

TXY 026/309/5

ADMINISTRATIVE ARRANGEMENTS FOR THE  
ANGLO-GERMAN SUMMIT BONN:  
16-17 SEPTEMBER 1986

1. DATE AND PLACE OF MEETING

The Prime Minister accompanied by the Foreign and Commonwealth Secretary, the Secretary of State for Defence, Minister of State for the Environment, and Minister of State for Industry and Information Technology, Department of Trade and Industry, together with those shown at Appendix I, will attend the Anglo-German Summit in Bonn on 16 September.

A party of press will travel on the Prime Minister's aircraft. Names not available at time of going to print. Separate administrative arrangements are being issued to them.

2. PROGRAMME

An outline programme is at Appendix II.

3. TRAVEL

(All times local: London = GMT + 1, Brussels = GMT + 2, Bonn = GMT + 2)

a) Outward on 16 September

i) The Prime Minister, Secretary of State for Defence, Minister for the Environment, Information Technology Minister and main party will travel on an RAF VC10, Task No. Ascot 1144, departing London Heathrow Southside at 1120 hours, arriving Cologne Bonn at 1330 hours local time. Flying time: 1 hour 10 minutes. Lunch will be served.

ii) The Foreign and Commonwealth Secretary will travel on an RAF HS125, Task No. Ascot 1539, departing from Brussels (Abelag) at 1240 hours, arriving Cologne Bonn at 1325 hours local time.

b) Onward on 17 September

The Prime Minister, Secretary of State for Defence and party will commence their visit to BFG travelling on the RAF VC10, departing from Bonn at 0840 hours, arriving at Fassberg German Air Force Base at 0935 hours. Flying time: 55 minutes. (See separate administrative arrangements).

c) Return on 16 and 17 September

**16 September:** The Minister for the Environment will depart from Bonn by commercial flight after the Plenary Session.

**17 September:** The Foreign and Commonwealth Secretary and party will travel on the RAF HS125, Task No. Ascot 1539, on standby to depart from Cologne Bonn for Northolt at 1000 hours. Other members of the Delegation will return by commercial flights.

d) Full travel details are given in Appendix III.

4. BAGGAGE AND INSURANCE REGULATIONS

a) Advice on baggage and insurance regulations is attached at Appendix IV.

b) Those travelling in the VC10 or commercially (Club Class) may take up to 66lbs (30 kgs) of personal baggage.

c) Those travelling in the HS125 (from Brussels) should restrict their baggage to one medium sized suitcase.

d) Baggage labels are enclosed as per following coding:

Residence of HM Ambassador, Bonn	BLUE
Residences of Senior Embassy Officials	LILAC
Steigenberger Hotel	RED
Starkenbug Hotel	ORANGE
Press	GREEN
Official Items	WHITE
Cabin Load	YELLOW

5. TRAVEL DOCUMENTS AND HEALTH REQUIREMENTS

- a) All passengers must be in possession of a valid passport.
- b) There are no special health requirements.

6. WORKING ACCOMMODATION

Offices will be provided in the Federal Chancellery.

Nos: 1-118      General Delegation Office (inc. FCO PA)  
Nos: 1-108      No 10 Office  
Nos: 2-111      Ministers/Senior Officials

7. OFFICE EQUIPMENT AND STATIONERY

Electric typewriters, photocopier and common-user stationery and office equipment will be provided by the Embassy.

8. COMMUNICATIONS

a) Telegrams

The Embassy Communications Section will maintain a constant watch from the time the Prime Minister and accompanying Ministers leave London until the party leave Cologne/Bonn for the UK.

b) Telephones

i) The Embassy switchboard will be manned throughout the visit. There will be direct dial telephones in the offices at the Federal Chancellery, as well as a link-up through the Embassy switchboard.

ii) A list of useful telephone numbers is given at Appendix V.

c) Telegram Distribution

Telegrams should generally be addressed "Following for UK Delegation" in which case they should be distributed to all senior members of the party. Telegrams should only be addressed "Following for Private Secretary/Prime Minister/Foreign Secretary/etc" if it is intended that the telegram should be given further distribution only on his authority. These latter telegrams should be distributed initially to

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the Prime Minister, Principal Private Secretary, Private Secretary, Duty Clerk or Minister and Private Secretary as appropriate.

