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		ACTION	INFO	DATE	INITIAL
1	DCI				
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5	DDI		X		
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13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	C/EUR/DO		X		
18	NIO/EUR		X		
19	D/EURA/DI		X		
20	D/OGI/DI		X		
21	D/OCR/DI		X		
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Date \_\_\_\_\_

Remarks

Executive Secretary  
22 Nov 85

Date

STAT



Excluded from automatic  
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85- 4500/1

8534606 thru 8534645

United States Department of State

Washington, D.C. 20520

'85 NOV 21 P5:53

November 21, 1985

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MEMORANDUM TO:

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INR/B	-	Mr. Hirsch	- 8534645

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SUBJECT:

The Secretary's Trip to Europe: The EC Ministerial, December 13, 1985

EUR COORDINATOR:

M. James Wilkinson, EUR, Room 6226, 632-1010



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EUR DEPUTY COORDINATOR: Lynne Lambert, EUR/RPE, Room 6519A,  
632-1708

S/S-S ACTION OFFICER: Edward Smith, Room 7241, 632-1522

This memorandum assigns responsibilities for the preparation of briefing materials for use by Secretary Shultz during his meetings with his European Community colleagues. He has accepted the invitation of EC Commission President Jacques Delors to meet with him and members of the Commission on Friday, December 13, in Brussels. Secretaries Block and Baldrige and USTR Yeutter have agreed to participate in these discussions, and Treasury will be represented at a senior level. State Department Bureaus and other agencies wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

PLEASE NOTE: S/S will have secure WANG telecommunications capability in Brussels. All papers should therefore be prepared on the WANG and submitted both as hard copy and on a clearly labeled diskette, through the EUR/RPE Deputy Coordinator.

The EC Ministerial is part of the Secretary's larger trip to London, Brussels for the North Atlantic Council, and the FRG and Eastern Europe for bilateral discussions. State Department offices may wish to refer to the separate tasker covering that portion of the trip for further information.

**I. INTERAGENCY PAPERS FOR PLENARY MEETING**

The following papers will brief the Secretary and other delegation members for the plenary session of the EC Ministerial. These papers should be limited to 2-3 pages in bullet and tick format for easy reference (sample attached). Please pay particular attention to, and observe, due dates for interagency-cleared papers. The first due date refers to the date these papers should be submitted to the agency contact for interagency clearance (agency contact list attached). The second refers to the date they are due back in the drafting office. The third refers to when final, fully cleared versions must be submitted to the State Department Deputy Coordinator (Lynne Lambert, EUR/RPE, 632-1708). Please note that in most cases this final date is COB December 2. Papers which should be cleared through the TPSC are marked with an asterisk.

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<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>	<u>DUE INTER AGENCY</u>	<u>DUE DRAFT. OFFICE</u>	<u>DUE STATE DEPT.</u>
<u>OPENING STATEMENT</u>	STATE	TREAS DOC USDA USTR	11/25	11/27	12/2
<u>ECON. DEVELOPMENTS</u>					
<u>US Economy</u>	TREAS	STATE DOC USDA	11/25	11/27	12/2
EC Economies	TREAS	STATE DOC USDA	11/25	11/27	12/2
LDC Debt Sit.	TREAS	STATE DOC USDA	11/25	11/27	12/2
<u>NEW ROUND/GATT</u>					
Review Progress/ Next Steps*	USTR	TPSC	11/29	12/2	12/4
Coop. Strategy for Services*	USTR	TPSC	11/29	12/2	12/4
<u>AGRICULTURE</u>					
Ag. Policy Reform	USDA	USTR STATE	11/25	11/27	12/2
Pending US Legis.	USDA	USTR STATE	11/25	11/27	12/2
Evolution of CAP	USDA	USTR STATE	11/25	11/27	12/2
What We Can Do To Solve Probs./ Progress in CTA*	USTR/ USDA	TPSC	11/25	11/27	12/2
<u>ENLARGEMENT*</u>					
Tone Setter*	USTR	TPSC	11/25	11/27	12/2
GATT Issues*	USTR	TPSC	11/25	11/27	12/2
<u>CURRENT/POTENTIAL PROBLEMS</u>					
Citrus/Pasta, etc.*	USTR	TPSC	11/25	11/27	12/2
Mkt. Access Probs.	DOC	USTR STATE	11/25	11/27	12/2
<u>COOPERATIVE PROJECTS</u>	STATE/ USTR	TREAS DOC USDA	11/25	11/27	12/2
<u>WRAP-UP</u>	STATE	USTR TREAS DOC USDA	11/25	11/27	12/2

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**PLEASE NOTE:** E, EB and EUR should clear on all the above papers within the State Department. In addition, CIP should clear on the Market Access Problems paper (under Current/Potential Problems.)

**II. STATE PAPERS**

The following papers are to be drafted in the Department of State.

A. Scope Paper: EUR should draft a scope paper, in the form of a briefing memo from the Assistant Secretary, discussing the overall goals and strategy for the EC Ministerial. It should lay out the shape and direction of the event and provide a concise checklist of the issues involved. It should not be a repetition of, or substitute for, the Plenary meeting papers above. It should follow the "four questions" format (Where does our relationship stand? What do our interlocutors want? What do we want? What can be achieved?). It should not exceed four pages and should be cleared with S/P, E and EB, as well as Treasury, USDOC, USDA and USTR. A sample is attached. The Scope Paper is due in S/S-S, fully cleared, no later than December 3.

