

Keep handy
— mb.

PRIME MINISTER

You asked for a note on recent Ministerial travel, a comparison with travel in a previous period, and a forecast of visits now planned.

Flag A is our list of visits undertaken in the first 6 months of this year. Flag B is the Foreign Office forecast of proposed visits for the second half of the year.

There is no readily accessible complete record of visits under a previous administration, as our record is only kept for a few months. Travel in the first two months of 1979 appears to have been at about the same rate as for January/February 1980. We think that the Callaghan Administration generally had a little less travel, but this is most likely to be a reflection of the different Parliamentary situation.

On the basis of the scale of travel indicated in these lists, you may want to consider some further guidance - either directly to Cabinet or through the FCO - about the volume of overseas visits. One administrative point has emerged from this exercise. Departments are supposed to report to the Civil Service Department, all overseas visits, with a return of the cost. After much delay, the CSD produced for me a record of travel in the first 6 months of this year: this comprised 64 visits: the list which I have since compiled from our own records shows 129 visits. I suggest that we dispense with the attempt to keep a record in the CSD forthwith, since the procedure is clearly most honoured in the breach.

Agreed!
— mb.

MPD

18 July, 1980

PROPOSED MINISTERIAL VISITS ABROAD

July - December 1980

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
Lord Chancellor	Late November	Norway
Lord Carrington	30 July - 8 August	Latin America
	? August	Austria
	21 - 22 August	Finland and Sweden
	19 - 21 September	France
	25 September - 6 October	Far East Tour
	14 - 17 October	Italy
	28 - 31 October	Hungary and Poland
	17 - 18 November	Germany
Sir I. Gilmour	30 June - 10 July	Japan and Korea
F. Pym	19 - 21 September	France
	Autumn	Austria, FRG and Berlin
	October - November	Iraq and Oman
	Second half 1980	Nigeria
J. Nott	7 - 11 July	Nigeria
	September	Various European Capitals
	October	Greece
	October	? Thailand and Indonesia
P. Walker	10 July	Munich
	14 - 15 July	Spain
	28 - 30 July	Washington
	12 - 26 September	? Venezuela, Argentina and Uruguay
	November	Greece
D. Howell	22 - 23 July	France
	15 - 30 September	USA, Venezuela and Mexico
P. Jenkin	26 September - 2 October	Iraq and UAE

MINISTERDATEPLACE

M. Carlisle

5 - 13 August
Autumn/WinterSri Lanka
Spain

N. Edwards

23 September -
8 October

USA

G. Younger

14 - 24 September
SeptemberFar East
USA

F. Pym

14 - 23 September

Autumn
November - DecemberThailand, Malaysia and
Australia

Oman
PortugalJunior MinistersMINISTERDATEPLACEFCO

D. Hurd

16 - 18 July
December '80 -
January '81Iraq
Jordan, Oman and Saudi
Arabia

P. Blaker

28 - 30 July

September - October
AutumnNew Hebrides, New Guinea
and Fiji
Czechoslovakia
GDR

N. Ridley

10 - 17 August

Guatemala, Belize and
Trinidad

R. Luce

15 September -
2 October
7 - 8 NovemberCentral and Southern
Africa
Nairobi

Lord Trefgarne

26 July - 5 August

Peru, Paraguay and
Uruguay

MINISTERDATEPLACEMOD

Lord Strathcona

August - September

Canada

K. Speed

5 - 15 September

USA

October

Hong Kong

G. Pattie

Autumn

Egypt

B. Hayhoe

1 - 4 August

Canada

ENERGY

H. Gray

25 - 28 August

Norway

5 - 8 October

Czechoslovakia

November/December

Trinidad, Ecuador and
Columbia

N. Lamont

27 September -
10 OctoberUAE, Qatar, Saudi Arabia
and Iraq

J. Moore

10 - 21 November

USA

TRADE

C. Parkinson

4 - 15 August

Argentina and Chile

31 August - 7 September

Hong Kong

Summer Recess

Far East Tour

29 September -
5 October

East Africa

13 - 17 October

Romania

20 October

Spain

26 - 31 October

Israel

10 - 14 November

Poland

20 November -
7 December

Central Africa

Late 1980/early 1981

Southern Africa

MINISTER
TRADE (Cont)

DATE

PLACE

N. Tebbit

Dates uncertain
Dates uncertain
12 - 16 September

China
India and Pakistan
Czechoslovakia

R. Eyre

26 - 30 September

Bulgaria

MAFF

Lord Ferrers

8 - 19 September

Singapore, Indonesia
and Malaysia

A. Buchanan-Smith

October

Canada

J. Wiggins

2 - 23 October

USA and Mexico

HOME OFFICE

T. Raison

15 - 25 September

Hong Kong and Thailand

NIO

G. Shaw

13 - 17 October

USA

SCOTTISH OFFICE

A. Fletcher

October

USA

DHSS

R. Prentice

22 - 23 July
September (2 weeks)

Republic of Ireland
Australia

D/EMPLOYMENT

P. Mayhew

September (2 weeks)

Australia

MINISTER

DATE

PLACE

DES

Lady Young

17 - 18 July

Denmark

Dr. R. Boyson

Autumn

USA

N. Macfarlane

21 - 29 September

FRG and Switzerland

HMT

P. Rees

September/October

Canada and USA

DOE

J. Stanley

14 - 21 September

USA

TRANSPORT

K. Clarke

September

Venezuela and Brazil

18.7.80.



Ministers Rth
cc: CO
FCO

10 DOWNING STREET

From the Private Secretary

8 August, 1980

BF 29.9.80
(See penultimate para)

Thank you for your further letter of 7 August about Ministerial travel.

I accept that the only centralised record of Ministerial travel under the current administration will now be that held in No.10. In his minute of the same date, David Wright suggests that we could leave ourselves open to some criticism if the Government could not show that the money spent on Ministerial travel was adequately monitored.