9. SECURITY

- a) A security brief is enclosed which should not be taken overseas.
- b) London office security passes should not be taken overseas.
- c) There will be a safehand service as necessary between the Chancery and the Federal Chancellery. Two suites of safehand boxes have been sent to Bonn.

No 10 = BLACK  
FCO = GREEN

A set of keys has also been sent to Bonn and duplicates given to the Duty Clerk and Mrs Mansfield.

- d) Mr Sawyer (VC10) and Mr Budd (HS125) will be documented as Special Couriers. Boxes and briefcases containing classified material must be entered on the respective waybill; those concerned should contact Miss J Rowan, COD (tel no: 233 3706).
- e) Boxes, briefcases and suitcases can be left in Room 1, Downing Street West, up until 0800 on 16 September. The Security van will leave the FCO at 0830 hours, and No 10 Downing Street at 0845 hours on 16 September, to arrive at Southside by 1000 hours. The Duty Clerk will travel in the van.

10. TRANSPORT

- a) All transport in Bonn will be supplied by the host government/British Embassy, Bonn.
- b) Safehand transport will be provided by the Embassy.
- c) Transport in the UK:
  - i) Conference and Visits Section will arrange transport for members of the FCO party to LHR Southside (schedule will be issued later).
  - ii) No 10 and other Private Offices will be responsible for arranging transport to Southside for the Prime Minister, Ministers and other members of the party.

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iii) The VC10 is due to take off at 1120 hours. Members of the party should arrive at Southside not later than:

Press	1010
Junior Officials	1020
Senior Officials	1035
Secretary of State for Defence Minister of State for the Environment, Minister of State for Information Technology	1100
Prime Minister	1110

11. FINANCE

- a) Costs will be borne by parent Departments. Common service, Conference Officer and RMP costs will be charged to the Management and Personnel Office.
- b) FCO costs will be charged to DCS Vote A1(1)(U)(2).
- c) Bonn subsistence rates are:-

Class A	: DM 169.20
Class B	: DM 127

Elsewhere Class A:	DM 153.70
Elsewhere Class B:	DM 115.30

Rate of Exchange : £1 = DM 3.04  
(as at 26 August)

- d) Those members of the party staying at the Residence or with senior Embassy officials, will be given one-third of the appropriate subsistence rate.
- e) Members of the party staying at the Steigenberger Hotel will have the cost of their suite/room, standard breakfast, service and taxes paid direct by the Embassy. They will then receive one-half of Class A subsistence to cover all other expenses. Those staying at the Starkenburg Hotel will receive the full appropriate subsistence rate. The detectives will provide their own subsistence, when accommodated in a hotel the cost of room, service and taxes will be paid by the Embassy and debited to the Metropolitan Police.

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f) Members of the party not staying overnight will be given one-third of the appropriate subsistence rate to cover the time they spend in Bonn.

g) Members of the Prime Minister and Secretary of State for Defence's party participating in the visit to British Forces Germany will, in addition, receive one-sixth of the appropriate subsistence rate.

12. DUTY FREE

a) As already circulated, a limited selection of duty free liquor will be available for private purchase.

b) Liquor and cigarettes will be provided for official entertainment purposes.

13. ADMINISTRATION

The Delegation will be administered in Bonn by the undersigned in conjunction with Mr M L Connor at HM Embassy. Enquiries at the London end should be addressed to Miss S Waghorn (Tel No: 210 6373).