B. Briefing Memoranda and Meeting Cards for the Secretary: EUR should prepare briefing memos for the Secretary's use during, 1) the U.S. delegation working luncheon on December 13, and 2) the Secretary's meeting with EC Commission President Delors on the same day. The format is the standard briefing memo format for the Secretary's meetings with foreign leaders (sample attached). In addition, EUR should provide one 5X8 card for each of these two meetings outlining, in tick format, the main topics the Secretary should raise, comment on the order of business, and/or note special sensitivities and courtesy points. The briefing memos should not exceed three pages. They and the cards should be cleared by EB and E at a minimum and delivered to S/S-S no later than December 3.

**III. Background Contingency Papers**

Contingency papers, limited to one page each, should be prepared according to the following drafting and clearing schedule. They should be in bullet and tick format and should be delivered to S/S-S no later than December 2. Due dates for interagency clearance are therefore the same as for the Plenary meeting papers in section I above (11/25, 11/27). State Department offices with drafting and clearing responsibilities are shown in parentheses in the appropriate column.

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<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>
1. Extraterritoriality	STATE (L draft) (clear:E, EB, EUR)	DOC
2. Tech Transfer	STATE (EB draft) (clear: E, EUR, L, S/NP)	DOC
3. Mixed Credits/ War Chest	TREASURY	USTR, STATE (E/EB/EUR)
4. Int'l Monetary Relations	TREASURY	STATE (E/EB/EUR)
5. GATT Evolution	USTR	TREAS, DOC, USDA, STATE (E/EB/EUR)
6. Trade With Third Countries		
Canada	USTR	DOC, USDA STATE (E/EB/EUR)
Japan	STATE (EAP draft) (clear: E/EB/EUR)	USTR, DOC, USDA
7. Central America	STATE (ARA draft) (clear: E/EUR)	
8. Gulf Coop. Council	STATE (NEA draft) (clear: E/EB/EUR)	USTR
9. CEMA Overture	STATE (EUR draft) (clear: E/EB)	

IV. SCENARIOS

EUR, in coordination with USEC, should prepare scenarios for every public event and meeting in which the Secretary will participate. They should be prepared on plain bond paper and are due in S/S-S no later than December 4.

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### V. REMARKS AND PUBLIC STATEMENTS

EB should prepare draft opening remarks for the post-Plenary press conference December 13. They should be cleared by E, EUR, S/P, PA and EB. NOTE: No draft toast will be needed, since the Secretary will not attend the EC Dinner the evening of December 13. EUR should prepare draft remarks for any other public statement the Secretary will be expected to make during the EC portion of the trip. All public statements and remarks are due in S/S-S no later than December 3.

### VI. PRESS POINTS

EUR should prepare three to five one-page press points papers covering the most important EC issues for scheduled press events and as contingency for unscheduled events. They should be cleared by S/P, PA and E and delivered to S/S-S no later than December 3.

### VII. BIOGRAPHIC MATERIAL

S/S-S will request appropriate biographic material from lists already provided by EUR.

PLEASE NOTE: S/S-S requires the original, three copies and the WANG diskette for all papers. Please ensure that the diskette is clearly labeled. Papers should not be logged in.



Nicholas Platt  
Executive Secretary

#### Attachment

List of Agency Contacts  
List of Due Dates  
Samples

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**LIMITED OFFICIAL USE**AGENCY CONTACTS

STATE:	EUR/RPE - Lynne Lambert	632-1708
USDA	FAS - Robert Riemenschneider	382-1322
TREASURY	IMI - Robert Harlow	566-2880
COMMERCE	IEP - Charles Ludolph	377-5276
USTR	Laura Kneale	395-3074

DUE DATES

<u>PAPER</u>	<u>INTERAGENCY CLEARANCE</u>	<u>DRAFTING OFFICE</u>	<u>S/S-S</u>
Plenary Meeting*	11/25	11/27	12/2
Scope Paper			12/3
Briefing Memoranda/Cards			12/3
Contingency Background	11/25	11/27	12/2
Scenarios			12/4
Remarks, Public Statements			12/3

\*Except papers on New Round/GATT, which are due later.

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United States Department of State

Washington, D. C. 20520



BRIEFING MEMORANDUM  
S/S

CLASSIFICATION

Date

TO : The Secretary

FROM : Bureau Symbol - Name

SUBJECT : Scope Paper: Your Bilateral Program in Capital City,  
July 20, 1985

I. WHERE DOES OUR RELATIONSHIP STAND?

- o Closer since Smithwho's January 1985 visit.
  - signing of U.S.-Atlantan steel MOU defused differences over commodities.
- o Recently amended civair agreement permits direct air service between U.S. and Atlantis for the first time.
- o Increased military to military cooperation.
  - More exercises and exchange of information.
  - Handled in low-key manner to avoid impinging upon Atlantis' non-aligned status.
- o Expanded cooperation against narcotics.
  - Mrs. Smithwho attended Mrs. Reagan's Drug Abuse Conference.
  - 40% increase in US training of Atlantans.
- o Phenomenal growth in number of Atlantan students in U.S. universities, now 20-25,000.

