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File Folder [WORKING NOTEBOOK ON] 1983 SUMMIT OF
INDUSTRIALIZED NATIONS (7)

FOIA

F97-066/18

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6

ID	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
104987	CABLE	STATE 290942	3	10/16/1982	B1
104988	CABLE	PARIS 37293 - LETTER MITTERAND TO REAGAN	2	10/28/1982	B1
104989	CABLE	ROME 24328; LETTER SPADOLINI TO REAGAN	2	10/28/1982	B1
104990	LETTER	PM SUZUKI TO REAGAN	2	10/22/1982	B1
104991	LETTER	PIERRE TRUDEAU TO REAGAN	4	11/1/1982	B1
104993	MEMCON	SIR ROBERT ARMSTRONG, ALLEN WALLIS, HENRY NAU AND MARSHALL CASSE	2	11/2/1982	B1
104994	MEMCON	MR. JENNIGER, MR. GRIMM, MR. GAMERDINGER, ALLEN WALLIS, HENRY NAU	2	11/2/1982	B1

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Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

February 17, 1983

file

MEMORANDUM FOR: MIKE DEAVER
MIKE McMANUS

FROM: JOE WRIGHT

SUBJECT: Status Report -- Several Items

It appears that we have been able to work out funding that can be obtained fairly rapidly from USIA for the Economic Summit. The attached memo gives you more of a detailed update. Our next steps are to obtain funding from State (and perhaps Commerce) and figure out the exact costs.

We are preparing additional details for the FY 84 olympic discussions - will be ready prior to our trip at the end of the month.

Peter Ueberroth called last night and reiterated (many times) that they do not want any Federal funding. He understands our position that essential services will have to be provided by the Federal government - but wants to know exactly what this would be. He would like to have some type of press conference/background session so that a representative of the Administration can specifically state that there was no prior agreement between the L.A. Olympic Committee and the Administration for funding. I told him that is your call but would be happy to participate if you think this is a smart thing to do.

Last item - we are meeting with John Simpson today at 2:00 PM regarding the Secret Service budget - we did not reduce funding for their telephone scrambler project. They appear to be having a problem with Treasury. I'll find out what is going on.

Attachment

*P.S. Understand
Bobbi Fiedler is
making press release
today.*



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

MEMORANDUM FOR: MICHAEL A. McMANUS

FROM: JOE WRIGHT

SUBJECT: Financing Press Support Costs for the
Williamsburg Summit

The following is the status of funding for Summit press costs:

We are pleased that, after our phone call to Charlie Wick, USIA has reviewed the proposed budget prepared by the White House Task Force press group and believes that the agency can legally fund the following (see table at Attachment A):

- 100% of costs relating completely to foreign press;
- 1/3 of costs involving both foreign and domestic press;
and
- all of the costs involving construction of facilities
(these were estimated by the Task Force at \$1.1 million;
USIA believes that \$300,000 will be sufficient but will
also cover any costs over and above that figure).

Charlie Wick has agreed to this proposal and has informed us of his intention to provide the Task Force with \$200,000 immediately and to notify Congress of the \$1 million reprogramming (see Attachment B). OMB staff is reviewing the proposal for accuracy and legality.

The USIA proposal leaves a funding gap of about \$1 million. We would hope that we can obtain substantial funding from private contributions and/or fees. If this will not cover the shortfall, we will secure additional federal funding.

We believe that the State Department would be the most appropriate source for the balance, in terms both of legal authority and of available funds. Our current estimate is that up to \$1 million could be made available from State's Salaries and Expenses account. The Commerce Department's International Trade Administration is also a possible source of funds, and should be able to provide between \$500,000 and \$1 million, if needed.

We have also examined Treasury and the Agency for International Development; the former is extremely tight on funds this year and the latter has authority to finance only foreign aid activities.

Attachments

cc: Mike Deaver

ATTACHMENT A

Williamsburg Summit
Press Budget-Estimate
(\$ in thousands)

	<u>Task Force Budget</u>	<u>USIA Estimate</u>	<u>(of which USIA to finance)</u>	<u>(balance to be covered)</u>
Personnel, Travel and Transportation	268	268	133	135
Rent, Communications, Equipment	865	865	386	479
Printing	50	50	17	33
Construction <u>1/</u>	1,100	314	314	-
Consultants, contracts	453	453	150	303
Contingencies <u>2/</u>	<u>400</u>	<u>-</u>	<u>-</u>	<u>-</u>
	3,136	1,950	1,000	950

1/ USIA estimate based on converting existing facility rather than new construction; if infeasible, USIA would provide additional funding.

