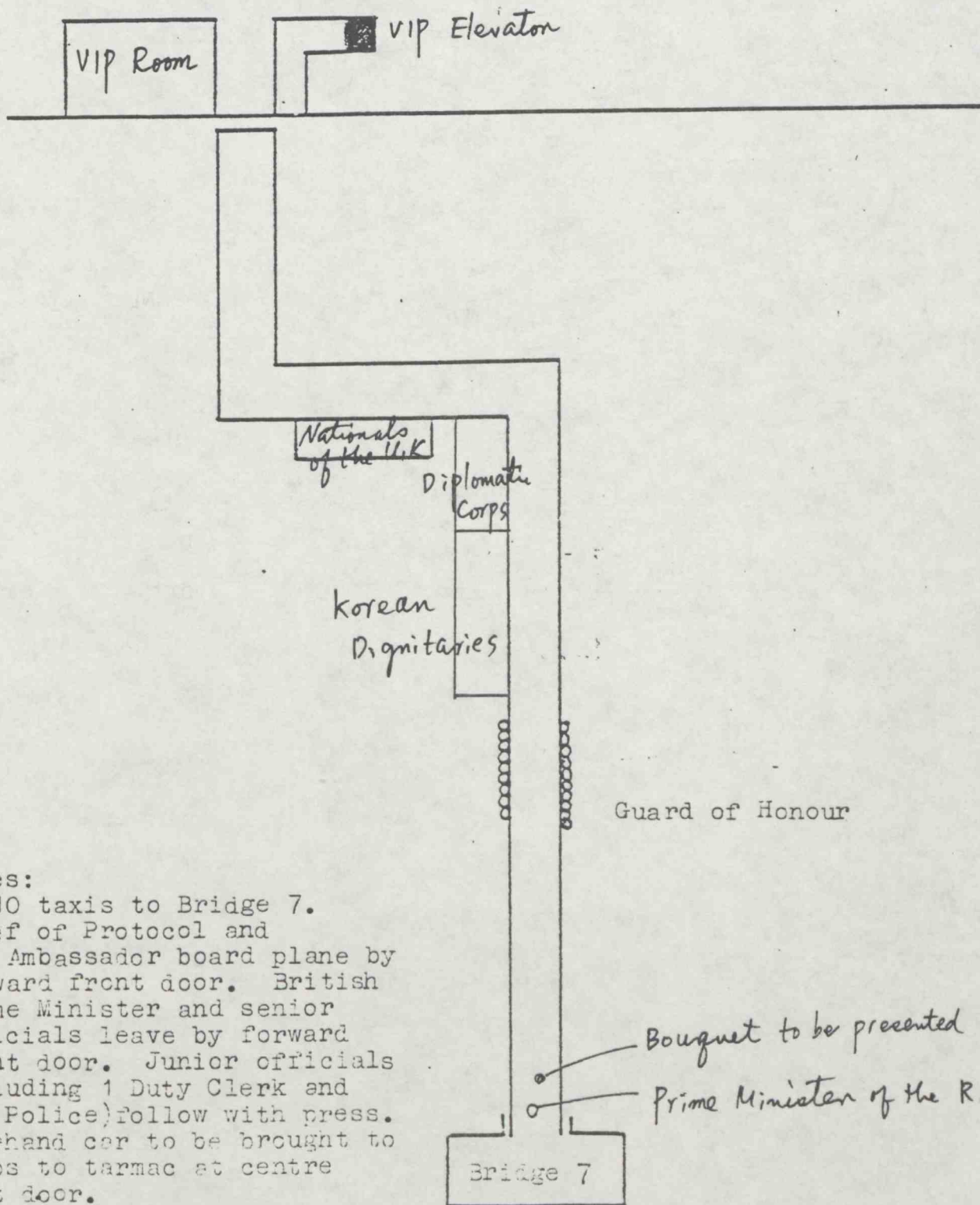
Sunday 4 May (cont'd)

1200	Depart UN Cemetery for Suyeong Airbase
1205	Arrive Suyeong Airbase
1210	Depart Suyeong Airbase by helicopter
1225	Arrive Kimhae International Airport
1230	RAF VC10 departs Kimhae for Tokyo (Haneda)

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PROCEDURE AT SEOUL AIRPORT (KIMPO) ON ARRIVAL ON 2 MAY



Notes:

VC 10 taxis to Bridge 7.
 Chief of Protocol and
 H M Ambassador board plane by
 forward front door. British
 Prime Minister and senior
 officials leave by forward
 front door. Junior officials
 (excluding 1 Duty Clerk and
 R M Police) follow with press.
 Safehand car to be brought to
 steps to tarmac at centre
 port door.

TRAVEL ON SPECIAL FLIGHTS
BAGGAGE AND INSURANCE REGULATIONS

1. BAGGAGE

- (a) Those travelling by RAF aircraft are reminded that baggage should be left unlocked for the customary check. Butane gas lighter refills and matches, other than safety ones, may not be taken on the aircraft; certain aerosol sprays are now accepted on flights, provided they are not used on the aircraft. Any electrical items must be disconnected from their batteries.
- (b) Those travelling in the VC10 may take up to 66 lbs of personal baggage.

2. INSURANCE

- (a) No refund of insurance premium is payable from public funds for officers on short-term visits overseas.
- (b) Those travelling by RAF aircraft are subject to the same statutory limits of compensation as apply to carriage by commercial airlines but international journeys to or from the UK with an agreed stopping place in the United States are governed by the provisions of the IATA/Montreal Agreement which include a compensation limit higher than the statutory one. Prospective travellers in RAF aircraft are advised to check whether their personal insurance policies provide cover for travelling by non-commercial flights and to consult their insurers if they are in any doubt about their position.
- (c) When the personal property (other than money or luxury articles) of an officer sent overseas on a short-term visit is lost or damaged during transit to or from the UK or while he is in receipt of subsistence allowance (but not local allowances and DSA) during his stay overseas and the loss or damage is not covered by an existing insurance policy, and the officer himself has not been negligent, compensation may be paid at the discretion of PSD. The amount of compensation would be based on the current cost of replacing the articles less an amount for depreciation or, if less, the full cost of repair.