II. WHAT DO WE WANT?

- o Expanded relations with Atlantis.
  - Reassure Smithwho that we value personal contact.
- o GOA cooperation in East-West relations.
  - We are hopeful for progress on arms control.

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- o Coordinate global economic policies.
  - The Bonn Summit.
  - Commitment to free enterprise system, resist protectionism.
  - Atlantan support of 1986 MTN negotiations.
- o Atlantan views on regional security issues.
  - Situation in Ruritania, Atlantan proposal for "proximity talks," Neighboran Foreign Minister Ratmoch's initiative on U.S.-SRV normalization.
  - Change GOA view that China is a long term threat to region, a moderate, stable, economically developing China is in everybody's interest.
  - Support for our views on Middle East issues.
- o Strong support for Antarctica Treaty as an important disarmament and scientific agreement.
  - New Atlantan invitiative reflects misunderstanding of our and others' objectives.

III. WHAT DO THEY WANT?

- o U.S. recognition Atlantis plays important role in regional and international affairs.
  - Chairman of NEPAC standing committee, proximity talks proposal.
  - Northeast PACFA Zone of Peace Freedom and Neutrality.
  - Active in Non-Aligned Movement and Islamic Conference, Antarctica Initiative.
- o Register concern about China's long term intentions in the region.
  - Atlantis has large ethnic Chinese population, history of insurgency.

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- Periodic briefings on U.S.-China relations appreciated.
- o Encourage increased U.S. investment in Atlantis.
  - 41 U.S. electronics firms there and doing well.
  - good infrastructure, USAID helped build.
  - GOA has New Economic Policy (Guidelines call for affirmative action for indigenous firms, limits foreign ownership in some cases.)
- o Seek US support on international economic issues.
  - Access to U.S market crucial.
  - Atlantis and other PACFAS fear protectionist trend in industrialized countries.
- o Stress importance of international cooperation against narcotics trafficking and drug abuse.
  - Focus world attention on the problem.
  - Deputy Prime Minister Johnstone is Atlantan point man.
  - Increased bilateral cooperation desirable.

IV. WHAT CAN BE ACHIEVED FROM THIS VISIT?

- o Candid exchange of views on international and regional security issues as well as world economic situation.
- o Joint press conference good oppt. to reaffirm publicly U.S. commitment to expanded relations.
- o Convince GOA that participation in new MTN round can help ensure continued access to U.S. market.
- o Increased US/GOA cooperation in supression of drug production and trafficking.
- o Turn around Atlantan Antarctica initiative.

**b. Sample Briefing Outline and Mock-up**

**1. Sample Briefing Outline**

**BRIEFING OUTLINE (Note: Typed on Briefing Memorandum Paper)**

**UNCLASSIFIED**

(date)

**TO: The Secretary**  
**THROUGH: E - Mr. Wallis**  
**FROM: EUR - Richard Burt**  
**SUBJECT: MEETING WITH ECONOMICS MINISTER**  
**April 5, 1985 at 10:30 a.m.**

**I. ECONOMIC SUMMIT**

- **Minister's Goals:**
  - frictionless meeting highlighting recovery and condemning protectionism
  - attention to environmental concerns
  - theme of post-War reconciliation
- **New Trade Round:**
  - EC committed, but no date
  - Country X remains a problem; Minister could help
- **Points To Make:**
  - Pleased with pace of preparations
  - Need explicit language on new trade round to begin in early 1986; may need your help with country X
  - Agriculture must play central role in the round (subsidies, market access)
  - US opposes trade/monetary linkage
  - Continuing importance of energy security

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**b. Sample Briefing Outline and Mock-up (Continued)**

**2. Mock-up of Outline**

**CLASSIFY AS NECESSARY**

**MOCK-UP OF OUTLINE**

**I. HEADINGS**

- Roman numeral headings underlined and capped
  - brief
  - should follow logical progression

**II. BULLETS**

- used for main points
- when content of bullet requires more than one line, margin should stay flush with first line
- no more than 3 lines per bullet/tick; 1 preferred
- double space between bullets

**III. FACTS, QUOTES, SUBSIDIARY POINTS**

- when main point of bullet leads to subsidiary point, quote, factual material, or other elaboration, use ticks:
  - "for quotes"
  - for facts - e.g., KIA 13, MIA 12
- When quotation from a key document is required, e.g. UNSC resolution, joint communique, legislation, full sentences may be included and tick may exceed three-line maximum.

**IV. CONTENT**

- focus on facts
  - give precise dates, names, places, numbers, whenever possible
- abbr. where possible
- full sentences not necessary. Telegraphic language preferred.
- include statement of U.S. policy but avoid padding
- length -- one page preferred, three page maximum.