*Cecilia Gibson*

C Gibson (Miss)  
Conference Section  
Protocol Department  
210 6375

8 September 1986

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## APPENDIX I

ANGLO-GERMAN SUMMIT, BONN:  
16-17 SEPTEMBER 1986COMPOSITION OF THE PARTY  
(not in protocol order)

Serial No	Name	Designation	Accommodation
1.	The Rt Hon Margaret Thatcher FRS MP	Prime Minister	HMA's Residence
<u>No 10 Downing Street</u>			
2.	Mr C D Powell	Private Secretary	HMA's Residence
3.	Mr B Ingham	Chief Press Secretary	Steigenberger Hotel
4.	Mr M J Horne	Assistant Press Secretary	Steigenberger Hotel
5.	Mr M Sawyer	Duty Clerk	Steigenberger Hotel
6.	Mrs V Cummings	Personal Assistant	Steigenberger Hotel
7.	Chief Insp T Butler	Detective	HMA's Residence
8.	Insp J Holmes	Detective	Steigenberger Hotel
<u>Foreign and Commonwealth Office</u>			
9.	The Rt Hon Sir Geoffrey Howe QC MP	Secretary of State for Foreign and Commonwealth Affairs	HMA's Residence
10.	Mr C R Budd	Private Secretary	HMA's Residence
11.	Mrs G D Mansfield	Personal Assistant	Steigenberger Hotel
12.	Det Insp K Carthew	Detective	Steigenberger Hotel
13.	Det Sgt M L Corsie	Detective	Steigenberger Hotel
14.	Mr D M D Thomas CMG	Political Director Deputy Under- Secretary	Head of Chancery's Residence
15.	Mr R Q Braithwaite CMG	Deputy Under- Secretary	Head of Chancery's Residence

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APPENDIX I (Cont'd)

Serial No	Name	Designation	Accommodation
<u>Ministry of Defence</u>			
16.	The Rt Hon George Younger MP	Secretary of State for Defence	Minister's Residence
17.	Mr J Howe	Private Secretary	Minister's Residence
18.	Sir Clive Whitmore KCB CVO	Permanent Under- Secretary	Minister's Residence
19.	Sgt J Green	Detective	Minister's Residence
20.	Sgt R Pugh	Detective	Minister's Residence
<u>Department of Trade and Industry</u>			
21.	Mr Geoffrey Pattie MP	Minister of State for Industry and Information Technology	-
22.	Mr T P Abraham	Private Secretary	-
23.	Mr J Bowder	Assistant Secretary (Air Division)	Steigenberger Hotel
24.	Dr A Keddie	Assistant Secretary	-
<u>Department of the Environment</u>			
25.	The Hon William Waldegrave MP	Minister of State for the Environment	-
26.	Mrs H Ghosh	Private Secretary	-
27.	Dr M Holdgate	Deputy Secretary	-
<u>Cabinet Office</u>			
28.	Mr D F Williamson CB	Deputy Secretary	Economic Minister's Residence
29.	Mr J B Donnelly	Deputy to the Chief Scientific Adviser	Economic Minister's Residence

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Serial No	Name	Designation	Accommodation
<u>Interpreter</u>			
30.	Mr R Lederer		Steigenberger Hotel
<u>Central Office of Information</u>			
31.	Mr R Gair	COI Radio	Steigenberger Hotel
<u>Support Staff</u>			
32.	Miss C Gibson	Conference Officer	Steigenberger Hotel
33.	Sgt A Wells	Royal Military Police	Starkenburger Hotel
34.	Cpl A McAlister	Royal Military Police	Starkenburger Hotel
35.	L/Cpl M J Harrison	Royal Military Police	Starkenburger Hotel
<u>British Embassy, Bonn</u>			
36.	Sir Julian Bullard KCMG	HM Ambassador	-

ONE HR.

## OUTLINE PROGRAMME

AHEAD

Tuesday 16 September

- 1335 Secretary of State arrives Cologne Bonn Airport from Brussels
- 1340 Prime Minister and main party arrive at airport  
By helicopter to Federal Chancellery
- 1300 1400 Arrive Federal Chancellery
- 1410-1510 Bilateral between Prime Minister and Federal Chancellor (with note-takers only) in Chancellor Kohl's office  
  
Separate bilateral meetings for other Ministers  
  
Foreign Ministers: Room 2-120 (2nd floor)  
Defence Ministers: Room 2-130 (2nd floor)  
Mr Pattie (2 bilaterals): "The small Cabinet room"  
Mr Waldegrave: Dr Wallmann's office in the Palais Schaumburg
- 1415-1500 1515-1600 Foreign Ministers to join the meeting
- 1615-1700 Press Conference
- 1615 1715 Plenary
- 1745 1845 To Residence.
- 1820 2020 Minister of State/Environment departs Residence while PM goes to the dinner.  
1900 interview Die Welt.
- 1915 2015 PM Dinner at Palais Schaumburg.
- 2230 The Minister of Information Technology departs