FOREIGN AND COMMONWEALTH OFFICE

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LIBABM

LIVING ACCOMMODATION

Residence of HM Ambassador:

Chancery Compound

Prime Minister
Mrs Ryder
Supt Waller

Administration Officer (Mr W W Hughes)

Chancery Compound

Mr Wicks
Mr Powell

Communications Officer (Mr B K Mann)

Chancery Compound

Mr Whiteside

Hotel Lotte

Mr Ingham (suite)
Mr Towers
Mr Sawyer
Miss Bowers
Mrs Outred-Rhodes
Mrs Cummings
Miss Jelley
Miss Frier
Chief Insp Butler
Insp Strevens
Miss Noble
Mr Jenner
Mr Damm
S/Sgt Williams
Sgt Woodman
L/Cpl Pilkington
Mr Fairbairn
Mr Gair
Press Party

USEFUL TELEPHONE NUMBERS

Dial Code for Korea = 010.82
then 2 for Seoul

British Embassy	:	725 7341/3, 735.6322,
No 4 Chung-Dong	:	735.0943, 737.7689, 736.1371
Chung-Ku, Seoul		737.5179, 739.5168, 720.4566
Residence of HM Ambassador	:	725 6040
Mr J N T Spreckley		
Private Office in Residence		736.2551 (IDD)
new Dining Room	:	Ext 57 (Embassy switchboard as above)
Mr Hughes' flat on compound	:	735.7317
Mr Mann's flat on compound	:	735.7316
Hotel Lotte	:	771-10
CPO Box 3500		Telex: Lotteho K28313
Seoul		K23533/34/35
No 10 Press Working	:	IDD Tel and Fax machine nos
Area in Lotte Hotel		to be advised

(For visit to South) (Omit 0 for calls from London using
dial code first)

Pohang Naval Airbase	:	(0)562 72 1333
Suyeong Airbase	:	(0)51 73 5090
Kimhai Airport (Pusan)	:	(0)51 98 2498
POSCO (Office of Chief	:	(0)562 72 4610
Secretary, Mr S J Choi)		
Postech (Admin Officer)	:	(0)562 70 2395
UN Cemetery	:	(0)51 624 0823

Distribution

Private Secretaries (2)
Mr P S Joce
Duty Clerks (4)
Press Office (2)

Cabinet Office

PS to Sir Robert Armstrong
Mr C K Davies
Mr J W Stevens, Establishments
Mr D Wood, Finance Division, MPO

Foreign and Commonwealth Office

PS to Secretary of State (2)
PS to Mr Renton
Sir W Harding

Far Eastern Department: Mr T Masefield
Mr I Orr
Mr D J Currie
Mr D Osborne
C.O.D.: Lt Col T Crump
Mr D W Carroll
Mr V J Carroll
Mr B Ludford
Miss J Rowan
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Mr P Nye
P.U.S.D.: c/o Room E211, Mr A R Mooncie
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Security Department: Mr D B Goodsie (for circulation)

Ministry of Defence

Wing Cdr M Batham, Room 5166, Main Building
PM (2) (RAF), Metropole Buildings
MOV OPS (RAF), Desk Officer, Main Building (2)

Royal Military Police

APM London District
OC London District Provost Co

Scotland Yard

Det Chief Supt A Greenslade, Special Branch

British Embassy, Seoul (4)

Each Member of the Party (separate notice for press element)

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ADMINISTRATIVE ARRANGEMENTS FOR THE UNITED KINGDOM
DELEGATION TO THE ECONOMIC SUMMIT TOKYO:
4-6 MAY 1986

1. COMPOSITION OF THE DELEGATION

The Prime Minister, accompanied by the Foreign and Commonwealth Secretary, the Chancellor of the Exchequer and those listed at Appendix I, will attend the Economic Summit Meeting in Tokyo from 4-6 May 1986. The official Delegation, in protocol order, is shown at Appendix I(a). The meeting will start with the Opening Ceremonies on the afternoon of 4 May and conclude with the Imperial Banquet on 6 May.

2. PROGRAMME

An outline programme, as at present known, is shown at Appendix II.

3. TRAVEL (see Appendix III)

UK	=	GMT + 1
Anchorage	=	GMT - 8
Tokyo	=	GMT + 9
(Seoul	=	GMT + 9)

a) Outward

The Prime Minister and the No 10 party will travel in an RAF VC10, Task No. 1125 departing Pusan Korea, where the Prime Minister will have been paying an official visit, on Sunday 4 May at 1230 arriving Tokyo (Haneda Airport) at 1415. Flying time: 1 hour 45 minutes. A cold lunch will be served.

The Secretary of State and other officials will travel by British Airways, flight BA5, leaving LHR on Friday 2 May at 1310 arriving Tokyo (Narita Airport) at 1430 on Saturday 3 May.

The Chancellor of the Exchequer and the Treasury team will leave LHR on Saturday 3 May by AF809 at 0930, changing in Paris to AF270 and arriving in Tokyo (Narita Airport) at 0940 on Sunday 4 May.

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b) Return

The Prime Minister, Foreign and Commonwealth Secretary, Chancellor of the Exchequer and those listed at Appendix III, will depart Tokyo (Haneda Airport) at 2215 on Tuesday 6 May.

c) Full travel details for all the Delegation are given at Appendix III.

d) Transport arrangements to LHR for the Secretary of State's party will be issued later.

4. TRAVEL DOCUMENTS AND HEALTH REQUIREMENTS

a) All members of the party should carry a valid passport. Visas are not required for Japan.

b) 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: 213 4111).

5. PERSONAL BAGGAGE AND BAGGAGE LABELS

a) Those travelling on the RAF VC10 may take with them up to 66lbs (30 kilos) of personal baggage.

b) Those travelling in First and Club Class on commercial aircraft may take 66lbs (30 kilos) of personal baggage.

c) Baggage labels, colour coded as follows, are enclosed for those travelling on the RAF VC10 (they may have to be changed on route with labels issued for Seoul).

i)	37th Floor, New Otani Tower Hotel	BLUE
ii)	27th Floor, New Otani Tower Hotel	RED
iii)	New Otani Main Hotel	BROWN
iv)	Kayu Kaikan Hotel	LILAC
v)	Official Items	WHITE

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In addition, items to be cabin-loaded must bear a YELLOW label.

Press have been issued with GREEN labels separately.

For those travelling by commercial aircraft RED labels are enclosed for ease of baggage identification on arrival.

Unused labels must be kept under safe cover. Old labels should not be left in hotels.

6. INSURANCE

A note on baggage and insurance regulations for those travelling on the RAF VC10 and commercially is attached at Appendix IV.

7. CLIMATE AND DRESS

a) The climate in Tokyo will be variable. Maximum temperature is about 21°C (71°F) and the minimum 13°C (55°F).

b) The dress for all occasions at the Summit is informal apart from the Imperial Banquet on the evening of Tuesday 6 May which is long dress for ladies, and black tie for men. Those invited to the Banquet are the Heads of Delegations, Ministers, Personal Representatives and Ambassadors for each Delegation.

8. LIVING ACCOMMODATION (Appendix I)

The main Delegation will stay in the New Otani Hotel which is about a 3 minute drive from the Akasaka Palace.

9. WORKING ACCOMMODATION

a) The No 10 Private Office will be on the 37th Floor of the New Otani Tower Hotel. (Appendix V)

b) An FCO Private Office and General Office will also be on the 37th Floor of the New Otani Tower Hotel.

c) The Japanese have also set aside 3 rooms on the 31st Floor of the New Otani Tower Hotel for use as offices by the UK Delegation.