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II. STEEL

- All American Pipeline: Short Supply Request
  - Commerce (March 22) denied EC request for exception of over 200,000 tons of pipe
- 1982 Carbon Steel Arrangement
  - Due to diversion, imports of "consultation" categories from EC up (2.6% of U.S. consumption in 1981; 6.8% in 1984)
  - No progress so far on US-EC consultations
  - EC has retaliation list
- Points To Make:
  - Commerce denial of short supply request based on objective evidence; we never promised approval
  - On carbon steel, need to resolve diversion issue quickly; consultation period ends April 9

III. EXPORTS CONTROLS AND TECH TRANSFERS

- Rising Chorus of Allied Complaints:
  - cumbersome US regulations
  - restrictions on US-European contacts
  - fear of tie-in with protectionism and US commercial advantage
- Potential Problems with European Cooperation in Space Station and SDI Research
- Points To Make:
  - US policies not intended to restrict our trade
  - Bring problem cases to our attention

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IV. EASTERN EUROPE

- **Minister Visited Eastern Europe Recently**
  - **Reportedly sensed improved bilateral atmosphere**
  - **Some countries want swing credit ceiling raised**
  - **Poles want official credit guarantees**
- **Points To Make:**
  - **Your impressions of visits to Eastern Europe?**
  - **What are Polish expectations on debt rescheduling?**
  - **See no justification for resumption of Western credits**

PARTICIPANTS

<u>US</u>	<u>Foreign</u>
The Secretary	Economics Minister (name)
Under Secretary Wallis	(name), Assistant Secretary, Ministry of Economy
Assistant Secretary Burt	Ambassador (name)
Deputy Assistant Secretary Niles	
William R. Salisbury	
ELR/CE (notetaker)	

DRAFTER:  
CLEARANCES:

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SAMPLE BRIEFING CARD

**SAMPLE**



MEETING WITH NATO SYG PETER CARRINGTON

Management of Ministerial

- Know you share goal of projecting Allied unity, especially in wake of well-publicized SDI differences.

East-West Relations

- President committed to more constructive relationship with Soviets based on reciprocity and Western strength.
- Meeting showed we cannot improve East-West relations without Soviet cooperation.

Geneva Arms Talks

- Communique should support U.S. at beginning of second round.
- Principal goal remains reduction of offensive nuclear weapons. Will continue to discuss SDI and a transition.
- Will use existing consultative mechanisms intensively.

SDI

- Research will comply with ABM Treaty and take account of European defense needs. Will not undercut nuclear deterrent. Consultation, negotiation before deployment.
- Allied support for and participation in SDI research politically important.

Conventional Defense

- Pleased you are leading Alliance to improve conventional defenses. Need to keep up momentum.

Terrorism

- Welcome your e\*\*\*\* \* \* \* \* \* tion against terrorism.

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CONTINGENCY BACKGROUND PAPER

US ECONOMY - PROTECTIONISM

SAMPLE

- o US economy grew at a 3.3 percent rate in the third quarter, representing a speed-up from first-half 1985 and building confidence of continued strengthening of the recovery.
- o Continued strength of US recovery is good news for our trading partners:
  - in 1984, another year of strong growth, US imports from OECD countries increased \$48 billion, equivalent to a 0.8 percent boost in aggregate OECD;
  - we expect further sizeable, although smaller, increases in imports in 1985 and 1986, continuing the stimulus to growth in the rest of the world;
  - however, since US imports will not grow quite as rapidly, domestic growth factors will have to play a more important role in supporting world recovery.
- o Surging imports responding to booming US growth and the strong dollar have hurt some sectors of the economy and prompted the introduction of protectionist legislation in Congress.
- o The Administration has resisted this activity, noting that protectionism:
  - increases the cost of imported intermediate goods to domestic producers;
  - adds a second inflationary price boost by increasing the cost of imported consumer goods;
  - stifles competition and technological innovation;
  - encourages protectionism in other countries, limiting our export markets.
- o The President is committed to a free trading system. Free trade is fair trade, therefore we have pursued our rights under GATT to insure access for our producers in other markets and to counteract governmental interventions where they give foreign producers an unfair trading advantage.
- o Success of the Administration's efforts to keep our markets open depends in part upon the perception that other countries are also resisting protectionism.
- o A new round of multilateral negotiations in the GATT has special significance in this regard; the new round will demonstrate the commitment of all GATT members further to liberalize world trade.

SAMPLE

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	7 DDO		X		
	8 DDS&T				
	9 Chm/NIC				
	10 GC				
	11 IG				
	12 Compt				
	13 D/OLL				
	14 D/PAO				
	15 D/PERS				
	16 VC/NIC				
	17 C/EUR/DO		X		
	18 NIO/EUR		X		
	19 D/EURA/DI		X		
	20 D/OGI/DI		X		
	21 D/OCR/DI		X		
	22				
	SUSPENSE				
				Date	

Remarks

Executive Secretary

19 NOV 85

Date

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United States Department of State



Washington, D.C. 20520

Executive Registry
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November 15, 1985

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MEMORANDUM TO:

