

New
File
Delegations

**United States Department of State****Deputy Chief of Protocol**
Washington, D.C. 20520-1238

April 13, 1994

TO: Phil Lader

FROM: Fred Duval *FD*

SUBJECT: Costa Rica Delegation

In keeping with the new policy for the selection of Presidential Delegations let me provide you with a quick briefing on the Costa Rican Inaugural and ask for your direction:

I Event: Inauguration of President-elect Jose Maria Figueres, May 8. Delegation would depart May 7 returning May 9. Presentation of credentials evening of May 7. Inaugural ceremony May 8. Times TBD.

II. Head: As a result of my briefing to the Chiefs of Staff of the Cabinet and Christine Varney's helpful support, Cabinet members are indicating to me delegations that they are particularly interested in. Sec. Pena is interested in Costa Rica. In addition Sec. O'Leary is interested. Both are acceptable to the Costa Ricans. I would like your approval to approach these Secretaries in this order for Head of Delegation.

Agree ☒Disagree ☐

III. Delegation: (1) We sent 12 to Bolivia, and 9 to Paraguay for their respective inaugurals. The Costa Ricans have only 10 tickets and request that our delegation not exceed this size. I recommend a delegation made up of 9-10: Head and spouse, the Ambassador and 6-7 others.

Agree ☒Disagree ☐

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(2) The State Department wants to emphasize the environment in this delegation. With this emphasis I would recommend that we allocate the delegation as follows:

- 1- Congressional
- 1-State Dept (highest ranking - probably Asst. Sec. Alex Watson)
- 1- NSC (Richard Feinberg?)
- 1-2-1-WH Personnel
- 2 -WH-OPL (including Political, Intergov, First Lady, VP etc.)

With this balance it is evenly divided gov't and private sector, and well balanced across the White House.

Agree ✓

Disagree

Look forward to hearing from you.

**United States Department of State****Deputy Chief of Protocol
Washington, D.C. 20520-1238**

April 14, 1994

TO: Interested Parties/Presidential Delegations

FROM: Fred DuVal *fn*

SUBJECT: Follow-up from March 31 Meeting

Thank you for attending what I thought was a productive and pleasant meeting on Presidential Delegations. A description of the new process we have agreed on is enclosed. In addition, the following reflects the follow-up steps we agreed to each take:

1. Head of Delegation:

(a) I will get Christine Varney a list of delegations for the balance of the year where a Cabinet member is desired as Head of Delegation, and provide the State Department and the NSC's preferences for each one. A presentation has been made to the Cabinet or Chiefs of Staff as to the importance of these assignments.

(b) John Emerson and Ann Bartley will prepare a list of 3-6 names of private sector individuals who have the appropriate stature as representatives of the President to serve as Head of delegation.

2. Congressional:

Barbara Larkin will take lead coordination role and secure White House Clearances before submitting names to Protocol for Congressional representation.

3. Personnel:

Veronica Biggins has designated Craig Smith to coordinate personnel recommendations. Craig and Awilda Marquez will submit choices together.

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4. Political:

Steve Hilton of OPL will coordinate a single submission from all White House political offices including Public Liaison, Office of the Vice President, Political Affairs, Intergovernmental Affairs and the First Lady's Office.

5. Vetting:

Each recommending office will assume the responsibility of vetting each nominee and providing:

- (a) the rationale for inclusion
- (b) phone numbers
- (c) bio if possible of top choices
- (d) alternates

DRAFT

MEMORANDUM FOR Marc Grossman
Executive Secretary
Department of State

SUBJECT: Delegation Process

The White House in coordination with the National Security Council and the State Department Chief of Protocol, has established the following procedures to manage the process of naming Presidential Delegations to appropriate world events:

1. The State Department will send a memorandum through the Executive Secretary to the NSC Executive Secretary recommending that a Presidential delegation be selected to represent the President at a specific event. The memo will also recommend the size of the delegation and indicate whether a Special Air Missions aircraft will be necessary to support the delegation. This memo will be sent as soon as possible to allow adequate time to select and process delegation members.

2. The NSC Executive Secretary will send a memorandum to the State Department Executive Secretary responding to the State Department's recommendation. The State Department Executive Secretary will provide a copy of the NSC response to the State Department Office of Protocol. Additionally, the NSC will provide copies of both memos to the White House of Public Liaison, White House Office of Presidential Personnel and Office of the White House Chief of Staff.

3. If the NSC agrees to send a delegation, the State Department Office of Protocol will solicit recommendations for delegation members from each of the following offices:

- (a) National Security Council
- (b) White House Office of Public Liaison
(responding on behalf of itself, office of the Vice President, White House Political Affairs, Office of the First Lady and White House Intergovernmental Affairs)
- (c) White House Personnel
(in conjunction with State Department White House Liaison)
- (d) State Department Congressional Affairs
(in conjunction with White House Legislative Affairs)
- (e) Assistant Secretary of State of the appropriate region

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This solicitation will occur at least 4 weeks prior to the delegation event, and is due back a week later, or 3 weeks prior to the delegation's departure.