I understand the basis of this argument, but I am not convinced by it. Your record has been shown to be unworkable, and neither the FCO's system nor our own is at present set up to specify the likely costs of travel. When the Prime Minister issued guidance on travel by Ministers at the time of taking office, she concluded that previous guidance was unnecessarily detailed for Ministers. As your records will show, she decided to cover the detailed guidance with a summary making it clear that individual Ministers were responsible for making the most efficient and cost-effective arrangements for travel, and that they should be relied upon to use their commonsense without having to have every detail checked. That guidance is now contained in (C(P) (79)2).

Against this background I think it is clearly reasonable to maintain the view that the Prime Minister and Foreign and Commonwealth Secretary are responsible for approving Ministerial travel, but Ministers as departmental managers are responsible for organising approved travel in the most economic and efficient way possible. This is now implied in the written answer which the Prime Minister is giving today - copy enclosed.

David Wright commented that if detailed records were to be kept in all Government departments in order to make up for the disappearance of the central record, this would not offer any staff savings. We will not be asking Departments to do new work, but simply to keep on their files the cost of completed visits, in order to respond to enquiries. This should not involve new work.

/I hope,

RESTRICTED

R

I hope, therefore, that we can be agreed for the future:-

- (1) that Ministerial travel continues to be approved (a) in the case of Cabinet Ministers and special costs such as wives and PPSs, by the Prime Minister;
(b) in other cases any other costs by the Foreign and Commonwealth Secretary, whose office will inform No.10 of each visit by copying the approval letter to us;
- (2) that Departmental Ministers are accountable both to the Prime Minister and to Parliament for managing a visit in the most economical and efficient way possible;
- (3) that we discourage questions which make the assumption that there is central responsibility for the cost of travel, and refer enquiries to individual departments;
- (4) that in the event of there being a particular line of enquiry in Parliament which justifies a central response, No.10 will produce a list of the visits in question, and will then require individual departments to put costs to the list.

If these arrangements are acceptable, I agree that we need to advise Departments - perhaps by a Private Secretary letter from No.10. I suggest that this should go round at the beginning of October. It is likely to be overlooked if circulated now.

I am sending copies of this letter to David Wright (Cabinet Office) and Malcolm Adams, (Foreign and Commonwealth Office).

M. A. PATTISON

J G Colman, Esq
Civil Service Department

(Answered by the Prime Minister on 8 August)

UNSTARRED Mr. Robert Parry: To ask the Prime Minister, if she
NO. 85 will list the overseas official visits to be made
(W) by Her Majesty's Ministers during the Summer Recess.

Ministerial visits are announced by the Department concerned. A number of my colleagues will be making overseas visits during the recess, but it is not the usual practice to publish lists of such visits in advance.

mt

APPROVED VISITS BY MINISTERS ABROAD9 August - 26 October 1980

<u>MINISTER</u>	<u>PLACE</u>	<u>DATE</u>	<u>REASON</u>
<u>MAFF</u>			
Secretary of State	Venezuela, Argentina, Uruguay	12 - 26 September	Official Visit
Parliamentary Secretary	Mexico & USA	2 - 23 October	Official Visit
<u>DES</u>			
Secretary of State	Sri Lanka	8 Aug - 1 September	Eighth Commonwealth Education Conference
Parliamentary Under- Secretary of State (Dr. Rhodes Boyson)	USA	3 - 16 September	Official Visit
Parliamentary Under- Secretary of State (Mr. Macfarlane)	West Germany, Netherlands and Switzerland	21 - 29 September	Official Visit
<u>D/Energy</u>			
Secretary of State	Mexico, Venezuela, USA	17 - 22 September 22 - 25 September 25 - 26 September	Official Visit
Minister of State	Czechoslovakia	5 - 8 October	Invitation from Dr. Ehrenberger, Minister of Fuel.
Parliamentary Under- Secretary of State (Mr. Moore)	West Germany	1 - 3 September	To attend Fifth International Conference on Coal
<u>DE</u>			
Minister of State	USA	15 - 20 September	Official Visit

<u>MINISTER</u>	<u>PLACE</u>	<u>DATE</u>	<u>REASON</u>
<u>FCO</u>			
Secretary of State	Sweden & Finland	19 - 22 August	Official Visit
	USA	21 - 24 September	UN General Assembly
	Far East	24 Sept - 5/7 Oct	Official Visit
	Italy	14 - 17 October	State Visit
	Luxembourg	25 - 26 October	Informal Foreign Ministers Meeting
Minister of State	Guatamala, Belize and Trinidad	10 - 16 August	Caribbean Heads of Mission Conference
Parliamentary Under-Secretary of State	Africa	15 Sept - 2 Oct	Official Visit
<u>DHSS</u>			
Secretary of State	Iraq and United Arab Emirates	26 Sept - 2 Oct	Official Visit
	Madrid, Spain	16 - 17 October	Speak at Assembly of the International Federation of Pharmaceutical Manufacturers Association
<u>DOI</u>			
Secretary of State	USA	6 - 10 September	To attend opening day of Mount Pelerin Society 1980
<u>Scottish Office</u>			
Secretary of State	Japan	14 - 24 September	To promote inward investment
<u>Welsh Office</u>			
Secretary of State	USA	23 Sept - 8 Oct	Promotional mission on behalf of Development Corporation for Wales

<u>MINISTER</u>	<u>PLACE</u>	<u>DATE</u>	<u>REASON</u>
<u>D/Trade</u>			
Secretary of State	Greece	12 - 15 October	Official Visit
Minister of State (Mrs. Oppenheim)	Paris	16 - 17 October	Conference of European Consumer Ministers and Organisations
Minister of State (Mr. Parkinson)	Hong Kong	31 Aug - 7 Sept	Leading a small mission of senior textile manufacturers to promote UK textile exports
Parliamentary Under- Secretary of State (Mr. Tebbit)	Czechoslovakia	12 - 16 September	Trade promotion
<u>HMT</u>			
Parliamentary Secretary	USA	17 - 25 September	Delegation to Annual Parliamentary Conference of British-America Parliamentary Group
Minister of State (Mr. Rees)	USA and Australia	17 - 24 September	Official Visit



10 DOWNING STREET

From the Private Secretary

8 August 1980

cc CSD

Thank you for your letter of 31 July to Michael Alexander about journalists accompanying Ministers on overseas visits.