2/ Other categories represent liberal estimates, should cover contingencies.

**United States
Information
Agency**

Washington, D.C. 20547

ATTACHMENT B
Office of the Director



February 16, 1983

Dear Alton:

I refer to our telephone discussion of February 10 concerning the funding of the Williamsburg Summit. My staff has been coordinating closely with Richard Nygard of yours, and I understand that an arrangement has been worked out that Mr. Nygard finds acceptable.

Our concern was the lack of legal authority for USIA to pay any costs in support of the domestic press. For that reason, we needed a detailed set of budget estimates accurately reflecting the costs, or percentage of costs, that would support the foreign press as opposed to the U.S. press. We have now received the required information from the Task Force.

Based on our review of the estimated costs, we have determined that we can legally pay up to \$686,000 plus a substantial portion of the as yet undetermined cost of constructing and preparing briefing areas for the press. A breakdown of the amounts we can pay is attached at Tab A. These figures are based on full payment by USIA for items that directly support the foreign press and one-third of the cost of those items that support the press in general, assuming that the Foreign Press will be about one third of the total.

The seven items listed at Tab A total \$686,000. In addition, USIA can provide the total cost of the rent and/or construction of the foreign press briefing areas and one third of the cost of briefing areas for the press in general. Our Chief Contracting Officer has been working closely with the Task Force on this project and has made two trips to Williamsburg to discuss the necessary work with the experts on site.

The Honorable
Alton G. Keel, Jr.
Associate Director
National Security and
International Affairs
Office of Management and Budget

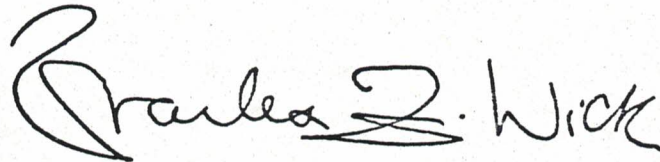
While the original Task Force estimate of this construction was \$1.1 million, our Chief Contracting Officer informs us that he now believes that these facilities can be prepared for several hundred thousand dollars.

Therefore, we propose adding up to \$314,000 for this purpose to the \$686,000 listed at Tab A, for a total USIA commitment of up to \$1 million. We understand that the Task Force's immediate need is for about \$200,000 to permit initial contracts to be let. Since that amount does not require advance approval by Congress, we are providing authority to obligate \$200,000 to the Task Force today. We will send a request to the Congress shortly to reprogram the full \$1 million.

Of course, funds from another source will be needed for the two thirds of those items which cannot legally be covered by USIA because they support the domestic press. Mr. Nygard has been informed of this need and I understand that he is working on it.

As you can see from the chart at TAB B, this unexpected expenditure of \$1 million will cut into some important Agency activities. However, we realize the significance of the Summit and are pleased to be a part of this effort.

Sincerely,

A handwritten signature in dark ink, reading "Charles Z. Wick". The signature is fluid and cursive, with the first name "Charles" and last name "Wick" clearly legible, and "Z." as a middle initial.

Charles Z. Wick
Director

Williamsburg Summit Costs that Can Legally be Funded by USIA

1. The cost of travel and per diem for all USIA personnel involved in the Summit, and the cost of one third of all others supporting the press. Estimate \$126,000.
2. The full cost of the baggage trucks and transportation for the foreign press. Estimate \$7,000.
3. The full cost of the equipment, facilities and installation for simultaneous interpretations. The State Department should provide the interpreters. Estimate \$150,000.
4. One third of the estimated cost of the other rents, communications and utilities, including rental of furniture, telephone and other communications installations, equipment rental, video equipment rental, etc. Estimate \$236,000.
5. One third of the cost of printing materials for the press. Estimate \$17,000.
6. One third of the cost of consultants needed by the task force. Estimate \$66,000.
7. One third of the cost of the shuttle bus service for the press. Estimate \$84,000.

Total estimated costs of these items: \$686,000.