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d) There is an office (consisting of 2 rooms) for the UK Delegation in Delegation House in the grounds of the Akasaka Palace (plan attached, Appendix V(i)).

e) There is a room for the Prime Minister and other Ministers on the first (ground) floor of the Akasaka Palace (plan attached, Appendix V(ii)). Members of the Delegation who have access to the first (ground) floor of the Akasaka Palace may wait in this office.

f) Mr Towers will have a suite in the New Otani Main Hotel.

10. COMMUNICATIONS

a) Telegrams

i) The Communications Section of the Embassy will operate on a 24 hour basis during the visit.

ii) Telegrams should be prefixed "Following for .. from ...". Telegrams addressed "Following for Private Secretary, Prime Minister/Secretary of State/Chancellor" will be distributed to their offices only. Telegrams addressed to other individuals should not be given any distribution without the prior consent of the addressee. Telegrams addressed "Following for United Kingdom Delegation" will be distributed to all senior members of the party.

b) Telephones

i) The Embassy switchboard will be manned on a 24 hour basis during the visit.

ii) Private speech wires (hot line) will be installed between

a) No 10 Downing Street switchboard and UK offices in Delegation House and the Prime Minister's Office in the Akasaka Palace, and

b) No 10 Downing Street switchboard and UK offices in the New Otani Tower Hotel.

iii) Direct dial telephones have been installed in various offices and rooms.

iv) A list of useful telephone numbers is shown at Appendix VI. Further numbers will be circulated when available.

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c) Radio Network

Hand held radios operating on two different networks will be carried by members of the support staff and the detectives.

11. SECURITY

a) A security brief is enclosed for members of the Delegation only. It should not be taken abroad.

b) London Office security passes should not be taken overseas.

c) The No 10 Office and the FCO Private Office/General Office in the New Otani Tower Hotel will be under 24 hour guard by the Royal Military Police.

d) Papers will be removed at night from the offices in Delegation House to the offices in the hotel.

e) The appropriate Security Department instructions should be followed in connection with typewriters.

f) Separate suites of safehand boxes will be provided for the No 10, FCO and Chancellor's offices. The Royal Military Police will carry out a regular safehand service between the Embassy Communications Centre, the UK office in Delegation House and the offices in the New Otani Tower Hotel as appropriate.

g) Mr Sawyer and Miss Williams have been designated as Special Couriers for classified materials to be taken on the RAF VC10 and commercial aircraft. All boxes and briefcases containing classified material must be entered on the Couriers' waybills. Those concerned are asked to contact COD (Tel: 233 3706).

12. BADGES AND PASSES

a) Badges

Access

Gold	Prime Minister	All venues
Silver	Secretary of State Chancellor of the Exchequer Sir Robert Armstrong	All venues

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Red	1 Liaison Officer (Mr Powell) 1 Security Officer (Supt Waller) (transferable)	1st/2nd Floors Akasaka Palace & Delegation House
Sky Blue	1 Assistant (Mr Thomas) 1 Liaison Officer (Mr Galsworthy) Secretary of State	1st/2nd Floors Akasaka Palace (during separate sessions only)
	1 Assistant (Sir G Littler) 1 Liaison Officer (Mr Lewis) Chancellor of the Exchequer	
Yellow	10 official members of Delegation	Delegation House
Green	5 of above officials at any one time may exchange yellow badge for green badge	1st Floor Akasaka Palace
Yellow	Support Staff	Delegation House

b) Passes

White with red stripe	Whole Delegation	New Otani Tower Hotel (access to Akasaka Palace compound only with extra badge as above)
White with green stripe	Detectives	New Otani Tower Hotel (access to Akasaka Palace compound outside areas only)

Special passes will be issued to Embassy drivers.

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15. NEWSPAPERS AND COI BULLETIN

a) Sets of UK daily newspapers will be sent out by air for the Prime Minister, Foreign and Commonwealth Secretary, Chancellor of the Exchequer, Mr Ingham, Mr Meyer, Mr Culpin and senior members of the party.

b) The COI press summary will be telexed to Tokyo each day and distributed to those in (a) above and senior members of the Delegation.

16. PRESS ARRANGEMENTS

a) The Assistant Press Secretary, Mr Towers, will occupy a suite in the New Otani Main Hotel.

b) The Press Centre will be in the Fuyo Room of the New Otani Main Hotel.

c) The National Press Centres will also be in the New Otani Main Hotel. The UK Press Centre will be in the Fuji Room and will be equipped with all the normal equipment viz working desks, typewriters, photocopiers, a notice board, CCTV, a public address system and computer displays of operational media information. The UK Press Centre will be divided to provide a smaller screened-off area for the Press Office working area and a much larger area, part of which would be for journalists' working area, and the rest for briefings and press conferences. The Prime Minister will be able to do radio interviews in the Press Office and possibly also TV interviews.

d) Miss Frier will work from the UK Press Centre or Mr Tower's suite as appropriate.

17. DUTY FREE

The duty free has been ordered in advance. For those returning to the UK by RAF VC10 the articles will be placed directly on the aircraft.

18. FINANCE

a) Costs will be borne by Parent Departments and common service costs (eg transport, telephone installation, hire of office machinery, furniture etc) by the Management and Personnel Office. The FCO Vote is A1(1)(U)(1).

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b) Subsistence rates for Tokyo are:

Class A : 37470
Class B : 26180

Current Rate of Exchange : £1 = 256 yen
(as at 23 April)

c) Members of the party who are guests of government, ie those on the official Delegation list, except for Mr Lewis (see Appendix I(a)) will be entitled to one-tenth of Class A subsistence rate: costs of rooms/suites will be paid by the Japanese Government and some meals will be provided free of charge. An ad hoc payment will be made for meals not paid for by the host government.

d) Those who are not guests of government staying at the New Otani Hotel will be on Class A Conference Terms, ie the cost of room service and tax will be paid direct by the Embassy and individual concerned will receive one-half of the Class A rate to cover meals, including breakfast, and all other expenses.

e) Those staying at the Kayu Kaikan Hotel will receive the appropriate rate of subsistence.

f) The detectives will provide their own subsistence, but their hotel bill for room service and taxes should be paid by the Embassy, and charged to Metropolitan Police.

19. ADMINISTRATION

The party will be administered by Miss Sheila Waghorn and Miss Patricia Noble (who will arrive with the Prime Minister's party from Seoul) in conjunction with the British Embassy, Tokyo. Enquiries at the London end should be addressed to Miss Waghorn up to Friday 25 April and thereafter to Miss Bette Davis (Tel: 210 6374).