I confirm that we are content for you to operate on the basis of a flexible system which would enable you to price the ticket on the highest rate you think the market could bear depending on the circumstances of the individual visit. I should, however, record the Prime Minister's view that these are usually prestigious flights with comfortable accommodation, and that they have the guarantee that those in the party will arrive at the same time as the Prime Minister. She is therefore firmly of the view that the market will bear a premium of at least 20 per cent.

I am sending copies of this letter to Bernard Ingham and Nick Fenn.

M. A. PATTISON

Miss P.T. Metcalfe, O.B.E.,
Foreign and Commonwealth Office.

Handwritten notes: "Randy", "no to Ministers", "BF to MOOBA to", "see 1/ix", "MAA"

RESTRICTED



CIVIL SERVICE DEPARTMENT
WHITEHALL LONDON SW1A 2AZ
Telephone 01 273 5400

*Sir Ian Bancroft G.C.B.
Head of the Home Civil Service*

M Pattison Esq
Private Secretary
Office of the Prime Minister
10 Downing Street
LONDON SW1

7 August 1980

Dear Mike,

MINISTERIAL TRAVEL

Thank you for your letter of 4 August. I think you will agree that it follows from what you say that it will fall to you in future to provide the answer to queries about the extent or cost of Ministerial travel across Government as a whole.

Unless a review to Questions of Procedure for Ministers is to be made shortly, it would save departments unnecessary work if David Wright could inform them in advance that the requirement to send returns to the CSD, copied to the FCO at the end of each Parliamentary Recess, has been rescinded.

I am copying this letter to John Neilands (Foreign and Commonwealth Office) and David Wright (Cabinet Office).

Yours sincerely,

Jeremy Colman

J G COLMAN
Private Secretary

RESTRICTED

- 8 AUG 1980



COPIES OF THE



Ref. A02840

MR. PATTISON

Ministerial Travel

✓
— Thank you for your minute of 21st July. I have now seen the letters
— from Jeremy Colman and David Neilands of 28th July and 4th August, as well as
— your own reply of 4th August to Jeremy Colman.

2. The Cabinet Office has not, hitherto, been directly involved either in the retention of records of travel or in the use of these records to answer Parliamentary Questions or other enquiries about the cost or frequency of Ministerial visits. As you said in your letter of 4th August, we receive copies of letters about Ministerial travel. But these are sent to us to give us the information we need about Ministers' availability for Cabinet Committees. As things are, it is not stored in a form which would make it retrievable for dealing with the sort of enquiries which would normally have been dealt with by a central record. Given the purpose for which it is collected, I am not at all sure that it can be relied upon as comprehensive. It would certainly not allow us to make any judgment about the costs involved. I should not like to think that it was the main source for providing answers to questions about Ministerial travel.

3. Although you spoke of savings in staff likely to flow from dispensing with a central record, it is arguable that the Government could lay itself open to criticism if it was not able to show that money spent on Ministerial travel was not adequately monitored. Even the incomplete record contained in CSD's
— letter to you of 10th July revealed provisional costs of £270,000 for 64 visits from January to June this year. Your own records produced a figure for visits of twice this level, presumably with a similar increase in overall cost. If the total annual cost of such visits were therefore in the region of £1 million (and that excluding attendance at international meetings on fixed dates) it could be considered unwise not to have a central record of visits and their costs. Equally if detailed records are to be kept in all Government Departments in order to make up for the disappearance of the central record, it is hard to see there being major staff savings overall.

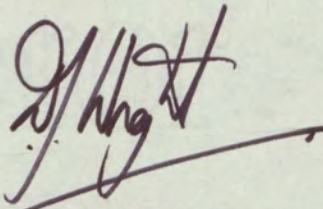
RESTRICTED



4. My own judgment would be that, if a central record can be maintained without appreciable additional staff effort, it should be; and that the Foreign and Commonwealth Office is the Department most likely to have the most complete information coming to it in the normal course of business. It follows that I should be in favour of asking the Foreign Office to accept responsibility for keeping a running central record.

5. Whether or not the central record is discontinued, I agree very strongly with Jeremy Colman's view that Departments will have to ensure that they have their own information about Ministerial travel up to date and in a readily accessible form. For if Parliamentary Questions about travel continue to be put down by Mr. Arthur Lewis and others, Departments themselves will have to provide the Minister responsible for answering the Question with the relevant information.

6. I am copying this minute to Malcolm Adams (FCO) and Jeremy Colman (CSD).


D. J. WRIGHT

7th August, 1980

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CONFIDENTIAL

Ministers



Foreign and Commonwealth Office

London SW1A 2AH

4 August 1980

Dear Pattison

Ministerial Visits Overseas

I refer to your letter of 21 July to Mr Wright copied to Malcolm Adams.

A change in "Questions of Procedure for Ministers" as indicated, would be welcomed by the Foreign and Commonwealth Office. The records kept by this Department are considered adequate for internal use. The proposed schedule of inward and outward Ministerial visits distributed by Protocol and Conference Department will continue.

I am sending copies of this letter to Jeremy Colman (CSD) and David Wright (Cabinet Office).

Yours ever

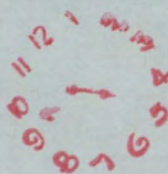
M. Lynch

PP (J D Neilands)
Private Secretary

M A Pattison Esq
10 Downing Street
London SW 1

CONFIDENTIAL

- 4 AUG 1980



RESTRICTED



re B.
Ministers

10 DOWNING STREET

From the Private Secretary

4 August 1980

Thank you for your letter of 28 July about Ministerial travel.