In addition, USIA can fund the total cost of briefing rooms for the foreign press and one third of the cost of briefing rooms for the U.S. press. We are estimating a total of \$314,000 as USIA's share of those costs.

Total estimated share of the cost for USIA: \$1,000,000.



Following are the USIA activities from which we would reprogram funds for reallocation to the Williamsburg Summit Task Force:

Williamsburg Summit Funds

	<u>\$1 Million</u>
TV Satellite File	\$400,000
Wireless File Improvements	200,000
VOA Personnel Training and Support	200,000
Research	100,000
U.S.-German Tricentennial	100,000
Total	\$1,000,000

Ville Summit

Dear

I am outlining for your consideration the following standard, coordinated policy for contacts with the press during the Williamsburg Summit. These guidelines are in keeping with our discussion at La Celle-St. Cloud.

General Ground Rules

- Each participating delegation would designate two Ministers and a press spokesman as official briefers and two background briefers as the only briefers during the Summit. Each country would have a separate briefing room.
- Before the conclusion of each session, which involves heads of state or government, the participants would agree on how they would represent their discussion to the press.
- Heads of state and government would agree not to give any press interviews (TV, radio or print) from the time of arrival at Williamsburg until after the concluding press gathering, when the President of the United States will read a joint statement (see below).
- Participating Ministers would also agree not to give any press interviews from the time of arrival at Williamsburg until after the final joint press statement, except in connection with scheduled official briefings (as indicated below). (Ministers could pre-tape interviews before arrival at Williamsburg.)

Proposed Briefing Schedule

- | | |
|--------|--|
| May 28 | Non-substantive (e.g., logistics, etc.) briefings by press spokesman to conclude before 9:00 p.m. |
| May 29 | Briefing by Secretary Shultz, ^{or Regan,} following the morning session, on the basis of common guidance agreed to at the end of the session. |

Individual country briefings following the afternoon session by Ministers or press spokesman.

May 30 Joint press statement as agreed by all heads to be read by the President of the United States after the conclusion of the final Summit session.

Individual country briefings after the joint press statement by heads of state or government, Ministers or others.

Background

Briefers - Background briefers are free to brief at any time, beginning Saturday morning.

We are also planning for Secretary Shultz to give a press briefing in mid-February, at which he will discuss the type of Summit we are preparing for Williamsburg. He will emphasize the general themes we agreed upon at La Celle-Saint Cloud--an informal Summit with smaller sessions and no formal communique. He will note, in particular, that the

I look forward to your comments on the press guidelines. President has been

in contact with the other leaders and they have unanimously agreed to these themes.

THE WHITE HOUSE

WASHINGTON

January 10, 1983

MEMORANDUM FOR MICHAEL K. DEEVER
FROM: MICHAEL A. McMANUS, JR. *ma*
SUBJECT: Organization of Summit Task Force

This memo is intended to give you an update on the status of the organization for the 1983 Economic Summit.

1. Organization - Attached is a proposed organization chart for the top level positions for your approval. If you agree all of these people would be brought on board on the 17th of January. Those marked with an asterisk will be consultants, the others are either our own people or detailees from other agencies or departments. Some of our people will only be available part time at the early stages of planning and in all these cases they will be backed up by strong deputies who will devote more time to the project. I have been able to get office space on the first floor of the State Department. It is being prepared now and will be available on January 17th. I am proposing an indoctrination for the group coming on the 17th at 10:00 am in room 450 EOB. We will be showing a film of the Japanese Summit and a film and slide presentation on Williamsburg. I thought it would be appropriate for you to start that session off.
2. Budget - I met last week with Joe Wright at OMB who has arranged for \$3 million to be set aside out of the State Department budget for its portion of Summit costs. In addition he has also agreed to give me the part time services of one of his people to help us put the budget together for the Summit.
3. Accommodations for Heads of State - During our last trip to Williamsburg we arrived at a proposal for housing all of the Heads of State in private houses in close proximity to one another. The one exception to this would be the Japanese delegation which would be housed in and around the Queen's Suite at the Inn. Apparently, Emperor Hirahto stayed there once and they like the accommodations. The Official parties would be housed at the Williamsburg Inn and I would propose housing the senior staff in Providence Hall wings. The proposal for housing the Heads of State is attached. The proposal allows us to secure a small area where most of the Heads are housed on one street and can walk from one house to another for bilaterals. This plan also frees up Coke-Garrett house and Bassett Hall for meetings and meals.