Wednesday 17 September

- 0710 0810 Prime Minister and Secretary of State/Defence depart for BFG visit (see separate administrative arrangements).
- 0815 Foreign and Commonwealth Secretary participates in CDU/Conservative Party breakfast
- 1000 Foreign and Commonwealth Secretary departs in HS125 from Cologne/Bonn Airport

## TRAVEL ARRANGEMENTS

All Times Local  
 UK = GMT + 1  
 Germany = GMT + 2

OUTWARDThursday 11 September

Miss Gibson	BA744	ETD LHR	1725
		ETA Cologne Bonn	1940

Monday 15 September

Sgt Wells	BA742	ETD LHR	0850
		ETA Cologne Bonn	1105

Tuesday 16 September

Mr Lederer	By train	ETD Brussels	0748
		ETA Bonn	1105

Inspector Carthew	SN 755	ETD Brussels	1045
		ETA Dusseldorf	1125
		(then by car)	

Foreign and Commonwealth Secretary	RAF HS125	ETD Brussels Abelag	1250
Mr Budd	Task No.	ETA Cologne Bonn	1335
Mrs Mansfield	Ascot 1539		

Sgt Corsie	Flying time:	45 minutes	
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Mr Thomas	Cold luncheon will be served		
Mr Braithwaite			
Mr Williamson			

Prime Minister	RAF VC10	ETD LHR Southside	1130
Mr Powell	Task No.	ETA Cologne Bonn	1340
Mr Ingham	Ascot 1144		

Mr Horne	Flying time:	1 hour 10 minutes	
Mr Sawyer			

Mrs Cummings	Luncheon will be served		
Inspector Butler			
Inspector Holmes			

Secretary of State/Defence			
Mr Howe			
Sir Clive Whitmore			
Sgt Green			
Sgt Pugh			
Minister for the Environment			
Mrs Ghosh			
Dr Holdgate			

Tuesday 16 September (cont'd)

Minister for Information Technology  
 Mr Abraham  
 Mr Bowder  
 Dr Keddie  
 Sir Julian Bullard  
 Mr Donnelly  
 Mr Gair  
 Cpl McAlister  
 L/Cpl Harrison  
 plus press party

ONWARD

Wednesday 17 September

Prime Minister	RAF VC10	ETD Cologne/Bonn	0840
Secretary of State for Defence and party	Task No. 1144	ETA Fassberg	0935

(see now administrative arrangements for BFG visit)

RETURN

Tuesday 16 September

Minister for the Environment Mrs Gosh Dr Holdgate	BA 745	ETD Cologne/Bonn ETA LHR	2025 2035
Information Technology Minister Mr Abraham Dr Keddie Mr Donnelly	By car	ETD Bonn approx ETA Brussels approx	2230 0030

Wednesday 17 September

Mr Bowder	LH 051	ETD Cologne/Bonn ETA LHR	0825 0843
Foreign and Commonwealth Secretary Mr Budd Sgt Corsie Mr Thomas Mr Braithwaite Sir Clive Whitmore Mr Williamson	RAF HS 125 Task No: 1539	ETD Cologne/Bonn (standby) ETA LHR	1000 1020
Mr Lederer	By train	ETD Bonn ETA Brussels	1030 1358
Inspector Carthew Mrs Mansfield	BA 743	ETD Cologne/Bonn ETA LHR	1150 1200

## 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) For space reasons those travelling in the HS 125 are asked to limit their personal baggage to one suitcase.
- (c) Those travelling in the VC10 may take up to 66lbs (30kgs) 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