Sheila Waghorn

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

24 April 1986

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APPENDIX I

UK DELEGATION TO THE ECONOMIC SUMMIT, TOKYO
(not in protocol order)

Serial No	Name	Designation	Accommodation
1.	The Rt Hon Margaret Thatcher FRS MP	Prime Minister	New Otani Tower Hotel
<u>No 10 Downing Street</u>			
2.	Mr N L Wicks	Principal Private Secretary	New Otani Tower Hotel
3.	Mr C D Powell	Private Secretary	New Otani Tower Hotel
4.	Mr B Ingham	Chief Press Secretary	New Otani Tower Hotel
5.	Mr N Towers	Assistant Press Secretary	New Otani Main Hotel
6.	Mrs C Ryder	Personal Assistant to Prime Minister	New Otani Tower Hotel
7.	Mr M Sawyer	Duty Clerk	New Otani Tower Hotel
8.	Miss J Bowers	Duty Clerk	New Otani Tower Hotel
9.	Mrs L Outred Rhodes	Secretarial Assistant	New Otani Tower Hotel
10.	Mrs V Cummings	Secretarial Assistant	New Otani Tower Hotel
11.	Miss M Jelley	Secretarial Assistant	New Otani Tower Hotel
12.	Miss B Frier	Secretarial Assistant	New Otani Main Hotel
13.	Superintendent M Waller	Detective	New Otani Tower Hotel
14.	Chief Inspector T Butler	Detective	New Otani Tower Hotel
15.	Inspector J Holmes	Detective	New Otani Tower Hotel

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APPENDIX I (cont'd)

16.	Inspector B Strevens	Detective	New Otani Tower Hotel
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Cabinet Office

17.	Sir Robert Armstrong GCB CVO	Secretary of the Cabinet	New Otani Tower Hotel
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Foreign and Commonwealth Office

18.	The Rt Hon Sir Geoffrey Howe QC MP	Secretary of State for Foreign and Commonwealth Affairs	New Otani Tower Hotel
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19.	Mr A C Galsworthy CMG	Principal Private Secretary	New Otani Tower Hotel
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20.	Miss C P Williams	Personal Assistant	New Otani Tower Hotel
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21.	Superintendent A Eames	Detective	New Otani Tower Hotel
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22.	Inspector J Taylor	Detective	New Otani Tower Hotel
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23.	Mr D M D Thomas CMG	Political Director Deputy Under-Secretary of State	New Otani Tower Hotel
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24.	Mr R Q Braithwaite CMG	Deputy Under-Secretary of State	New Otani Tower Hotel
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25.	Mr C J R Meyer	Heads of News Department	New Otani Tower Hotel
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HM Treasury

26.	The Rt Hon Nigel Lawson MP	Chancellor of the Exchequer	New Otani Tower Hotel
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27.	Mr M R Lewis	Financial Attache	New Otani Tower Hotel
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28.	Sir Geoffrey Littler KCB	Second Permanent Secretary	New Otani Tower Hotel
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29.	Mr R Culpin	Press Officer to the Chancellor	New Otani Tower Hotel
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APPENDIX I (cont'd)

Central Office of Information

30.	Mr J Fairbairn	Economic Correspondent	New Otani Main Hotel
31.	Mr R Gair	Radio Division	New Otani Main Hotel

Support Staff

32.	Miss S M Waghorn	Conference Officer	New Otani Tower Hotel
33.	Miss P A Noble MBE	Conference Officer	New Otani Tower Hotel
34.	Miss J A Round	Personal Assistant	New Otani Tower Hotel
35.	Mr D R Whiteside	Communications Officer	Kayu Kaikan Hotel
36.	Mr G Jenner	Communications Officer	Kayu Kaikan Hotel
37.	Mr F Damm	Communications Officer	Kayu Kaikan Hotel
38.	Staff Sgt G J Williams	Royal Military Police	New Otani Tower Hotel
39.	Sgt B E Woodman	Royal Military Police	New Otani Tower Hotel
40.	Sgt G W Burtonwood	Royal Military Police	New Otani Tower Hotel
41.	Cpl P L J Jones	Royal Military Police	New Otani Tower Hotel
42.	Cpl S C Williams	Royal Military Police	New Otani Tower Hotel
43.	L/Cpl P Pilkington	Royal Military Police	New Otani Tower Hotel
44.	W L/Cpl S H Fabb	Royal Military Police	New Otani Tower Hotel
45.	W L/Cpl L M Thomas	Royal Military Police	New Otani Tower Hotel

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ECONOMIC SUMMIT, TOKYO

Official Delegation (in protocol order)

<u>Name</u>	<u>Designation</u>
1. The Rt Hon Margaret Thatcher FRS MP	Prime Minister
2. The Rt Hon Sir Geoffrey Howe QC MP	Secretary of State for Foreign and Commonwealth Affairs
3. The Rt Hon Nigel Lawson MP	Chancellor of the Exchequer
4. Sir Robert Armstrong GCB CVO	Secretary of the Cabinet
5. Sir Geoffrey Littler KCB	Second Permanent Secretary
6. Mr D M D Thomas CMG	Political Director Deputy Under-Secretary of State
7. Mr R Q Braithwaite CMG	Deputy Under-Secretary of State
8. Mr N L Wicks	Principal Private Secretary
9. Mr C D Powell	Private Secretary
10. Mr B Ingham	Chief Press Secretary
11. Mr A C Galsworthy CMG	Principal Private Secretary
12. Mr M R Lewis	Financial Attache
13. Mr C J R Meyer	Head of News Department
14. Mr R Culpin	Press Officer to the Chancellor
15. Mr N Towers	Assistant Press Secretary

ECONOMIC SUMMIT, TOKYO

Summary Programme (as at 23 April)

Saturday 3 May

1430 Secretary of State and party arrive
Narita Airport, Tokyo (BA5)

Secretary of State and party; Dinner with
HM Ambassador and Lady Giffard

Sunday 4 May

0900-0945 Secretary of State's meeting with Mr Abe,
Foreign Ministry

0940 Chancellor of the Exchequer and party
arrive Narita Airport, Tokyo (AF270)

?1100-1200 Secretary of State's meeting with Mr Shultz

? Secretary of State's meeting with Mr Clark

1415 Prime Minister and party arrive
Haneda Airport, Tokyo by RAF VC10

1400-1700 Welcoming Ceremony in the Front Yard of
Akasaka Palace

1715-1800 Prime Minister's meeting with
President Reagan, Suite 205 (US Office)
Akasaka Palace

1830-1930 Reception in Garden Lounge, New Otani Hotel

2000-2200 Separate Working Dinners

Heads of Delegation:
Prime Minister's Official Residence

Foreign Ministers:
Iikura House

Finance Ministers:
Akasaka Palace Hotel

Monday 5 May

- 0730 Hair appointment
- 0930-(1300)* Separate Sessions
- Heads of Delegation meet in the
Kacho-no-ma, Akasaka Palace
- Foreign Ministers meet in the
Asahi-no-ma, Akasaka Palace
- Finance Ministers meet in the
Sairan-no-ma, Akasaka Palace
- * subject to modification
- 1300 Group photograph in the Main Yard of
Akasaka Palace
- 1330-1430 Working Lunches (or separate Working Lunches)
- Heads of Delegation and Foreign Ministers:
Japanese-Style Annex, Akasaka Palace
- Finance Ministers:
Dining Room, Akasaka Palace
- 1500-1800 Plenary Session
- Heads of Delegation, Foreign Ministers and
Finance Ministers meet in the
Hagoromo-no-ma, Akasaka Palace
- 2000-2200 Separate Working Dinners (or Working Dinners)
- Heads of Delegation:
Sazanka-so, New Otani Hotel
- Foreign Ministers:
Fontainebleau, Imperial Hotel
- Finance Ministers:
Kiccho

