

CONFIDENTIALACTION MEMO

State Dept. review completed.

April 16, 1982

MEMORANDUM FOR: D - THE DIRECTOR  
 THROUGH : C - THE COUNSELOR *WJ*  
 FROM : EU - Leonard J. Baldyga *B*  
 SUBJECT : President's Trip: PAO Meeting

SUMMARY

We should invite the four PAO's directly concerned with the President's trip for meetings in Washington as soon as possible after Michael Deaver returns to Washington, Sunday, April 18, from his trip to Europe. It at all possible, we suggest the Washington meetings be held next Thursday and Friday, April 22-23. This way we can have maximum impact on the thinking about the President's trip.

BACKGROUND

Contact with the four PAO's who have been dealing this week with Michael Deaver's advance team reveals that planning for the President's trip is still at a very early stage and very fluid, including even the basic overall concept of the trip. Therefore, an early meeting of our PAO's with those planning the trip at the White House, NSC and the Department, could have a significant impact on the overall thinking of the trip planners. Such a meeting also would serve to firm up contact between our PAO's and the key people involved in the trip.

If possible, the meeting should be held at the White House and be chaired by Mr. Deaver. The White House would invite the appropriate NSC and Department representatives. Participants from the Agency, in addition to yourself, should include Jock Shirley, John Hughes, Giff Malone, Bill Hamilton, who is EU coordinator for the trip, the four PAOs and myself. Other Agency officers who are concerned should also be invited to sit in on the meeting.

If Ottawa PAO Jack Shellenberger is to be named as the senior Agency officer to go on the President's trip and serve as liaison between the White House and the posts, he also should be invited to attend the meeting.

CONFIDENTIALClassified by: Leonard J. BaldygaDisposition Symbol: GDS

Review on: \_\_\_\_\_

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Our PAO's should return to Washington a day before the White House meeting to help develop our public affairs recommendations for the trip.

RECOMMENDATION

1. That you contact Michael Deaver first thing on Monday, April 19, to settle the date and time of the White House meeting if at all possible for Friday, April 23, or as soon thereafter as feasible.

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2. That we be authorized to invite the PAOs from Bonn, Paris, London and Rome (and Jack Shellenberger if appropriate) to return to Washington for these meetings just as soon as they are set up on Monday.

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