You raised two consequences of a decision to abandon the Departmental returns to CSD. I do not regard the question of a central record as a serious problem. As we noted earlier, there is no central record now, since the attempt to maintain one has shown to be a failure. No. 10 and the Cabinet Office do both have a note of all approved overseas travel, as the Foreign Office still copy to us letters approving visits by Ministers below Cabinet rank. If the need for some central record arose for a particular reason, it should be possible to compile something in No. 10 or the Cabinet Office. This would take some intensive staff work at the moment at which it was required, but there would still be considerable saving over the staff time put into the present inadequate records.

In respect of your second point, I agree that there will be some public interest in the extent and costs of Ministerial travel, and that this should be stressed when Questions of Procedure is revised to take account of the change. No doubt David Wright will be in touch with you for a draft when a further revision of Questions of Procedure is in preparation.

I am sending copies of this letter to Malcolm Adams (Foreign and Commonwealth Office) and David Wright (Cabinet Office).

M. A. PATTISON

Jeremy Colman, Esq.,
Civil Service Department.

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98



Foreign and Commonwealth Office
London SW1A 2AH

Telephone 01- 233-4137

Re Ingham
Confirm para 5? 21/8
N. Alexander
Yes
Print 31/7

M O B Alexander Esq
Prime Minister's Office
No 10 Downing Street, SW1

Your reference

Our reference

Date 31 July 1980

①

Dear Michael

Prime Minister
Content to charge
journalists on the basis
in paras 3+4 below?

JOURNALISTS ACCOMPANYING MINISTERS ON OVERSEAS VISITS

1. You asked me to let you know the FCO's views about the proposal that journalists accompanying Ministers on a VC10 flight overseas should be charged a sum, say 20 per cent, over and above the cost of the economy class fare.

MAD
7/8

2. In our view, while for some visits - particularly those made by the Prime Minister - there would be every justification for charging this extra amount and it would not act as a disincentive, there are others - particularly the longer ones made by Lord Carrington - where a 20 per cent surcharge might mean fewer journalists. This would be counter-productive both in economic and political terms.

3. Our preference, therefore, is for a flexible system which would enable us to price the ticket at the highest rate we think the market could bear depending on the circumstances of the visit, taking into account - among other factors - the type of accommodation offered on board.

4. A figure of 20 per cent above the cheapest commercial rate would be a reasonable guide but we think it would be better not to identify the additional costs in terms of any specific surcharge but to offer the journalists a package deal on each occasion.

5. I understand that Bernard Ingham would be content with this arrangement and I am copying this letter to him and to Nick Fenn.

This is a package
flight of a comfortable
one. They benefit of insurance
that they have with same
have as we do. The market
will bear at least 20% extra not
Yours ever
Cecily Metcalfe

T Metcalfe (Miss)
Protocol and Conference Department

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Foreign and Commonwealth Office
London SW1A 2AA



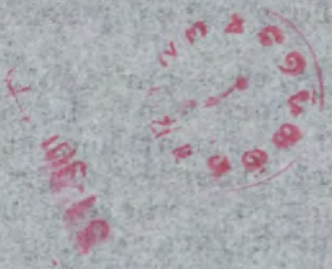
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Dear Sir,

Handwritten notes on the left side, possibly a date.



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Foreign and Commonwealth Office

London SW1A 2AH

29 July 1980

✓ MAP
Dear Mike,

Ministerial Visits to the United States
(Please refer to Guidance for Ministers
Section VI)

The USA has proved a particularly popular focus for British Ministerial visits since the present Government took office. To give an indication of the volume, there have been no fewer than 22 Ministerial visitors to Washington alone since mid-July 1979. The popularity of the USA among Ministers has given rise to occasional problems of co-ordination, and it is my object in this circular letter to suggest one or two ways in which things might be improved.

Elsewhere, the fact that the Foreign and Commonwealth Secretary needs formally to be consulted prior to a visit abroad gives the FCO a chance to apply the necessary co-ordination. In the case of the USA, however, the situation has not been quite so easy. There has been such a number of Ministers wishing to visit the States, particularly in the early summer or in the autumn, that the customary Private Secretary letter, often sent fairly near the date of the visit, has given us rather too little notice. As a result, a situation had been reached at the end of last month with regard to this year's autumn season in which a number of at least potentially over-lapping visits had been arranged. As our Posts rightly wish to play their full part in making these visits a success, it is clearly important that the latter should be properly spaced.

In order to ensure that the FCO Department concerned - North America Department (NAD) - can exercise its co-ordinatory role effectively, I would like to make two suggestions. They are:-

- a) Whitehall Departments should consult NAD (Mr Whiteside on 233 4665) as soon as a visit is proposed, and keep them closely informed as plans for the visit proceed;
- b) Departments should invariably use the FCO series of telegrams when telegraphing about visits.

/With



With regard to (b), NAD will do their best to ensure that this stipulation does not give rise to delays.

These arrangements are already working satisfactorily in the case of most of the visits now planned. We shall review the arrangements in a few months' time to see whether any adjustments are needed.

I would be grateful if you could draw this letter to the attention of all those concerned with Ministerial visits in your Department.

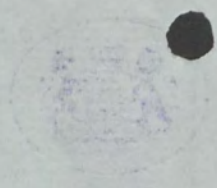
I am copying this letter to all Private Secretaries to Cabinet Ministers, to Barry Hilton in the Cabinet Office and Murdo MacLean in the Chief Whip's Office.

Yours sincerely

J D Neilands

(J D Neilands)
Private Secretary

Mike Pattison Esq
10 Downing Street
London



[Faint, illegible handwritten text]

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29 JUL 1980



CIVIL SERVICE DEPARTMENT

WHITEHALL LONDON SW1A 2AZ

Telephone 01 273 5400

*Sir Ian Bancroft G.C.B.
Head of the Home Civil Service*

M A Pattison Esq
Private Secretary
Office of the Prime Minister
10 Downing Street
LONDON SW1

28 July 1980

Dear Mike

MINISTERIAL TRAVEL

Your minute of 21 July to David Wright refers. This is to let you know that for CSD's part, we are entirely content to dispense with our record of details of Ministerial travel.