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APPENDIX II (cont'd)

Tuesday 6 May

0730 Hair appointment

0930-1230 Plenary Session

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

If separate sessions are held*

0930-1030 Heads of Delegation meet in the
Kacho-no-ma, Akasaka Palace

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

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

1045-1230 Plenary Session

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

1300-1430 Plenary Lunch in the Momo-no-ma,
New Otani Hotel

1600-1630 Reading of the Joint Statement in the
Tsuru-no-ma, New Otani Hotel

1745-1815 Prime Minister's meeting with Mr Nakasone,
New Otani Hotel

1900-2130 Court Banquet at Imperial Palace

2215 Prime Minister, Secretary of State,
Chancellor of the Exchequer and party depart
Haneda Airport by RAF VC10

* Decision upon whether to hold separate sessions on the morning of 6 May will be taken by 1800 on the previous day.

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TRAVEL ON SPECIAL FLIGHTS
BAGGAGE AND INSURANCE REGULATIONS

1. BAGGAGE

- (a) Those travelling by RAF aircraft are reminded that baggage should be left unlocked for the customary check. Butane gas lighter refills and matches, other than safety ones, may not be taken on the aircraft; certain aerosol sprays are now accepted on flights, provided they are not used on the aircraft. Any electrical items must be disconnected from their batteries.
- (b) Those travelling in the VC10 may take up to 66 lbs of personal baggage.

2. INSURANCE

- (a) No refund of insurance premium is payable from public funds for officers on short-term visits overseas.
- (b) Those travelling by RAF aircraft are subject to the same statutory limits of compensation as apply to carriage by commercial airlines but international journeys to or from the UK with an agreed stopping place in the United States are governed by the provisions of the IATA/Montreal Agreement which include a compensation limit higher than the statutory one. Prospective travellers in RAF aircraft are advised to check whether their personal insurance policies provide cover for travelling by non-commercial flights and to consult their insurers if they are in any doubt about their position.
- (c) When the personal property (other than money or luxury articles) of an officer sent overseas on a short-term visit is lost or damaged during transit to or from the UK or while he is in receipt of subsistence allowance (but not local allowances and DSA) during his stay overseas and the loss or damage is not covered by an existing insurance policy, and the officer himself has not been negligent, compensation may be paid at the discretion of PSD. The amount of compensation would be based on the current cost of replacing the articles less an amount for depreciation or, if less, the full cost of repair.