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| T     | Mr. Schneider  |
| M     | Mr. Spiers     |
| C     | Mr. Derwinski  |
| AF    | Mr. Crocker    |
| ARA   | Mr. Abrams     |
| CA    | Ms. Clark      |
| EAP   | Mr. Wolfowitz  |
| EB    | Mr. McMinn     |
| EUR   | Ms. Ridgway    |
| H     | Mr. Ball       |
| HA    | Mr. Schifter   |
| INR   | Mr. Abramowitz |
| IO    | Mr. Keyes      |
| L     | Mr. Sofaer     |
| S/CT  | Mr. Oakley     |
| NEA   | Mr. Murphy     |
| OES   | Mr. Negroponte |
| PA    | Mr. Kalb       |
| PM    | Mr. Holmes     |
| RP    | Mr. Purcell    |
| S/CPR | Mrs. Roosevelt |
| S/DEL | Mr. Kampelman  |
| S/LPD | Mr. Reich      |
| S/NP  | Mr. Kennedy    |
| INM   | Mr. Thomas     |
| S/P   | Mr. Rodman     |
| ACDA  | Mr. Adelman    |
| AID   | Mr. McPherson  |
| CIA ✓ |                |
| DOD   | Col. Affourtit |
| NSC   | Mr. Martin     |
| USIA  | Ms. Bailey     |
| INR/B | Mr. Hirsch     |

STAT

SUBJECT The Secretary's Trip to Brussels, Bonn, Berlin, Bucharest, Budapest and Belgrade, December 10-18, 1985

COORDINATOR: Charles H. Thomas, EUR, Room 6219, 632-1752

DEPUTY COORDINATORS: Ray L. Caldwell, EUR/RPM, Room 6227, 632-1626



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Roland K. Kuchel, EUR/EEY, Room 5220,  
632-4136Harry J. Gilmore, EUR/CE, Room 4232,  
632-1484

S/S-S ACTION OFFICER: Edward Smith, Room 7241, 632-1522

This memorandum assigns responsibilities for the preparation of briefing materials for use by the Secretary during his trip to Brussels, the FRG, Berlin, Romania, Hungary and Yugoslavia December 10-18, 1985. This includes all components of the trip (the NAC and the Secretary's meetings in Bonn, Berlin, Bucharest, Budapest and Belgrade) except the EC Ministers' meetings on December 13 in Brussels. A tasker for the EC portion of the trip will be issued separately. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

PLEASE NOTE: S/S will have secure long distance WANG telecommunications capability in Brussels. All papers should therefore be prepared on the WANG and submitted both as hard copy and on a diskette, clearly labeled, through the EUR/RPM Deputy Coordinator.

**I. PRELIMINARY PAPERS**

The following papers should be prepared for the Secretary at the outset of planning for the trip:

<u>MAXIMUM TYPE OF DOCUMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
Secretary's Participation/ Schedule	Action Memo	As nec.
Scope Paper for the NAC	Briefing Outline	3-4 pp.
Scope Paper for Bonn	Briefing Outline	2-3 pp.
Scope Paper for Berlin	Briefing Outline	2-3 pp.
Scope Paper for Bucharest	Briefing Outline	2-3 pp.
Scope Paper for Budapest	Briefing Outline	2-3 pp.
Scope Paper for Belgrade	Briefing Outline	2-3 pp.
Recommended Participants	Action Memo	As nec.
Annotated NAC Agenda	Briefing Outline	As nec.

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A. SECRETARY'S PARTICIPATION/SCHEDULE: EUR should prepare an action memorandum for the Secretary listing the schedule of events in Brussels (NAC only), Bonn, Berlin, Bucharest, Budapest and Belgrade, including the proposed official delegation. A notional schedule has already been submitted and should be updated as schedule details become firm. This memo should be submitted to S/S-S no later than November 22.

B. SCOPE PAPERS: Should be prepared on Department of State briefing paper, and should follow the "four questions" format (Where does our relationship stand?, What do our interlocutors want? What do we want?, What can be achieved?) A sample is attached. They should be cleared by S/P and P at a minimum, and delivered to EUR/RPM by COB November 29.

C. RECOMMENDED PARTICIPANTS: EUR should prepare an action memo to the Secretary with recommendations for official party lists at all stops and participants in all meetings, meals and other events. This memo should cover Brussels (NAC only), Bonn, Berlin, Bucharest, Budapest and Belgrade. It should be delivered to S/S-S no later than November 25.

D. ANNOTATED NAC AGENDA: EUR, in consultation with USNATO, should prepare this paper to guide the Secretary through his participation in the opening ceremony, the Super-Restricted Session, and the Plenary Session of the NAC. A separate paper is prepared for the Super-Restricted Session (see item II (A) below), but this will be the only paper to cover both the opening ceremony and the Plenary Session of the NAC. It should be delivered to EUR/RPM no later than November 29.

## II. BRIEFING PAPERS

The following briefing materials should be prepared for use by the Secretary:

A. Briefing Outline and Talking Points Papers for the Secretary's Intervention at the Super-Restricted Session (December 12-13). EUR/RPM should prepare this briefing memorandum, which should include contingency "Talking Points" papers to cover a wide range of global issues. These papers should be in bullet and tick format, one page maximum, including talking points. Drafting and clearance responsibilities for these papers are set out below. They should be delivered to EUR/RPM with accompanying WANG diskette, no later than November 29. The complete briefing memo/talking points package should be delivered to S/S-S no later than December 3.