4. Press - The question of press coverage and interview guidelines has been discussed with Gergen, Speakes, Allin, and Rosenberger. Attached is a proposed format which we believe we can live with not only this year but also for an election year (84) in England.

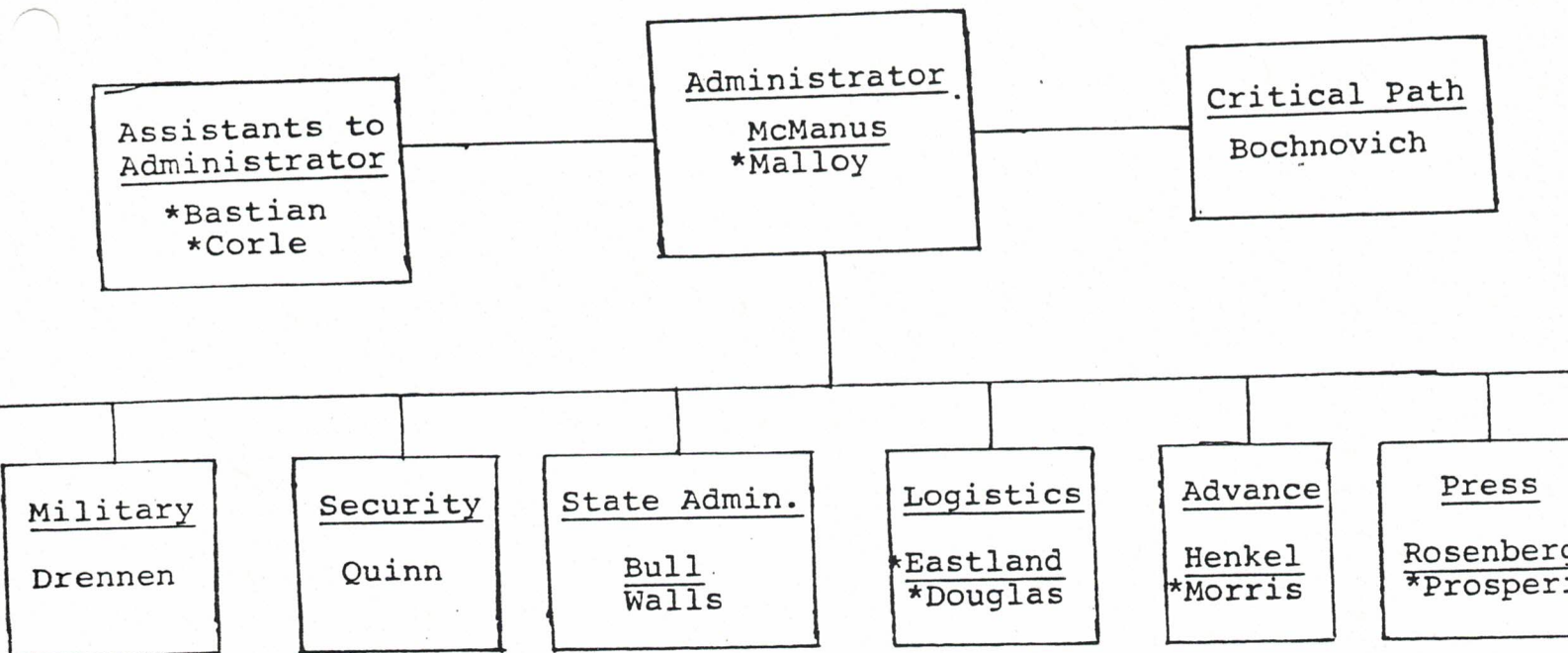
5. Key Dates - The following is a listing of key Summit related dates as we know them now.