FOREIGN AND COMMONWEALTH OFFICE

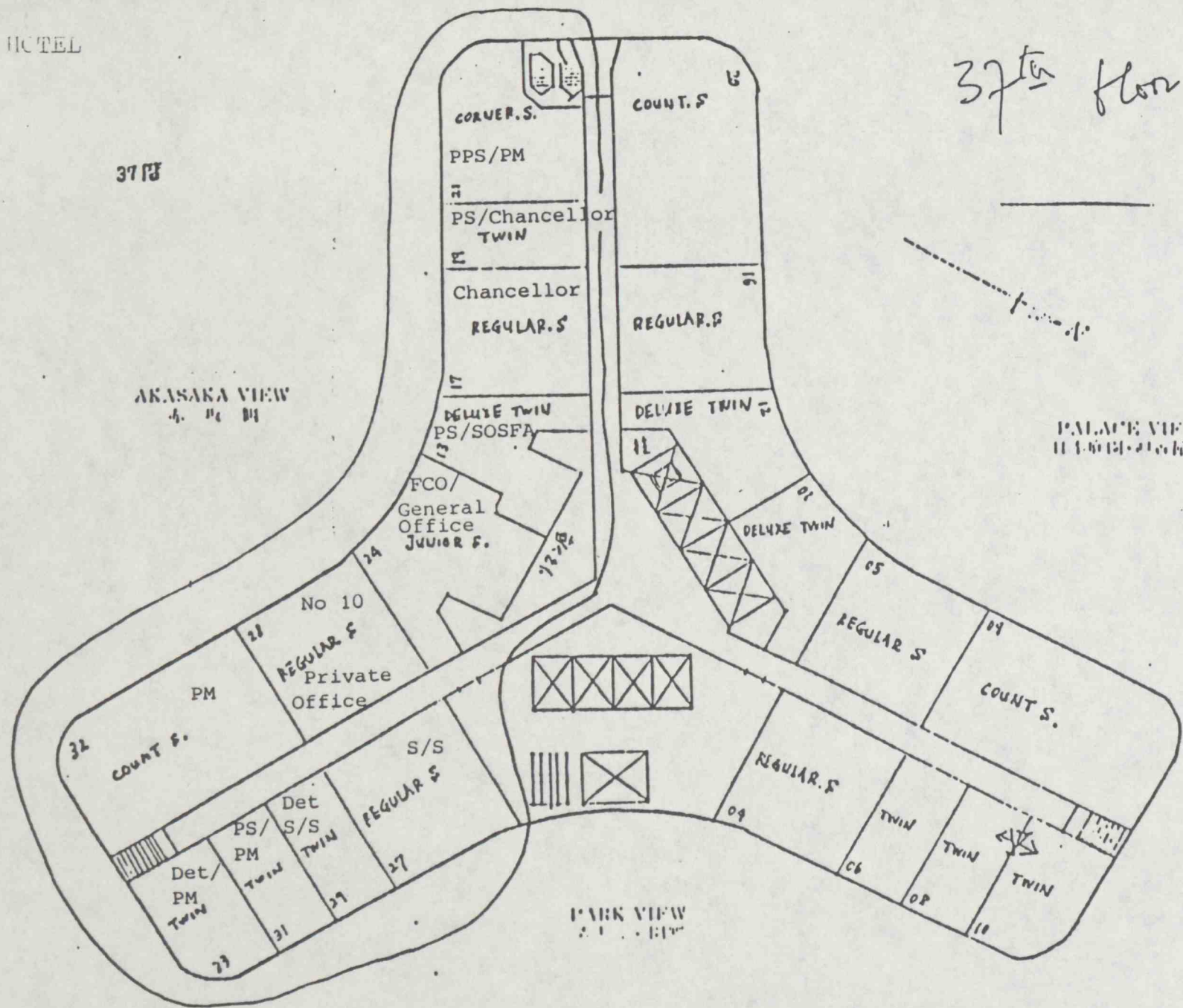
RESTRICTED

LIBABM

NEW OTANI TOWER HOTEL

37th floor

37th

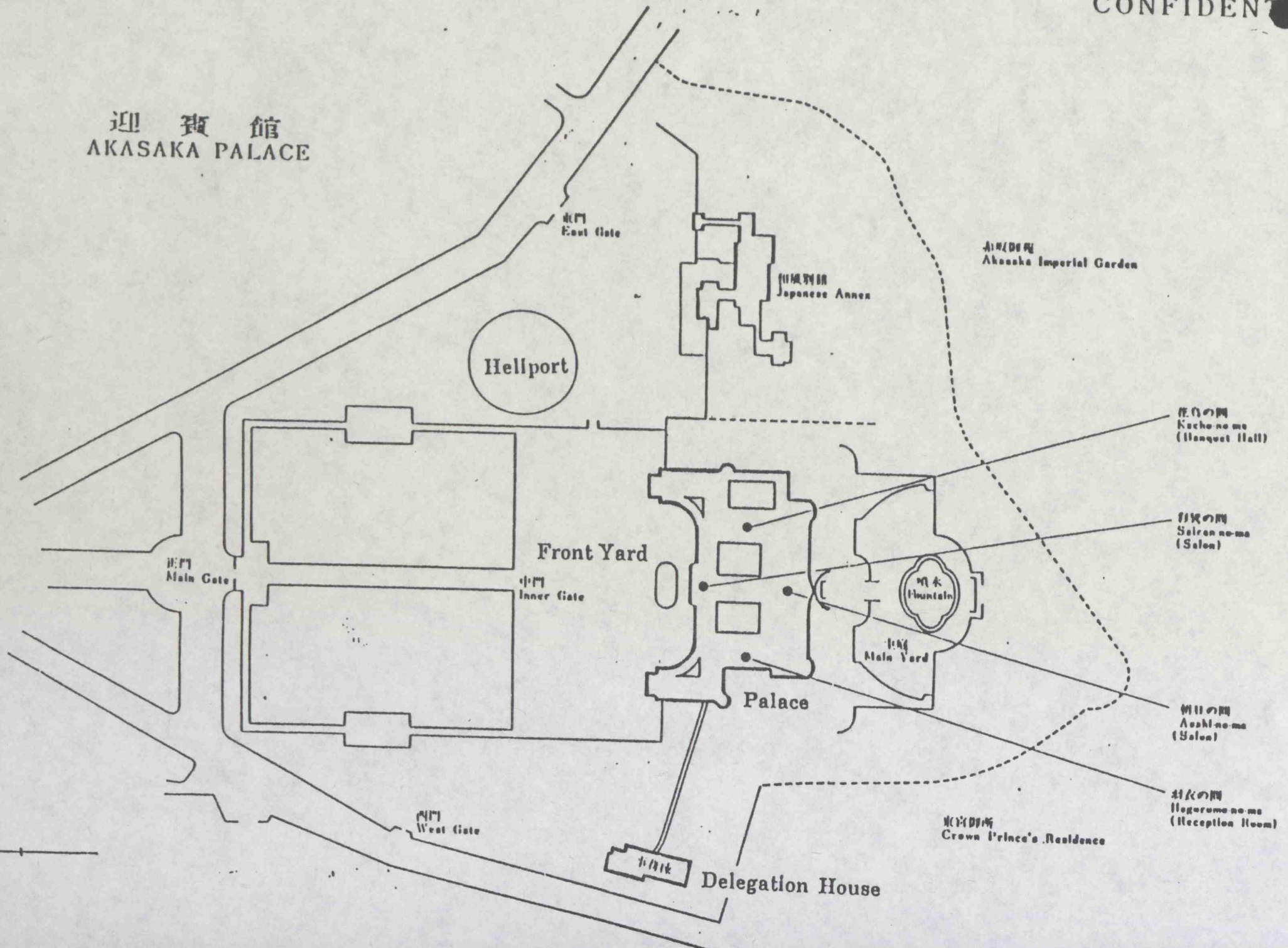


AKASAKA VIEW
4. 14. 04

PALACE VIEW
11. 16. 04. 05. 06. 07. 08. 09.

PARK VIEW
2. 1. 11. 12. 13. 14.