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NAC SUPER-RESTRICTED SESSION TALKING PAPERS

<u>TOPIC</u>	<u>Draft</u>	<u>Clear</u>
1. Geneva Mtg. Follow-Up	EUR	P
2. NST Talks	PM	S/DEL, P
3. INF Deployment	EUR	P
4. SDI (including Allied Participation)	EUR	S/DEL, PM, P
5. Compliance Issues	PM	P
6. SALT II Interim Restraint Policy	PM	P
7. MBFR	EUR	PM, D, P, ACDA
8. Chemical Weapons	PM	EUR, HA, D, P
9. CDE	PM	EUR, P
10. Alliance Conventional Defense	EUR	PM, P
11. CSCE	EUR	PM, HA, P
12. Poland and Eastern Europe	EUR	HA, EB, P
13. Afghanistan	NEA	P
14. Central America	ARA	S/LPD, P
15. South America - Chile	ARA	P
16. Middle East Peace Process	NEA	D, P
17. Lebanon	NEA	D, P
18. Iran-Iraq	NEA	PM, P
19. Southern Africa	AF	IO, HA, P
20. East Asia	EAP	P
21. Terrorism	S/CT	P

B. Briefing Outlines for Bilateral and Other Meetings: EUR should prepare a briefing outline for each meeting in which the Secretary will participate (other than NAC and EC), including one for each NATO Foreign Minister, and one for each event in Berlin. In addition, EUR should prepare briefing outlines on a contingency basis for possible meetings with other officials. These memos should be delivered to EUR/RPM, cleared by P at a minimum, no later than December 3.

C. Meeting Cards: A concise checklist, on one 5x8 card, should be provided for each meeting (other than NAC and EC) in which the Secretary will participate. It should be a brief and imaginative supplement to the briefing outline specified above. It should note, in tick format, the main topics the Secretary should raise, comment on the order of business, and/or note special sensitivities and courtesy points. They should be delivered to EUR/RPM, together with the briefing outlines, no later than December 3.

D. Fact Sheets: The following fact sheets, with appropriate clearances, should be delivered to EUR/RPM no later than November 29. They should be prepared on plain bond and should be limited to one page.

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<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>
<u>NATO</u>		
1. NATO Infrastructure	EUR	P
2. Western European Union	EUR	P
3. Narcotics	INM	P
4. Chemical Weapons Modernization	EUR	PM
<u>BONN/BERLIN</u>		
5. German Econ/Trade Issues	EUR	EB, E, P
6. FRG Internal Political Situation	EUR	P
7. SPD Security Policy	EUR	PM, P
8. Inner-German Relations	EUR	P
9. Situation in Berlin	EUR	PM, P
10. Berlin Air Corridors and MLM	EUR	PM, P
<u>BUCHAREST</u>		
11. Romanian Foreign Policy	EUR	P
12. Human Rights Situation	EUR	HA, P
13. Ceausescu Succession Implications	EUR	P
14. Romanian-Soviet Relations	EUR	P
15. Romanian Economic Crisis	EUR	EB, E, D, P
<u>BUDAPEST</u>		
16. Internal Political Situation	EUR	P
17. Economic Reform	EUR	D, P
18. Hungarian Position in Soviet Bloc	EUR	P
19. US-Hungarian Relations Chronology	EUR	P
<u>BELGRADE</u>		
20. Implications of Post-Tito Reform	EUR	P
21. Economic Performance	EUR	EB, E, P
22. Debt Rescheduling: US Options	EUR	EB, E, D, P
23. Bilateral Military Relations	EUR	PM, P
24. Checklist on US-Yugoslav Relations	EUR	P

III. SCENARIOS

EUR should work closely with USNATO and Embassies Bonn, Bucharest, Budapest and Belgrade and US Mission Berlin to prepare scenarios for every public event and every meeting in which the Secretary will participate. While some scenarios cannot be completed until the last minute, others can and should be prepared as soon as possible. A sample is attached. All scenarios should be delivered to EUR/RPM no later than December 5.

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**IV. REMARKS, TOASTS, AND PUBLIC STATEMENTS**

A. EUR should prepare drafts for all public statements, including arrival and departure statements, and remarks expected to be made by the Secretary during the trip. Contingency toasts should be prepared for all meals where a toast may be required. All public statements, remarks, and toasts should be cleared by PA and S/P at a minimum and delivered to EUR/RPM no later than December 2.

**V. PRESS POINTS**

EUR should prepare press points for use by the Secretary at every stop on the trip, for both planned press events and as contingency for unscheduled press events. EUR/EEY particularly should prepare three to five one-page press points papers each for Bucharest, Budapest and Belgrade, keyed to issues of particular local concern. They should be cleared by PA, S/P and P. All press points papers should be delivered to EUR/RPM no later than November 29.

**V. BIOGRAPHIC MATERIAL**

S/S-S will request appropriate biographic material from lists already provided by EUR.

**VI. PAPERS FOR MRS. SHULTZ**

EUR should prepare separate schedules and scenarios for Mrs. Shultz and provide to S/S-S as soon as possible a list of spouses she is likely to meet during the trip. The schedules and scenarios are due in S/S-S no later than December 2.

PLEASE NOTE: S/S-S requires the original, three copies and the WANG diskette for all papers. Please ensure that the diskette is clearly labeled. All papers should be delivered to the S/S-S action officer through the EUR Coordinator. They should not be logged in.