January 17	- first tier of organization on board
	- Embassy contacts in Washington received from each Personal Representative.
January 20, 21	- tour of Williamsburg
January 23	- questionnaire out to each embassy
January 31	- hotel assignments by country to embassy's
February 19	- need decisions on all sites before this date
March 7 & 8	- liaison personnel briefing
March 9 - 16	- first advance team visits
March 17 & 18	- Sherpa meeting at Yosemite
April 11 - 16	- second advance teams visits
April 18	- organization in place in Williamsburg
April 29 & 30	- first rehearsal of entire summit
May 7 & 8	- Sherpa meeting
May 17	- volunteer briefing at William & Mary
May 20 & 21	- full dress rehearsal
May 28, 29, 30	- SUMMIT
June 1	- vacation

6. Open Issues - There are a couple of major questions that need your attention:

- a. Will there be a State Dinner in Williamsburg or Washington.
- b. Will we be bringing in major entertainers for part of the Summit.
- c. Do you want to proceed with the Craig Claiborne plan.

1983 ECONOMIC SUMMIT
ORGANIZATIONAL CHART



PROPOSAL FOR HOUSING

HEADS OF STATE

Providence Hall - five (5) bedrooms - United States
Lightfoot House - five (5) bedrooms - France
Chiswell Tavern - six (6) bedrooms - Great Britain
Braken House - four (4) bedrooms - Canada
Moody House - two (2) bedrooms combined with
Ewing House - three (3) bedrooms, totalling 5 - Germany
Queen's Suite in Inn - six (6) bedrooms - Japanese
Orrell House - five (5) bedrooms - Italy
Lewis House & Masonic Kitchen - five (5) bedrooms - European
Economic Communities

This list is done in the protocol ranking by country.
President's always come first, then Heads of State,
listed by the date they took office. Therefore, if
any elections are held between now and the Summit,
this list, as far as pecking order, may change.

PRESS MEETING

WITH WHITE HOUSE GROUP

FRIDAY, JANUARY 7, 1983

On Saturday, May 28th there would be a general briefing by each country.

On Sunday, May 29th after the morning meeting there would be a joint briefing probably given by Shultz, then in the afternoon there would be a country briefing by each participating Minister.

On Monday, May 30th there would be a joint statement by the President and a country briefing by any one country that wanted to have it.

GROUND RULES

1. There would be two (2) official briefers and two (2) back-ground briefers per country.
2. Heads of State cannot tape interview shows.
3. Foreign Ministers can tape interviews.
4. There can be no live shows during the Summit.
5. Each country will have an individual briefing room.

THE WHITE HOUSE

WASHINGTON

January 3, 1983

Dear Mac:

Thank you for your letter and recommendation of Mr. David Balfour. I have taken the liberty of forwarding his resume to Mr. Michael McManus who is coordinating the plans for the Summit.

With best wishes.

Sincerely,

MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

The Honorable Malcolm Baldrige
Secretary
Department of Commerce
14th and Constitution Ave., N.W.
Washington, D.C. 20230

THE SECRETARY OF COMMERCE
WASHINGTON

December 21, 1982

Honorable Michael K. Deaver
Deputy Chief of Staff and
Assistant to the President
The White House
Washington, D. C. 20500

Dear Mike,

David Balfour is very interested in a position on the support staff for the economic summit in Williamsburg in June. I strongly recommend him.

Dave has done advance for me both domestically and internationally. He's a hard worker and, as the enclosed resume shows, he has a fine background for handling logistics.

Sincerely,



Malcolm Baldrige

Enclosure

~~SECRET~~

SYSTEM II
90904

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

~~SECRET~~
~~WITH ATTACHMENTS~~

November 12, 1982

MEMORANDUM FOR MICHAEL DEEVER

FROM: WILLIAM P. CLARK *wpc*

SUBJECT: Williamsburg Summit

Attached are the agenda and background paper for our meeting on Friday, November 12, at 3:30 p.m. in the Situation Room on the Williamsburg Summit.

Attachments

- Tab A - Agenda
- Tab B - Background Papers

~~SECRET~~
~~WITH ATTACHMENTS~~
Declassify on: OADR

DECLASSIFIED
On 11/11/00, E.O. 12958, as amended
with no further action, Sept. 11, 2008
BY *als* DATE 2/18/11

~~SECRET~~
~~WITH ATTACHMENTS~~

~~SECRET~~

SYSTEM II
90904

MEETING ON WILLIAMSBURG SUMMIT

Friday, November 12, 1982

3:30 P. M.