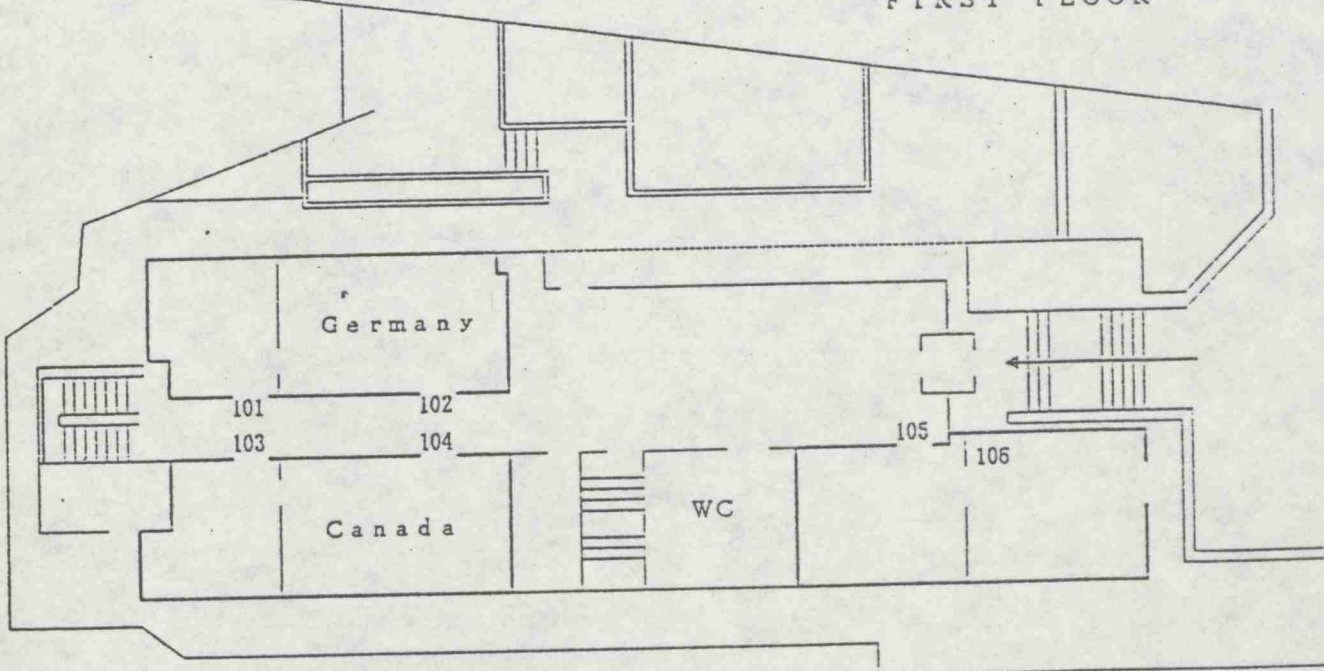
迎賓館
AKASAKA PALACE



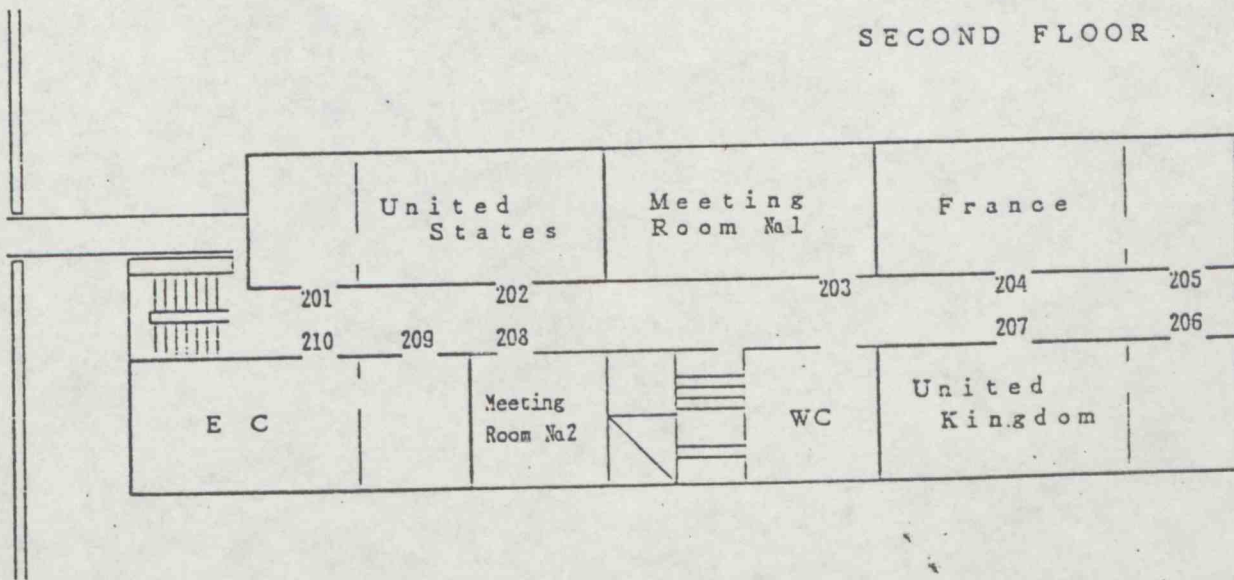
APPENDIX V(1)