Nicholas Platt  
Executive Secretary

Attachments

List of Due Dates  
Samples

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LIST OF DUE DATES

<u>PAPER</u>	<u>DUE DATE</u>
1. SECRETARY'S PARTICIPATION/SCHEDULE	Nov. 22
2. SCOPE PAPERS	Nov. 29
3. RECOMMENDED PARTICIPANTS	Nov. 25
4. ANNOTATED NAC AGENDA	Nov. 29
5. BRIEFING MEMO/TALKING POINTS FOR SUPER-RESTRICTED SESSION	Nov. 29
6. BRIEFING OUTLINES FOR MEETINGS	Dec. 3
7. MEETING CARDS	Dec. 3
8. FACT SHEETS	Nov. 29
9. SCENARIOS	Dec. 5
10. REMARKS, TOASTS, STATEMENTS	Dec. 2
11. PAPERS FOR MRS. SHULTZ	Dec. 2

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THE SECRETARY OF STATE  
WASHINGTON

SAMPLE SCOPE PAPER

CLASSIFICATION

Date

TO : The President  
FROM : George P. Shultz  
SUBJECT : Visit of Atlantan Prime Minister Smithwho

I. WHERE DOES OUR RELATIONSHIP STAND?

- o Much closer following Prime Minister Smithwho's visit to the U.S. in January 1985.
- o Increased high level contacts viewed very favorably by Smithwho and GOA.
- o Recently amended civair agreement permits direct air service between U.S. and Atlantis for the first time.
- o Increased security cooperation through military to military committee.
- o Expanded cooperation in anti-narcotics field.
  - Mrs. Reagan's Drug Abuse Conference attended by Joan Sanham; she was very pleased with conference.

II. WHAT DO WE WANT?

- o Underscore our continued interest in expanded relations with Atlantis.
  - Your personal meeting with Smithwho is extremely important to him and will play well at home.
- o Provide GOA support of our general strategies for improving East-West relations.
  - Smithwho's approach is too soft.
- o Exchange views on the global economic situation.
- o Exchange views on regional security issues.

CLASSIFICATION

III. WHAT DO THEY WANT?

- o U.S. recognition that Atlantis is playing an important role in regional and international affairs.
- o Register concern about China's long term intentions in the region.
  - Smithwho will value your personal views of global Chinese ambitions.
- o Encourage increased U.S. investment in Atlantis
  - good infrastructure and incentive program helpful.
- o Stress the importance of international cooperation against narcotics trafficking and drug abuse.

IV. WHAT CAN BE ACHIEVED FROM THIS VISIT?

- o Better cooperation based on candid exchange of views on international and regional security issues.
- o Strengthen US/GOA joint efforts to increase worldwide political will to suppress drug production and trafficking.

CLASSIFICATION



United States Department of State

Washington, D. C. 20520

**BRIEFING MEMORANDUM**

SAMPLE BRIEFING OUTLINE

SECRET

S/S K&F/21

TO: The Secretary

THROUGH: P - Mr. Armacost

FROM: EUR - Richard Burt *RB*

SUBJECT: Meeting with French Foreign Minister Dumas,  
Breakfast, Thursday, June 6, 7:30-8:30

I. US-FRENCH RELATIONS

- o Both we and French have been attempting to downplay disagreements from Bonn Summit.
- o Mitterrand's domestic difficulties and desire to represent collective European interests to US could lead to more French assertiveness.

Point to Make:

- Essential we avoid surprises in our relations. Need for frequent and effective consultations.

II. SDI/EUREKA

- o French reluctant on SDI NAC language.
- o May accept public expression of support for research, in exchange for private commitment to intensified consultations among key allies.
- o French misgivings about SDI pre-date summit; fear SDI will undermine nuclear deterrence and widen US-European technology gap.
- o French agree with US efforts to stay ahead of Soviets but do not accept participation at this time. Do not rule out participation by individual firms.
- o French EUREKA proposal remains vague.
  - Described as European response to American technological challenge, not SDI per se.
  - French maintain EUREKA complementary to SDI as it concentrates on civilian research.
  - Gaining support from others: UK, FRG, Norway, etc.

SECRET

SECRET

- 2 -

Points to Make:

- US not pushing on participation; door remains open. French companies would participate on equal footing with US participants and not, as a policy, be restricted to subsidiary role.
- Communique is occasion to express Alliance solidarity, will strengthen hand at Geneva. Willing to consult more intensively.
- Deployment decision years away; when time comes, will consult allies and negotiate with Soviets. Meanwhile, will comply with treaty constraints.
- Appreciate your views on EUREKA.

III. NEW TRADE ROUND

- o French downplaying Bonn Summit dispute on starting date for new trade round.
  - Mitterrand told press France could participate in new round as early as 1986 if conditions were met.
  - Foreign Trade Minister Cresson downplayed progress on monetary reform as a precondition during her May 13 call on the Deputy Secretary.
  - French willing to discuss agriculture but conditioning on extensive preparation on more difficult issues, i.e. services, high technology.
- o Mitterrand's Bonn stance won wide domestic approval. French unlikely to cease vocal opposition soon.

Points to Make:

- Disappointed you could not agree to fix date for new round in Bonn. It remains urgent to move ahead with planning for new round.
- Need to move quickly to stem protectionism.

IV. EAST-WEST RELATIONS

- o France our stongest allied supporter on Poland policy.
- o Gorbachev visit to Paris later this year could produce initiatives to defrost French relations with Kremlin.