## USEFUL TELEPHONE NUMBERS

Direct Dial Code: London - Bonn	010 49 228
Bonn - London	00 441
<u>British Embassy, Bonn</u> Friedrick-Elbert-Allee 77 5300 Bonn 1	Tie line from No 10 or Tie line from Whitehall CBX = 2920 or direct dial: (0228) 23 40 61
<u>Ambassador's Residence</u> (Sir Julian Bullard KCMG)	Tie lines as above (or direct dial if tie lines busy): 36 47 21
Number to Office (Evening and early morning)	Tie line to Embassy ex. 113
<u>Residence of Minister</u> (Mr N C R Williams CMG) Fasanenstrasse 35	33 24 09
<u>Residence of Minister (Economic)</u> (Miss C E Pestell CMG) Im Etzental 17	35 59 43
<u>Residence of Head of Chancery</u> (Mr D K Haskell MVO) Im Etzental 21	36 29 24
<u>Steigenberger Hotel</u> Bonn-Centr 5300 Bonn 1	2 01 91
<u>Starkenburger Hotel</u> Romerplatz 5 5300 Bonn 1	36 10 51
<u>Federal Chancellery</u> Ministers/Senior Officials Room 2-111	via Embassy switchboard (or 56 20 57)

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APPENDIX V cont'd

General Delegation Office  
(Inc FCO Private Office)  
Room 1-119

via Embassy switchboard ex. 246  
(or 56 20 68/69)

No 10 Office  
Room 1-108

via Embassy switchboard ex. 120  
(or 56 20 10/56 20 11)

The following numbers to be used in emergencies only:

Foreign Ministers (Room 2-120)	56 20 27
Defence Ministers (Room 2-130)	56 20 80
Mr Pattie (small Cabinet Room)	56 20 66

DISTRIBUTION

No 10 Downing Street

Mr N L Wicks  
Mr C D Powell  
Mr C Fountain  
Duty Clerks

Cabinet Office

PS/Sir Robert Armstrong  
Mr C K Davies  
Establishments: Mr J W Stevens

Management and Personnel office

Mr L J Attfield  
Finance Division:  
Mr D Wood, Room 1a/2  
GOGGS

Foreign and Commonwealth Office

PS/Secretary of State (2)  
Private Office (4)  
PS/Mrs Chalker  
Mr D J E Ratford  
WED: Mr D J M Dain  
Mr C Munro  
Mr R Barnett  
COD: Mr B Ludford  
Lt Col E M T Crump, c/o COD Mails Branch, Registry W7A  
Mr L Walters  
Mr S Smart, K83  
Miss J Rowan  
Finance Dept: IDC  
News Dept: Press Facilities Unit  
Mr P Nye  
PUSD: c/o room E211  
Mr Mooncie, E207  
Protocol Dept (15)  
Resident Clerks (2)  
Security Dept: Mr H J Nicholls (for circulation)  
Mr M J Harris

Ministry of Defence

PS/Secretary of State  
Mr C E Sullivan, CM(GC)5b, Room 408, Sentinel House  
PM(2)(RAF), Metropole Buildings  
Wing Commander M Barham (Room 5178)  
S9Cl(Air)  
MOV OPS (RAF)  
Desk Officer

CSGACI

Department of Trade and Industry  
PS/Minister of State

Department of the Environment  
PS/Secretary of State

London Airport  
Mr G May, Public Relations Manager  
Mr R Baxendale, Special Facilities Officer  
(travel plans only)

New Scotland Yard  
Det Chief Supt T Greenslade  
Special Branch

BRITISH EMBASSY, BONN (6)

EACH MEMBER OF THE DELEGATION

OSP o/r

14/8.

BOWN/BFG.

Agree the following as the  
No 10. Party?

① PM

~~② NGA~~ NOT coming

③ OSP

④ BI

⑤ D.C. (Martin)

⑥ G.R. (Vanessa)

~~⑦~~ ⑧ 2 Detectives

Told

Caroline Gibson

FCO.

28.8.86

ARoss.

Martin.

cf

~~DP~~ fold  
Have  
Duty clerk.  
CR

CAROLINE

31.7.86

1. D.T. will accompany the P.M. throughout this weekend.
2. He will not go to Brit. Forces Bonn on 17 Sept. as the P.M. will be accompanied by Cha. Kohl.

Joy