SITUATION ROOM

AGENDA

DECLASSIFIED
Sec 3.4(p), E.O. 12958, as amended
Villanova University, Sept. 11, 2008
BY NALM db DATE 2/18/11

1. Review of Recent Presidential Correspondence
and European Trip re Summit
(See memo and Tabs 1 and 2 of the Background
material) Wallis
2. Discussion of Informal, Scaled-Back Summit
(See Tab 3 of Background Material) McManus
3. Initial Preparations
 - a. First Preparatory Meeting
(See memo of Background Material) Wallis
 - b. Administrative Activities McManus

~~SECRET~~
~~WITH ATTACHMENTS~~
Declassify on: OADR

~~SECRET~~

UNDER SECRETARY OF STATE
FOR ECONOMIC AFFAIRS
WASHINGTON

November 10, 1982

MEMORANDUM FOR:

Mr. Michael Deaver
Mr. William P. Clark ✓

SUBJECT:

Agenda Items for our Friday Meeting

In this memorandum, I will comment on two of the agenda items for our meeting: the form of the Williamsburg Summit and the preparatory process.

Also, attached for your information:

Tab A - President Reagan's letter on the format of the Summit; replies from Mitterrand, Spadolini, Suzuki, and Trudeau; notes on my conversations with Armstrong (for Thatcher) and Jenniger and Grimm (for Kohl).

Tab B - My trip report.

Tab C - Draft schedule for Williamsburg (prepared by McManus and Nau).

The Form of the Williamsburg Summit

As the replies to the President's letter and my trip report suggest, there is a great deal of sentiment in favor of a more informal, less structured, more consultative meeting in Williamsburg. Acquired tradition, bureaucratic inertia, and our strong advantage in press and public relations mean that a concerted and imaginative effort on our part will be necessary to bring off the type of Summit envisaged in the President's letter. In brief, the President's leadership will be essential -- at home and with the other participants.

There are several questions which deserve attention in relation to the draft schedule.

Format:

-- Composition of sessions: Heads only, Heads plus one for specific issues; Traditional (Heads plus two).

-- Notetakers: Rapporteur-style; one per country; none.

-- Agenda: Traditional (5 items), one issue per session, unstructured .

-- Papers: Short issues papers (one per session) prepared by Sherpas or assigned to one country; analytical papers on each agenda item.

-- Setting: Formal table (heads plus two) for all sessions; multiple settings of varying degrees of formality including "living room" settings.

Press

-- Coverage: Limited accreditation; open accreditation with effort to reduce attendance by actively working to lower expectations about results, decisions, etc.

-- Backgrounding at Summit.

-- Communique: No communique; Short "themes" communique; traditional communique covering the waterfront.

The Preparatory Process

When we have decided on the format, press, communique, etc. -- and assuming those decisions are along the lines of the President's letter -- we will have to shape a preparatory process to match. I hope to go to the first preparatory meeting with firm instructions from the President on his desires. A short meeting with the President would enhance the credibility of my eventual presentation.

I get the impression from other Sherpas that the preparatory process itself contributes to the structuring

and formality of the Summit sessions. While substantive preparation is essential, I would plan to limit the preparatory meetings to three (one in December or January, one in mid-March, one in late April/early May). Mike McManus' preparations on the administrative side will, of course, be much more extensive.

As to the first preparatory meeting, I believe we should consider two alternative courses. The first is to make our attendance at the meeting Attali has called for December 11-12, conditional upon the French assuring us before hand that Mitterrand will attend the Summit. The second course (urged by Berlinguer of Italy) is to attend without condition, confident that, in fact, Mitterrand will attend the Summit. The second course offers less chance of confrontation from which the French could not back down without loss of face.



Allen Wallis

cc: Beryl Sprinkel
Mike McManus
Henry Nau

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<i>ID</i>	<i>Document Type</i> <i>Document Description</i>	<i>No of</i> <i>pages</i>	<i>Doc Date</i>	<i>Restric-</i> <i>tions</i>
104990	LETTER PM SUZUKI TO REAGAN	2	10/22/1982	B1

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104991	LETTER PIERRE TRUDEAU TO REAGAN	4	11/1/1982	B1

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104993	MEMCON SIR ROBERT ARMSTRONG, ALLEN WALLIS, HENRY NAU AND MARSHALL CASSE	2	11/2/1982	B1

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104994 MEMCON

2 11/2/1982 B1

MR. JENNIGER, MR. GRIMM, MR.
GAMERDINGER, ALLEN WALLIS, HENRY NAU

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