4. If required/requested, the NSC (after informal consultation with the State Department Office of Protocol if necessary) will request a Special Air Missions aircraft for the delegation based on the recommended size and provide approval/disapproval via separate correspondence.

5. The State Department Office of Protocol will seek input from all interested parties on the subject of Head of Delegation, size of delegation and balance within the delegation. Protocol will consult with the White House Deputy Chief of Staff and make these determinations. Based upon this, a Head will be selected and each recommending office will be asked to select a specific number of delegates.

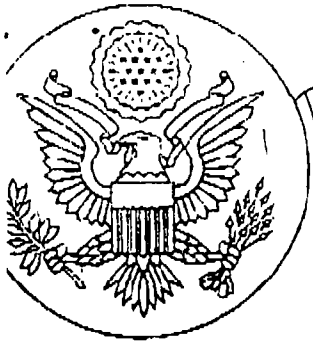
6. The State Department Office of Protocol, after receiving recommended delegates from each of the above mentioned offices will send a memorandum to the White House Deputy Chief of Staff with a recommended delegation list. This will arrive 2 weeks prior to the delegation's departure. The list will include a Head of Delegation, suggested members of the delegation, and multiple alternates for both.

7. This memo containing the recommended delegation list is provided by the Deputy Chief of Staff to the White House Office of Public Liaison, White House Office of Presidential Personnel and NSC for additional comments and final clearance. When the final delegation list has been approved the Deputy Chief of Staff will provide this list to the White House Chief of Staff and President if appropriate.

8. Upon final clearances and approval at the White House, the Deputy Chief of Staff will provide the State Department Office of Protocol the final approved delegation list. This should occur no later than 10 days prior to the delegation's departure.

9. The State Department Office of Protocol is responsible for all logistical arrangements and costs for the delegation. The Office of Protocol will coordinate the notification of and invitation to delegates. Although the actual notification may be done by the White House nominating office when so desired.

William H. Itoh
Executive Secretary

*Delegation*

**OFFICE OF PROTOCOL
DEPARTMENT OF STATE**

FAX

TO:

Maggie Williams / Ann Bartley

FAX NO:

456-6244

FROM:

Maria Sotiropoulos

PHONE:

(202) 647-1195

FAX NO:

(202) 647-3980

DATE:

TIME:

NUMBER OF PAGES INCLUDING COVER SHEET:

COMMENTS:



United States Department of State

Washington, D.C. 20520

November 25, 1994

TO: Ms. Maggie Williams
Chief of Staff of the First Lady
The White House

THROUGH: Amb. Raiser
Chief of Protocol

FROM: Fred DuVal

SUBJECT: Presidential Delegation to Mozambique

A memo from the State Department has gone forward to the NSC requesting a 4-7 member Presidential Delegation to the Inauguration of President-elect Joachim Chissano of Mozambique. There is no firm date for the inauguration but it is likely to fall between December 4-12. The inauguration of Mozambique's first democratically elected president culminates a two-year peace process and a Presidential Delegation would highlight the key role played by the U.S.

I would appreciate it if your office could provide me with a list of names, in priority order, reason for inclusion (specifically, (1) what the nominee's connection is with the country and (2) why the person should be considered for this honor), and a contact number for each proposed name by December 1. Please FAX suggested list of names to 202-647-3980. If we have not received a contribution from your office by this date we will assume that you do not have any proposed names and we will move forward with suggestions received from others.

We shall then develop the specific proposed delegation list to be forward to the White House for final approval.

Thank you for your cooperation in this matter.



**OFFICE OF PROTOCOL
DEPARTMENT OF STATE**

FAX

TO:

Maggie Williams / Ann Bartley

FAX NO:

456-6244

FROM:

Maria Solitopoulos

PHONE:

(202) 647-1195

FAX NO:

(202) 647-3980

DATE:

11-7-94

TIME:

NUMBER OF PAGES INCLUDING COVER SHEET:

2

COMMENTS:



File Delegation
[Signature]

United States Department of State

Deputy Chief of Protocol
Washington, D.C. 20520-1238

November 4, 1994

TO: Ms. Maggie Williams
Chief of Staff of the First Lady
The White House

THROUGH: Amb. Raiser
Chief of Protocol

FROM: Fred DuVal

SUBJECT: Presidential Delegation to Mexico

A memo from the State Department has gone forward to the NSC requesting a 20-25 (space permitting) member Presidential Delegation to the inauguration of President-elect Ernesto Zedillo, December 1. The Vice President has agreed to head the delegation. Because of limited space, I would like you to keep in mind that only 4-5 members of the delegation will be seated in a special area, and included in the state dinner. The remaining delegates will be invited to the swearing-in and a dinner hosted by Mexican government officials. Tentative schedule is November 30-December 2.

I would appreciate it if your office could provide me with a list of names, in priority order, reason for inclusion (specifically, (1) what the nominee's connection is with the country and (2) why the person should be considered for this honor), and a contact number for each proposed name by November 10. Please FAX suggested list of names to 202-647-3980. If we have not received a contribution from your office by this date we will assume that you do not have any proposed names and we will move forward with suggestions received from others.

We shall then develop the specific proposed delegation list to be forward to the White House for final approval.

Thank you for your cooperation in this matter.