We have always had some doubts about whether CSD should have a role in this. It is not easy to question, after the event, the size and cost of delegations. Nor indeed does the data provided by departments allow well-founded conclusions to be drawn on whether economies are being made. The purpose and scope of each visit is different and needs and circumstances change, so preventing meaningful comparisons between departments and between years. The justification for particular visits and the size and composition of delegations is properly a matter for departmental Ministers, subject to the approval of the Prime Minister (now in respect of Cabinet Ministers only).

The other functions served by a central record would be to answer questions from senior management and Ministers, from Parliament and from the public. The failure of the present system to meet that need is attributable to the difficulties it has evidently posed for departments. Some have sent in incomplete returns or failed to copy them to the FCO. More significant, however, has been the genuine difficulty in departments in establishing the full cost of visits for the purpose of their return when, in most cases, these will not be known for some weeks afterwards.

Two points seem to flow from the decision to abandon these departmental returns (assuming they are not to be sent to the FCO either). First, there will no longer be a central record which purports to be a full list of Ministerial visits (other than on EEC business) that have taken place. The revision in May this year to paragraph 45 of Questions of Procedure for Ministers means that No 10 are concerned only with Cabinet Ministers; and FCO exclude from their records Ministerial visits to international meetings on fixed dates. Secondly, and more importantly, some public interest in the extent and cost of Ministerial travel will inevitably remain and I suggest that this be emphasised in the revision to Questions of Procedure. Departments might be asked to ensure that reasonably up-to-date information on Ministerial visits (purpose, date and duration, size and composition of delegation, cost, etc) was kept to hand to answer Parliamentary Questions and other enquiries. CSD would be ready to provide a draft to cover that.

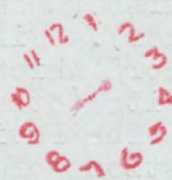
Copies of this letter go to David Wright (Cabinet Office, and Malcolm Adams (FCO).

Yours sincerely,

Jeremy Colman

J G COLMAN
Private Secretary

29 JUL 1980



CONQUEROR



10 DOWNING STREET

From the Private Secretary

MR. WRIGHT

I have copied to you some of the correspondence following up the Prime Minister's request for a breakdown of recent Ministerial travel and a forecast of proposed visits.

The arrangements for Ministers' visits overseas, set out in 'Questions of Procedure for Ministers', include a provision that "Ministers should arrange for returns to be sent three times a year to Manpower Central Branch, CSD, with copies to the Secretary to the Ministerial Visits Committee, Protocol and Conference Department, FCO" (paragraph 43). The relevant paragraph goes on to give the timings of these returns.

In the course of compiling the information requested by the Prime Minister, I found that this instruction is wholly inadequately observed. Protocol and Conference Department referred our request for a list of visits in the first six months of this year to the CSD. Although we have not yet reached the summer recess, the disparity between the CSD list and the alternative one we eventually compiled from our own resources seems to indicate a significant gap in reporting. CSD noted 64 Ministerial visits, compared with the 129 shown on our files.

The Prime Minister therefore considers that there is no point in attempting to continue to maintain a record in the CSD. Unless there are strong reasons for attempting to repair this gap by getting the requirement observed, I would be grateful if you could arrange for 'Questions of Procedure for Ministers' to be appropriately revised at a convenient moment.

I am sending copies of this letter to Malcolm Adams (FCO), and Jeremy Colman (CSD).

M. A. PATTISON

21 July 1980



Foreign and Commonwealth Office

London SW1A 2AH

16 July 1980

Dear Pattison

Ministerial Travel

Thank you for your letter of 1 July.

I enclose a list of proposed Ministerial visits abroad for the remainder of the year. I believe that CSD have provided the information for Ministerial travel for the previous administration and for Ministers for the first six months of 1980. The names of Cabinet Ministers are underlined.

The visits are shown in geographical areas as follows:

A.	Africa	Central	Page 1
		East	" 2
		Southern	" 3
		West	" 4 & 5
		North & Near East	" 6 & 7
B.	Middle East		Pages 8, 9 & 10
C.	Far East		Pages 11 & 12
	Asia	Hong Kong	Page 13
		South Asia	" 14
		South East Asia	" 15 & 16
		South Pacific	" 17 & 18
D.	Europe	Eastern	Pages 19, 20 & 21
		Rep of Ireland	" 22
		Southern	" 23 & 24
		Western	" 25-29
E.	The Americas		
		North America	Pages 30, 31 & 32
	Caribbean	Mexico & Caribbean	" 33 & 34
	Atlantic	West Indies & Atlantic	" 35
		South America	" 36 & 37

*Yours Sincerely
K Lynch*

M Pattison Esq
10 Downing Street

PP (M C Adams)
Asst Private Secretary

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

CENTRAL AFRICA

<u>Outward</u>		<u>Inward</u>		<u>Lead</u>	<u>Dept</u>
<u>Angola</u> (/Gabon/Cameroon/Senegal)		<u>Angola</u>			
Mr Parkinson (DOT) Tentative	20 November- 7 December	Faustino Muteka Minister of Transport Tentative	second half of year	GHF	FCC
<u>Mozambique/Zimbabwe</u> (/Swaziland/Lesotho/South Africa)		<u>Zimbabwe</u>			
Mr Luce (FCC) Tentative	15 September - 2 October	Mr Norman Minister of Agriculture	July		FCC/ NAFF
<u>Mozambique</u> (/South Africa)					
Mr Parkinson (DOT) Tentative	late 1980 - early 1981				

(1)