AKASAKA PALACE
Delegation House

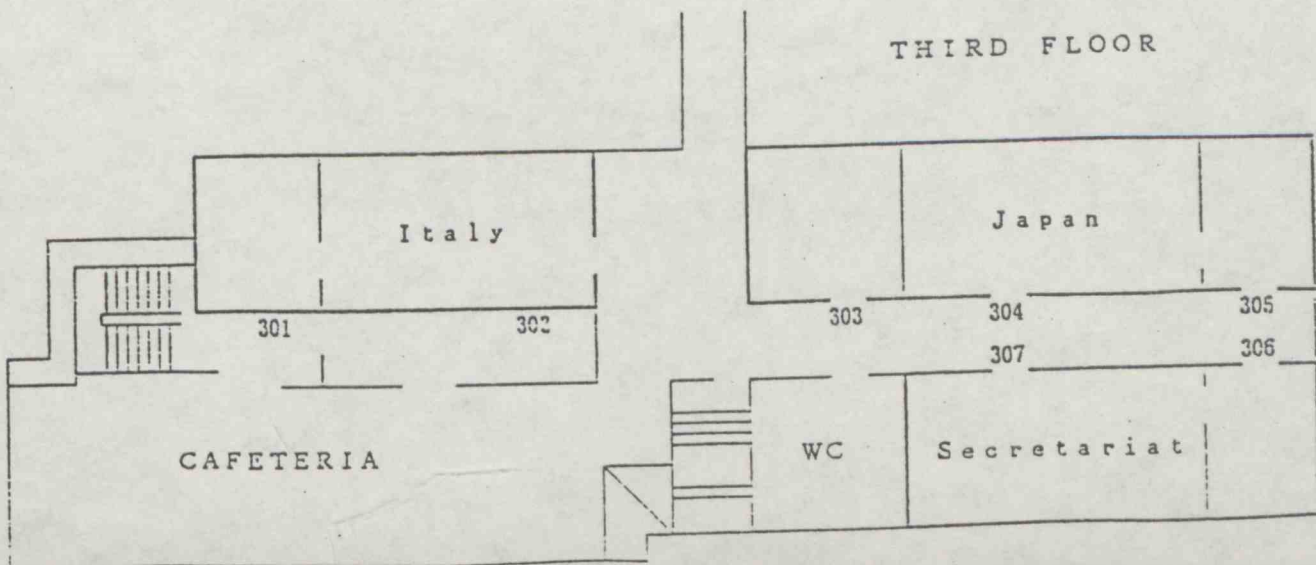
FIRST FLOOR



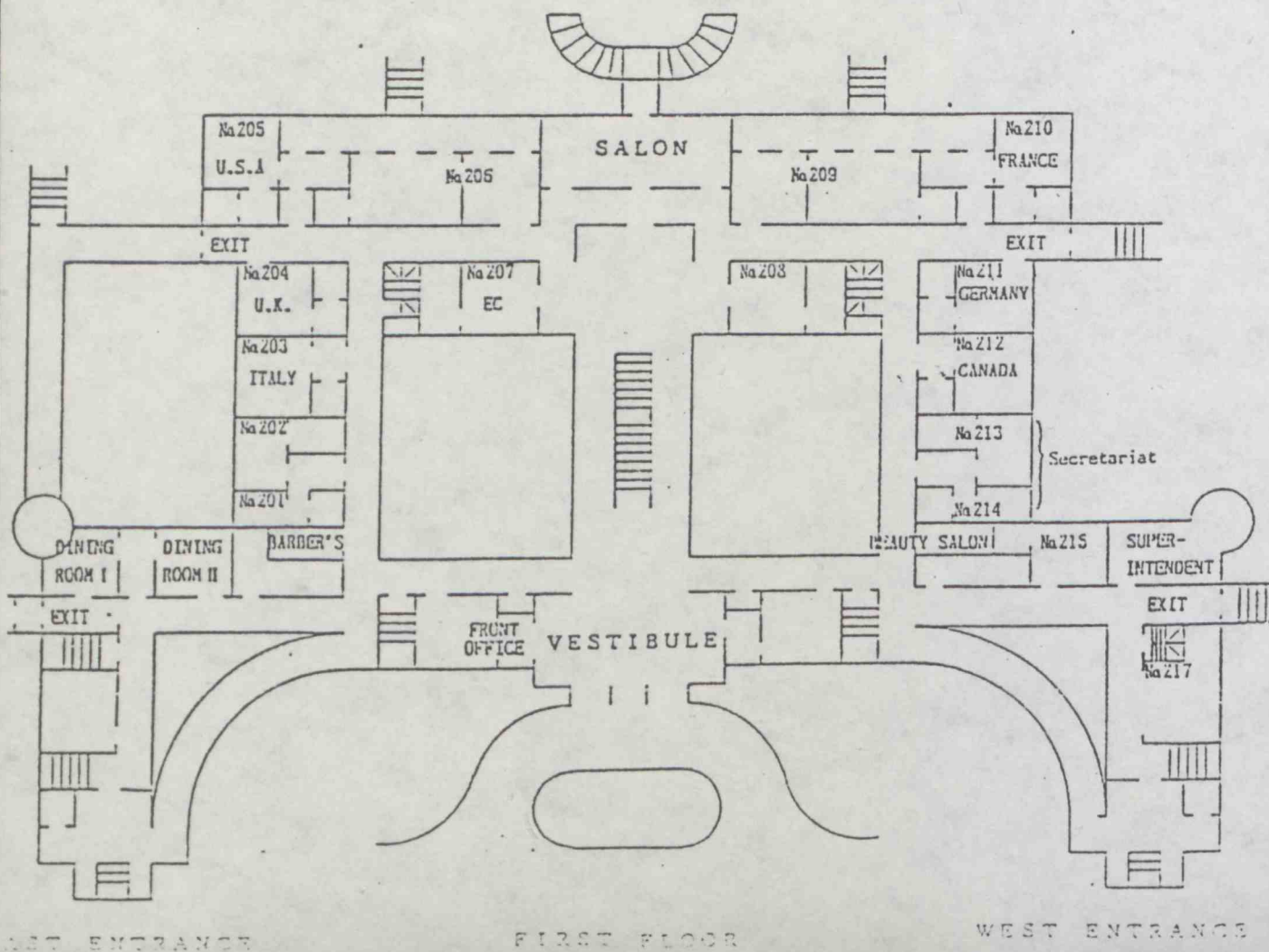
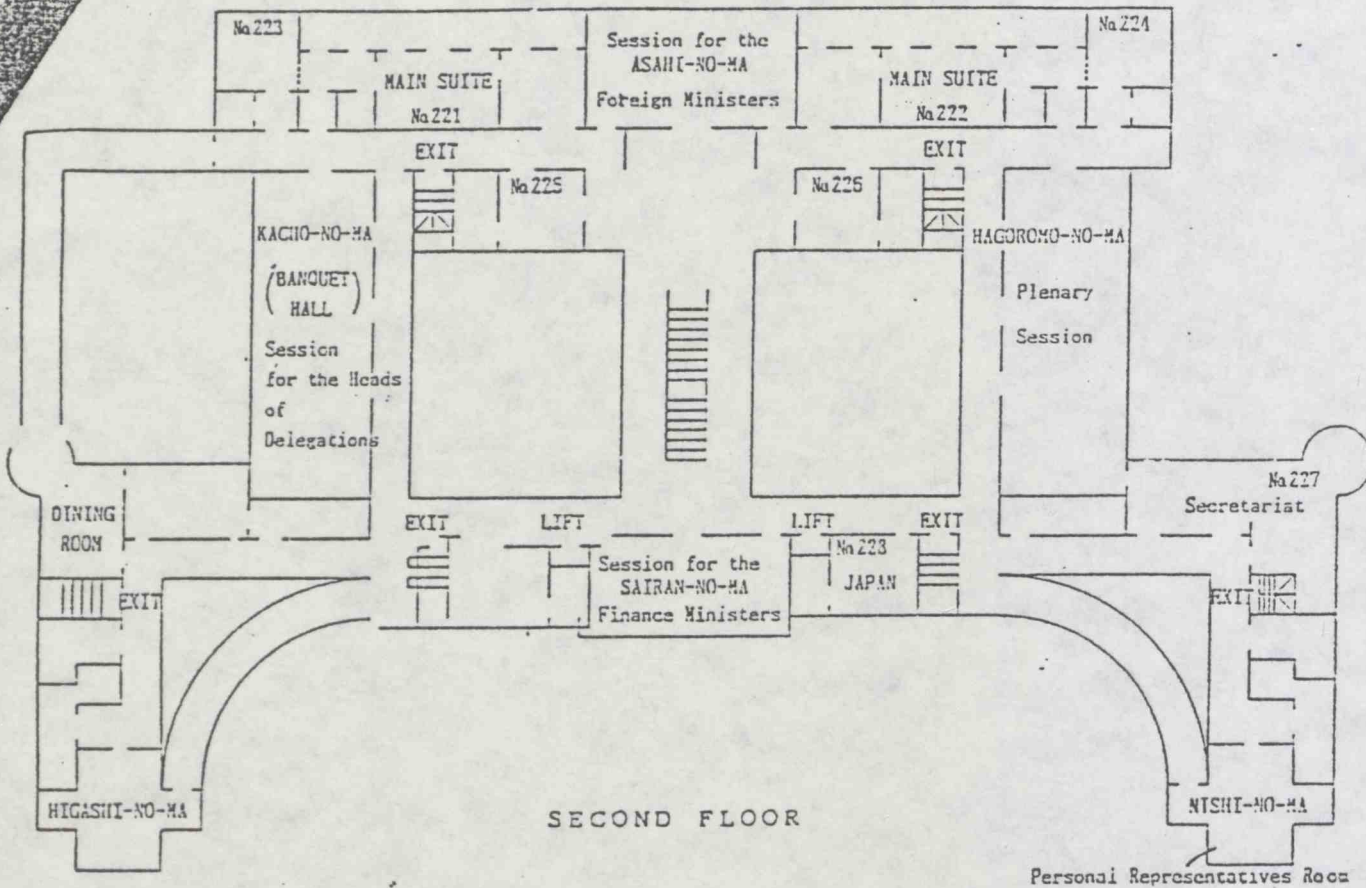
SECOND FLOOR



THIRD FLOOR



AKASAKA PALACE MAIN BUILDING



USEFUL TELEPHONE NUMBERS

Dial Code: UK - Japan (Tokyo)	010 81 3
British Embassy, Tokyo	265 5511
New Otani Hotel	265 1111
Kayu Kaikan Hotel	230 1111
Akasaka Palace	478 1111
Ministry of Foreign Affairs	580 3311

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Mr V J Carroll
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Lt Col E N T Crump)
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Press Office

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S9 Cl (Air)
MOV OPS (RAF), Room 5178, Main Building (2)

Royal Military Police

APM London District
OC London District Provost Co

Scotland Yard

Det Chief Supt A Greenslade
Special Branch

BRITISH EMBASSY, TOKYO

EACH MEMBER OF THE PARTY