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**EXECUTIVE SECRETARIAT**

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16	D/Ex Staff				
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18	C/EUR		X		
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SUSPENSE

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Remarks

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Executive Secretary

19 Oct 88

\_\_\_\_\_ Date

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United States Department of State<sup>8830394</sup>

Washington, D.C. 20520

October 17, 1988

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D	MEMORANDUM TO:	D	-	Mr. Whitehead
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PM		NEA	-	Mr. Murphy
RP		OES	-	Mr. Bernthal
S/CPR		PA	-	Mr. Redman
S/NP		PM	-	Mr. Holmes
S/P		RP	-	Mr. Moore
S/CT		S/CPR	-	Mrs. Roosevelt
AID		S/NP	-	Mr. Kennedy
CIA		S/P	-	Mr. Solomon
USIA		S/CT	-	Mr. Bremer
S/S		AID	-	Ms. Hageboeck
S/S-S		USIA	-	Mr. Taylor

SUBJECT: Tasker for the Working Visit of PM Thatcher of the U.K., November 15-17, 1988

COORDINATOR: M. James Wilkinson, EUR, Rm. 6226, 647-6402

DEPUTY COORDINATOR: Howard Perlow, EUR/NE, Room 4513, 647-8027

S/S-S ACTION OFFICER: John Beyrle, Room 7241, 647-8063

This memorandum assigns responsibilities for the preparation of briefing materials for use by the President and the Secretary during the official working visit of PM Thatcher. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

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**I. PAPERS FOR THE SECRETARY:**

A. Agenda/Schedule: In short outline format (using headings and ticks), this "game plan," or topical agenda, will note the key issues to be raised in each meeting the Secretary will attend. No more than a half dozen topics per meeting should normally be listed. The format should include each meeting in sequence as it will occur; a sample is attached. This paper is due in S/S-S by COB November 8.

B. Action Memorandum on the Secretary's Participation in the Visit: EUR should prepare an action memorandum for the Secretary listing the events involved in the Thatcher visit in which he will participate. This paper is due in S/S-S by COB October 26.

C. Guest List for luncheon the Secretary will host: EUR has already submitted this.

D. Briefing Outlines for the Secretary: EUR should prepare a briefing outline with talking points for the Secretary's use during his own meetings with PM Thatcher or other members of her party. EUR will task appropriate regional or functional bureaus to provide background and talking points for these memos, as well as press themes and Q's&A's. These should be submitted to the EUR Deputy Coordinator in hard copy and on diskette. EUR should inform PA of press coverage requirements during meeting. The memos are due in S/S-S, cleared by P and other appropriate bureaus, by COB November 8.

E. Briefing Outline for the Secretary's use in briefing the President: EUR should prepare a briefing outline consisting of talking points for the Secretary to assist him in briefing the President for the White House meeting with PM Thatcher. Talking points attached to this memo should reflect what the Secretary should tell the President in the short pre-brief, hewing closely to the talking points prepared for the President himself. This paper is due in S/S-S with all appropriate clearances by COB November 8.

F. Public Statements: EUR should prepare drafts of any public statements or toasts that will be made by the Secretary. Any draft statements for the Secretary should be cleared with PA and S/P. These public statements, under cover of an Info Memo, are due in S/S-S by COB November 7.

G. Fact Sheets: The following fact sheets should be prepared using ticks and bullets (see attached sample). These fact sheets are due to the EUR Coordinator by COB November 8.

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<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>
(1) Southern Africa (incl. pending U.S. legislation)	AF/S	P H
(2) Visa Waiver Program	CA	EUR
(3) Indochinese Refugees in Hong Kong	RP	EAP EUR
(4) Civil Aviation (BAA user fees; CRS)	EB	EUR
(5) Berlin aviation	EUR	
(6) COCOM	EB	EUR
(7) CSCE, CST	EUR	
(8) CW	PM	EUR
(9) START Talks & Trident	PM	EUR
(10) Ireland/Northern Ireland	EUR	
(11) East-West relations	EUR	
(12) Argentina/Falklands	ARA	EUR
(13) Afghanistan	NEA	EUR
(14) EC trade disputes	EUR	
(15) GATT, Uruguay Round	EUR	EB
(16) Middle East Peace Process	NEA	
(17) Persian Gulf	NEA	
(18) Cambodia	EAP	IO

H. Economic Data Sheet: EUR should draft (cleared with E and EB), a one-page statistical economic data sheet on the British economy, including its relationship with the U.S. The data sheet may be supplemented by one page of analytical highlights in tick format (sample attached), due in S/S-S by COB November 8.

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I. Scenarios for the Secretary: S/CPR (in close coordination with EUR) should prepare individual scenarios for use by the Secretary for every event in which he will participate. Meal scenarios should have as attachments a seating chart, guest list, and menu. Scenarios are due in S/S-S by COB November 14.

J. Visitor's Schedule in the United States: S/CPR should prepare a schedule which shows each of the Prime Minister's meetings and public events during her stay in the United States. This paper is due in S/S-S by COB November 8.

II. BRIEFING MATERIALS FOR THE PRESIDENT: The following briefing materials should be prepared for use by the President:

A. Memorandum to the President from the Secretary: EUR should prepare a memorandum to the President from the Secretary describing the issues of the visit. It should be no more than two pages in length, and should be in the standard Sec-Pres format, under cover of an Action Memorandum. This memo is due in S/S-S, cleared by P and S/P at a minimum, by COB November 2.

B. Talking Points for the President: A separate Levitsky-Powell memo should cover suggested talking points for the President's use during his meeting with PM Thatcher. EUR will task appropriate bureaus to provide talking points, which should be delivered to the Deputy EUR Coordinator in hard copy and on diskette. This memo is due in S/S-S, cleared by P and S/P at a minimum, by COB November 2.

C. State/British Participation in White House Events: EUR should prepare (under cover of a Levitsky-Powell memorandum) a list of proposed State and British participants in all events at the White House during the Thatcher visit. This memo is due in S/S-S by COB November 2.

D. Guest List: EUR has already submitted the recommended guest list for the dinner the President will host during the visit.

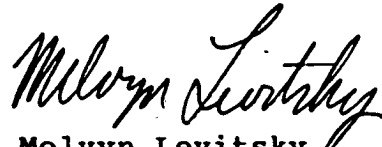
E. Public Statements for the President: EUR should prepare drafts of any public remarks or toasts (under cover of a Levitsky-Powell memorandum) for the President's use. At the present time, welcoming remarks, an after-dinner toast, and a departure statement are needed. These statements should be double-spaced on plain bond, in upper and lower case. At a minimum they should be cleared by PA and S/P. These papers are due in S/S-S by COB November 2.

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III. BIOGRAPHIC MATERIAL:

S/S-S will request appropriate biographic material. EUR should provide to the S/S-S Action Officer by COB November 2 a list of names of the British officials and spouses who will accompany Mrs. Thatcher on her visit.

NOTE: All material going to the White House must be letter-perfect, with drafting and clearance information on a separate page. All briefing materials for the White House should be logged in with S/S-I. Action memos, scenarios and public statements for the Secretary should also be logged; other papers should be delivered directly to the S/S-S Action Officer.



Melvyn Levitsky  
Executive Secretary

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