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

EAST AFRICA

Outward

Inward

Lead
Dept

Kenya

Mr Parkinson (DCT)
 Nairobi Show/
 Trade Promotion
 Firm

29 September-
 5 October

Mr Luce (FCC)
 African Heads of Mission Meeting
 Nairobi
 Fairly Firm

7-8 November

Mauritius

Sir V Ringadoo
 Minister of Finance
 Firm

30 July-
 5 August

CDA

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits
 and "private" visits with official context)

SOUTHERN AFRICA

Outward

Inward

Lead
Dept

Malawi

Hon E B Muluzi
 Minister without Portfolio &
 Secretary-General of Malawi Congress Party
 Category I Visit
 Tentative

late Autumn

FCO

South Africa (/Mozambique)

Mr Parkinson (DOT) late 1980-
 Tentative early 1981

Swaziland/Lesotho/South Africa (/Mozambique/
 Zimbabwe)

Mr Luce (FCO) 15 September-
 2 October

Swaziland

Prince Gabheni
 Minister of Home Affairs
 Category I Visit
 Firm

October-November

FCO

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

WEST AFRICA

Outward

Inward

Lead
Dept

Gabon/Cameroon/Senegal (/Angola)

Mr Parkinson (DOT) 20 November-
 Tentative 7 December

Ghana

Dr Amon Nikoi
 Minister of Finance

20-26 July

FCO

Guinea

Ismail Touré
 Minister of Mines
 Category I sponsored visit
 Invitation accepted

?second half 1980

FCO

/Nigeria

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

WEST AFRICA

OutwardNigeria

Sir Ian Gilmour (FCO)
Tentative

second half 1980

InwardLead
DeptNigeria

Professor Ishaya Audu
Foreign Minister
Firm

13-18 July

GHF

FCO

Dr I C Madubuike
Minister of Education

?August

FCC

Dr Wyas
President of Senate
COI Category I sponsored visit

October

FCC

President Shehu Shagari
Tentative

?late 1980

FCC

Senegal

Minister of Tourism
Category I sponsored visit
Tentative

late 1980

FCO

Sierre Leone

President Stevens
Guest of Government
Firm (precise dates not decided)

November-December GHF FCO

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

NEAR EAST & NORTH AFRICA

<u>Outward</u>	<u>Inward</u>	<u>Lead Dept</u>
<u>Algeria</u> HM The Queen & HRH Prince Philip State Visit 25-27 October		
<u>Egypt</u> Mr Fattie (MOD) Tentative Autumn	<u>Egypt</u> Mr H Mubarak Vice President Official Visit 1-4 September	FCC
<u>Israel</u> Mr Parkinson (DCT) Trade Promotion 26-31 October		
<u>Jordan (/Cman/Saudi Arabia)</u> Mr Hurd (FCC) Tentative December-January	<u>Jordan</u> H E Ali Nsour Minister of Trade & Industry Tentative ?13-19 September	DOT

6

Morocco

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

NEAR EAST & NORTH AFRICA

Outward

Inward

Lead
Dept

Morocco

HM The Queen & HRH Prince Philip
 State Visit 27-30 October

Syria/Jordan

Mr Parkinson (DCT) early 1981
 Very Tentative

Syria

H E Dr Muhammed al-Altrash late summer DCT
 Minister of the Economy & Foreign Trade
 Tentative

Tunisia

HM The Queen & HRH Prince Philip
 State Visit 23-24 October

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

MIDDLE EAST

Outward

Inward

Lead
Dept

Saudi Arabia (visits must now be in doubt)

Prince Saud al Faisal
 Minister of Foreign Affairs

Summer/Autumn

FCC

Sheikh Mohammed Aba al Khaill
 Minister of Finance

will be invited to call on Chancellor on his next visit

UAE/Bahrain/Qatar

Mr Howell (D/Energy)
 Very Tentative

January

UAE

H E Seid Ghubbash
 Minister of Planning
 Tentative

1980

FCC

UAE/Qatar/Saudi Arabia/Iraq

Mr Lamont (D/Energy)

27 September-
 10 October

Yemen Arab Republic/Bahrain

Mr Parkinson (DCT)
 Trade Promotion

1981

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

MIDDLE EAST

Outward

Inward

Lead
Dept

Bahrain

Shaikh Khalifa Bin Sulman al Khalifa
 Prime Minister 16-17 September GHF / FCC
 Firm

Dr Ali Fakhro
 Minister of Health November-December. FCC

Iraq

Mr Hard (FCO) 16-18 July
 National Day Celebrations
 Firm

Iraq

H E Hassan Ali ?late 1980 DOT
 Minister of Trade

H E Hamid Alwan ?late 1980 FCC
 Minister of Foreign Affairs

Iraq/Oman

Sir Ian Gilmour (FCO) October-November
 Tentative

Iraq/UAE/?Qatar or Bahrain

Mr Penkin (DHSS) 26 September-2 October
 Baghdad Fair

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

MIDDLE EAST

Outward

Inward

Lead
Dept

Kuwait

Mohammed Yusef al Adasani Minister of Public Works	1980		FCC
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Mr Salim Ibrahim al Mudhaf Minister of Planning Tentative	1980	GHF	DCE
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Khalaf al Khalaf Minister of Electricity and Water	1980		FCC
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Shaikh Sabah al Ahmad al Sabah	?(postponed from May/June)		FCC
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Oman

Mr Fym (MCD) National Day Tentative	Autumn		
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Oman/Saudi Arabia (/Jordan)

Mr Hurd (FCO) Tentative	December-January		
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BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

FAR EAST

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>China</u>		<u>China</u>	
Lord Mayor of London	30 July-8 August	Liang Lingguang Minister of Light Industry	?1980 DCI
Mr Parkinson (DOT) Very Tentative	?Summer Recess	Tentative	
Lord Carrington (FCC) Firm	2-6 October	Huang Zhen Minister of Culture	?1981 DES
Mr Pattie (MCD) (/Hong Kong)	1981	Han Kehua Vice Minister for Foreign Affairs	?1981 FCC
Mr Butler (DCI) Tentative	early 1981	Tentative	
Mr Blaker (FCC)	1981	Gu Mu Vice Premier	?1981 FCC
Mr Tebbit (DOT) BA Inaugural Flight	date uncertain	Tentative	