Points to Make

- Although Soviets willing to talk, they unwilling to make tough decisions to improve relations.

SECRET

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- Appreciate French hospitality for US-Soviet experts talks on Southern Africa (Paris 5/30-31).
- What are prospects for Gorbachev Paris visit later this year?
- French support on INF helped bring Soviets to negotiate and could again play similar significant role in Geneva.
- Need to be patient at Geneva. Will not reward Soviet intransigence; cannot accede to one-sided impractical Soviet demands to ban SDI research.
- In round two, we do intend to elaborate our thinking on managing the transition to a defense-reliant environment.

V. NICARAGUA

- o French disagreement with US policy on Nicaragua, particularly sanctions, now emerging more openly.
- o Ortega received by Mitterrand May 13. Increased French economic aid and stepped-up diplomatic support for Nicaragua possible.
- o French trying to coordinate EC response to sanctions.

Points to Make:

- Sanctions in response to US judgement Managua's foreign and domestic policies are destabilizing and threaten regional and US security.
- Sanctions are a signal of US displeasure with Nicaraguan policy and our determination to resist subversion and protect our security interests and those of our friends.
- Sanctions will be removed once Nicaragua abandons its destabilizing actions in the region. We remain committed to the Contadora process.

VI. LEBANON

- o Two French journalists disappeared May 23. Two other French hostages (Fontaine and Carolles) remain in terrorist hands.
- o French found Syrian Foreign Minister Shara intransigent toward internationalization of Lebanon issue during his May 21-23 Paris visit.
- o French calling for greater international role in Lebanon, neutralization of conflict and northern UNIFIL deployment.

SECRET

- 4 -

Points to Make:

- Continuing level of violence disturbing. GOL functioning only sporadically.
- Syria pressuring all factions. Syrian role represents long term risk to traditional Lebanese pro-western orientation and sovereignty.
- What are French views?

VII. SETTING

With disappointing economic results in March and April, Mitterrand continues to be beset by domestic difficulties. The widespread domestic approval of his positions at Bonn may encourage him to seek to enhance his prestige at home through increased international assertiveness. While seeking ways to neutralize French resistance and advance our European agenda, we will need to avoid entanglement in the French domestic political debate. Two senior French opposition leaders, former president Giscard and neo-Gaullist leader Chirac, plan Washington visits this summer. Prime Minister Fabius may also seek a Washington visit in July.

Dumas arrives in Lisbon fresh from his first visit to key African ally Senegal. He visited Tripoli in April where he met Qadhafi. Dumas recently became the first French foreign minister to visit Prague since the Soviet invasion in 1968.

VII. PARTICIPANTS

US

The Secretary

Assistant Secretary Burt

France

Foreign Minister Dumas

others to be determined



SAMPLE SCENARIO

CONFIDENTIAL

DINNER HOSTED BY PORTUGUESE PRIME MINISTER SOARES

Thursday, June 6

- 2000 Depart hotel for Palacio Da Vila, Sintra.
- 2030 Dinner hosted by Portuguese Prime Minister Soares for NATO Foreign Ministers and PermReps and their wives.

Dress: Black tie, long dress.

Secretary and Mrs. Shultz arrive at Sintra Palace and are escorted up the outside stairway of the palace by a protocol officer. Entering the palace, the Secretary and Mrs. Shultz proceed up a spiral staircase to an anteroom.

Prime Minister Soares greets the Secretary and Mrs. Shultz in the anteroom.

The Secretary and Mrs. Shultz then proceed into the reception room on the right for cocktails with assembled guests.

After cocktails, the Secretary and Mrs. Shultz are escorted out of the reception room, through the anteroom, and into the dining hall.

The Prime Minister will offer a toast near the end of the dinner (photo opportunity).

After dinner, the Secretary and Mrs. Shultz bid farewell to Prime Minister Soares in the anteroom.

The Secretary and Mrs. Shultz depart the palace as they entered, going down the various flights of stairs to their car waiting in front of the palace.

- 2330 The Secretary and Mrs. Shultz return to the hotel.

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SAMPLE PRESS POINTS

PRESS POINTS: NORTH ATLANTIC COUNCIL MEETING

Basic Message

The meeting demonstrated that the Alliance is sound and that Allied agreement on the main points of a strategy toward the Soviets and their allies holds firm. Ministers endorsed the U.S. approach to the Geneva talks. They also agreed that Western patience and realism remain the keys to improving relations with the Soviets.

East-West Relations

- Ministers reviewed all major aspects of East-West relations as well as other important issues during the past two days.
- NATO remains thoroughly united behind the overall strategy for East-West relations we endorsed in Washington last May with its emphasis on defense and dialogue.
- We call upon the Soviets and their Allies to respond in an equally constructive spirit.

Arms Control

- Ministers endorsed basic U.S. approach to Geneva talks. They support our emphasis on limiting offensive nuclear weapons.
- We agreed to continue our close consultations on arms control matters. Allies realize the Soviets will seek to create and exploit appearances of Allied differences.

SDI

- Allies generally agree with need for SDI research in light of Soviets' own vigorous R & D program.
- U.S. stressed that SDI research is aimed at enhancing deterrence and will comply with existing treaties. SDI-related deployment would be a matter for consultations and negotiation with the Soviets.