**United States Department of State**

Deputy Chief of Protocol
Washington, D.C. 20520-1238

November 4, 1994

TO: Ms. Anne Bartley
Assistant to the Deputy Chief of Staff
The White House

THROUGH: Amb. Raiser
Chief of Protocol

FROM: Fred DuVal

SUBJECT: Presidential Delegation to Mexico

A memo from the State Department has gone forward to the NSC requesting a 20-25 (space permitting) member Presidential Delegation to the inauguration of President-elect Ernesto Zedillo, December 1. The Vice President has agreed to head the delegation. Because of limited space, I would like you to keep in mind that only 4-5 members of the delegation will be seated in a special area, and included in the state dinner. The remaining delegates will be invited to the swearing-in and a dinner hosted by Mexican government officials. Tentative schedule is November 30-December 2.

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We shall then develop the specific proposed delegation list to be forward to the White House for final approval.

Thank you for your cooperation in this matter.

MEMORANDUM

TO: Distribution List

FROM: Dana Wyckoff
Office of Public Liaison

DATE: October 24, 1994

RE: Presidential Delegations

*File
Delegations*

To date, I have been informed that a Presidential Delegation is not being planned for the upcoming Mexican Inaugural Ceremonies in early December. [Traditionally, foreign delegations have not been invited]. In the event there is a delegation, it is important to have names ready for inclusion. Please forward any candidates to my attention no later than Friday, November 4th. A fully completed nomination form and a short biography is required for each nomination.

The next scheduled delegation should be on December 16th, to Belgium for the WWII Battle of the Bulge commemorative ceremonies. This, like several of the projected delegations recently, may evolve into a military ceremony, with no Presidential Delegation. Again, we should be prepared, so names must be forwarded to my attention by Friday, November 11th. Again, fill out the attached information sheet fully, and attach a short biography of the suggested participant. Because of the nature of the delegation scheduled for early December, veterans of WWII are a high priority, or Americans of Belgium extraction.

Please send all forms to me in Room 122. Please call me at x65170 if you have questions. Thank you.

Distribution List: OPL Staff
Joan Baggett
Marcia Hale
Jack Quinn
Maggie Williams

Your Name :

PRESIDENTIAL DELEGATION NOMINATION FORM

Date of Request: 10/24/94 NOMINATION DEADLINE: 11/11/94

Country: Belgium Event: WWII - Battle of the

Dates of Event (Approximate) 12/16/94

Bulge

Comments: _____

Name: _____
(Full Legal)

Title: _____

Company: _____

Address: _____

Phone (O): _____

Office (H): _____

How do you know the candidate?: _____

Reasons for nomination (i.e. Experience; Expertise; Political):

Are there any potential conflicts? (business; political etc.):

If you are submitting more than 1 candidate, what is the priority of this candidate in the list? _____

Please copy, fill out and return to Dana Wyckoff Room 122 by Nomination Deadline above. If you have questions call x65170.

Your Name :

PRESIDENTIAL DELEGATION NOMINATION FORM

Date of Request: 10/24/94 NOMINATION DEADLINE: 11/4/94

Country: Mexico Event: Inaugural

Dates of Event (Approximate) 10/12/94

Comments: _____

Name: _____
(Full Legal)

Title: _____

Company: _____

Address: _____

Phone (O): _____

Office (H): _____

How do you know the candidate?: _____

Reasons for nomination (i.e. Experience; Expertise; Political):

Are there any potential conflicts? (business; political etc.):

If you are submitting more than 1 candidate, what is the priority of this candidate in the list? _____

Please copy, fill out and return to Dana Wyckoff Room 122 by Nomination Deadline above. If you have questions call x65170.

File Delegations

MEMORANDUM

TO: DISTRIBUTION LIST

FROM: DANA WYCKOFF

DATE: JANUARY 9, 1994

RE: PRESIDENTIAL DELEGATION

A delegation to the 50th anniversary of the liberation of Auschwitz is currently under consideration by the State Department. The proposed trip would occur around January 27th.

The delegation will probably be relatively small, with only one or two public members. Please forward your names, in priority order, to my attention no later than Wednesday, January 11th at noon. Fill out the enclosed form completely and enclose a resume if possible. Justification for inclusion is required for consideration.

If you have questions, please call me at x65170.

Distribution List: OPL Staff
Jack Quinn
Marcia Hale
Maggie Williams
Reta Lewis

PRESIDENTIAL DELEGATION NOMINATION FORM

Date of Request: 1/9/94

NOMINATION DEADLINE: 1/11/94

Country: Poland

Event: Commemoration of Auschwitz

Dates of Event (Approximate) Jan 27

Liberation

Comments: _____

Name: _____
(Full Legal)

Title: _____

Company: _____

Address: _____

Phone (O): _____

Office (H): _____

How do you know the candidate?: _____

Reasons for nomination (i.e. Experience; Expertise; Political):

Are there any potential conflicts? (business; political etc.):

If you are submitting more than 1 candidate, what is the priority of this candidate in the list? _____

Please copy, fill out and return to Dana Wyckoff Room 122 by Nomination Deadline above. If you have questions call x65170.