/Japan

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits
 and "private" visits with official context)

FAR EAST

Outward

Inward

Lead
Dept

Japan

Mr Younger (SO) 15-23 September
 Promote inward investment
 Tentative

Lord Carrington (FCO) 28 September -
 Firm 2 October

South Korea/Japan

Mr Blaker (FCO) Early 1981
 Very Tentative

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits
 and "private" visits with official context)

HONG KONG

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
Lord Mayor of London	8-9 August		
Mr Parkinson (DCT) Promote textile exports	31 August - 7 September		
Mr Raison (HC) (/Thailand)	15-22 September		
<u>Lord Carrington (FCC)</u> (/Japan/China)	25/26 - 28 September		
Mr Speed (MCD)	early October		
Mr Fattie (MCD) (/China)	1981		

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits
 and "private" visits with official context)

SOUTH ASIA

Outward

Inward

Lead
Dept

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<p><u>India</u></p> <p>Mr Nott (DOT) Tentative</p> <p>February</p>		<p><u>India</u></p> <p>Mr Narasimha Rao Minister for External Affairs Tentative</p> <p>September</p>	<p>?GHF FCO</p>
<p><u>India/Pakistan</u></p> <p>Mr Tebbit (DOT) Tentative</p> <p>date depends on BA inaugural flight to Feking</p>		<p><u>Pakistan</u></p> <p>General Shiahid Hamid Minister of Tourism Firm</p> <p>20-?July (in UK 10-20 July privately)</p>	<p>FCC</p>
<p><u>Sri Lanka</u></p> <p>Mr Carlisle (DES) 3th Commonwealth Education Conf & possibly bilateral talks Firm</p> <p>5-13 August</p>			

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

SOUTH-EAST ASIA

Outward

Inward

Lead
Dept

Malaysia

Datuk Taib
Minister of Defence

21-25 July

MOD

Philippines /Thailand/Other ASEAN countries

Lord Carrington (FCO) early 1981
Tentative

Singapore/Indonesia/Malaysia

Lord Ferrers (MAFF) 8-19 September
Firm

Thailand (/Hong Kong)

Mr Raison (HO) 22-25 September

/Thailand/Indonesia

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

SOUTH-EAST ASIA

Outward

Inward

Lead
Dept.

Thailand/Indonesia

Mr Nott (DOT)
Trade Promotion

October

Thailand/Malaysia/Singapore/Indonesia (/Australia/
New Zealand)

Mr Pym (MOD)
Tentative

14-23 September

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

SOUTH PACIFIC

<u>Outward</u>		<u>Inward</u>			<u>Lead Dept</u>
<u>Australia</u>		<u>Australia</u>			
Lord Mayor of London Firm	20-27 August	The Hon Sir Charles Court Premier	July	?GHF	FCC
Mr Prentice (DHSS)	September for 2 weeks	State of Western Australia			
Not yet announced		Tentative			
Mr Mayhew (D/Employ)	end September for 2 weeks				
Study Australian labour legislation					
Lord Limerick (EOTB)	12-25 October				
<u>Australia/New Zealand/Fiji</u> (/Thailand/Malaysia/Singapore/Indonesia)		<u>New Zealand</u>			
Mr Pym (MCD)	first half September	Mr Justice Beattie	October		FCC
Tentative		Governor-General designate			
		<u>Fiji</u>			
		Sir George Cakombau	12 July for		FCC
		Governor-General	? days		

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

SOUTH PACIFIC

Outward

Inward

Lead
Dept

New Hebrides /?Australia, Papua New Guinea & Fiji

Mr Blaker (FCO) 28-30 July
 New Hebrides Independence Celebrations
 Tentative

Tuvalu

Rt Hon Toalipi Lauti
 Prime Minister
 Firm

20 July-4 August

ODA

11.7.80

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

EASTERN EUROPE

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>Bulgaria</u>		<u>Bulgaria</u>	
Mr Eyre (DCT) Plovdiv Fair	26-30 September	Mr Lukanov Deputy Prime Minister	late 1980 ?GHF DCT
		Mr Khristov Minister of Foreign Trade Tentative	probably 1981 ?GHF DCT
<u>Czechoslovakia</u>		<u>Czechoslovakia</u>	
Mr Tabbitt (DCT) Erno Fair	12-16 September	Mr Chalupa Minister of Telecommunications Tentative	1980 DCI
Mr Blaker (FCC) Tentative	September-October		
Mr Gray (D/Energy) As guest of Government Tentative	5-8 October		
			<u>/Hungary</u>

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

EASTERN EUROPE

Outward

Inward

Lead Dept

Hungary

Lord Carrington (FCO) 28-29 October
 Tentative

Hungary

Mr Pullai
 Minister of Transport
 Tentative

1980

DOT/
 D/Tran

Mr Veress
 Minister of Foreign Trade

December 1980

DCT

Poland

Lord Mayor of London September

Lord Carrington (FCO) 30-31 October
 Tentative

Mr Parkinson (DOT) 10-14 November

Romania

Mr Parkinson (DOT) 13-17 October
 Bucharest Fair

Romania

Mr Burtica
 Deputy Prime Minister &
 Minister of Foreign Trade

?week beginning ?GHF
 17 or 24 November

DCT

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

EASTERN EUROPE

Outward

Inward

Lead
Dept

Yugoslavia (/Greece)

Prime Minister

24-26 September

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

REPUBLIC OF IRELAND

Outward

Inward

Lead
Dept

Mr Prentice (DHSS) 22-23 July
 To meet war pensions &
 disablement organisations
 Firm

19 22

BILATERAL MINISTERIAL VISITS

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 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

SOUTHERN EUROPE

OutwardInwardLead
DeptPortugal

Mr Fym (MOD)
Tentative

November-December

Mr Parkinson (DOT)
Agreed in principle

Spring 1981

Spain

Mr Walker (MAFF)
Firm

14-15 July

Mr Parkinson (DCT)
Trade Promotion
Firm

week beginning 20 October

Mr Carlisle (DES)
Tentative

Autumn/Winter

Spain

Sr Rodriguez Sahagun
Minister of Defence
Firm

week beginning
28 July

MOD

Sr Suarez
Prime Minister
Very Tentative

?Autumn

GHF

FCO

Sr Roson
Interior Minister
Firm

Spring 1981

HC

Turkey

Mr Ian Gilmour (FCO)
Tentative

Spring 1981

Mr Walker (MAFF)
Tentative

Spring 1981

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead Dept

Austria

Lord Carrington (FCO)
 Tentative Salzburg

August

Sir Ian Gilmour (FCO)
 Tentative

Autumn
 (reinstatement of earlier visit)

Austria

Dr Fahr
 Foreign Minister
 Tentative

November-December

FCO

Belgium

Mr Edwards (WC) ?2 days in early July
 Discussions with EEC Commissioners
 on current problems of Wales
 Tentative

Belgium

M Foswick
 Minister of Defence
 Tentative

Autumn

MOD

Denmark

Baroness Young (DES)
 Copenhagen
 Firm

17-18 July

/Finland

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead
Dept

Finland (/Sweden)

Lord Carrington (FCO) 21-22 August
 Firm

France

HRH Prince of Wales 21-23 July
 Official Visit

Prime Minister 18-19 September
Lord Carrington (FCO)
 Anglo-French Summit
 Firm

Prime Minister 19 September
Sir Ian Gilmour (FCO) 19-21 September
 Franco-British Council:
 The Bordeaux Conference
 Firm

German Democratic Republic

Mr Blaker (FCO) ?Autumn
 Tentative

German Democratic Republic

Herr Axen ?Autumn ?GHE FCO
 Senior Politbüro member
 Tentative

BILATERAL MINISTERIAL VISITS

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 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead
Dept

Federal Republic of Germany & Berlin

Sir Ian Gilmour (FCO) ?Autumn
 Berlin
 Tentative

Prime Minister 17-18 November
Lord Carrington (FCO)
 UK/FRG Consultations
 Firm

Federal Republic of Germany/Switzerland

Mr Macfarlane (DES) 21-29 September

Italy

HM The Queen & HRH Prince Philip
 State Visit to Italy & The Holy See
Lord Carrington (FCO) 14-17 October
 Firm

Italy

Signor Lelio Lagorio ?November MOD
 Defence Minister
 Invitation issued

Signor Rognoni open ?GHF HC
 Minister of Interior
 Invitation issued

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead
Dept

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>Norway</u>		<u>Norway</u>	
Mr Gray (D/Energy) 25-28 August Offshore North Sea Exhibition, Stavanger/ Offshore companies, Harstad Firm		Mr Gjerde 16-17 July Minister of Oil & Energy UK/Norway Co-ordinating Committee Firm	D/Energy
Lord Chancellor late November Address Meeting of the Round Table Oslo Tentative			
Lord Strathcona (MOD) March Tentative			

<u>Sweden (/Finland)</u>		<u>Sweden</u>	
Lord Carrington (FCO) 19-20 August Firm		Mr Kronmark 1-4 September Minister of Defence For Farnborough Tentative	MOD

/European Capitals

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

WESTERN EUROPE

Outward

Inward

Lead
Dept

European Capitals

Mr Eyre (DOT) July
 Company law discussions
 Tentative

Mr Nott (DOT) September
 Trade promotion & talks on air services

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

NORTH AMERICA

Outward

Inward

Lead
Dept

Canada

HRH Princess Margaret Anniversary Celebrations in Saskatchewan & Alberta Official Visit	July	
Mr Hayhoe (MOD)	1-4 August	
Lord Mayor of London	31 August-6 September	
Lord Strathcona (MOD) Tentative	August-September	
Mr Buchanan-Smith (MAFF)	Summer Recess	

Canada and United States

Mr Rees (Tsy) Washington, Ottawa & California Tentative	late September- early October	
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/United States

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

NORTH AMERICA

OutwardInwardLead
DeptUnited States

Mr Walker (MAFF)
 Washington

28-30 July

Sir Ian Gilmour (FCO)

?July

Mr Speed (MOD)
 Firm

5-15 September

Sir Keith Joseph (D/Industry)
 Firm

7-19 September

Mr Stanley (DOE)
 Washington, Baltimore & Sarasota

14-21 September

Firm

Mr Edwards (WO)
 Promotional mission organised
 by Development Corp'n of Wales
 Firm

23 September-
8 October

Mr Howell (D/Energy)
 (/Venezuela/Mexico)

September

Mr Younger (SO)
 Very Tentative

late September

Mr Wiggins (MAFF)
 (Mexico)
 Firm

September-October

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/United States contd

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

NORTH AMERICA

<u>Outward</u>		<u>Inward</u>	<u>Lead Dept</u>
<u>United States</u> (contd)			
Mr Shaw (NIO) Firm	13-17 October		
Mr Fletcher (SO)	early October	Tentative	
Dr Rhodes Boyson (DES) San Francisco, Utah & Washington Tentative	Autumn		
Mr Moore (D/Energy) Assess new developments in sources of energy New York, New Jersey, Washington, Alabama, Colorado & Wyoming	10-21 November		

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

MEXICO & CARIBBEAN

Outward

Inward

Lead
Dept

Guatemala & Belize

Mr Ridley (FCO) 10-14 August
 Talks on Belize
 Tentative

Mexico

Lord Limerick (BOTB) 21-25 July
 (/Colombia)
 Tentative

Mr Howell (D/Energy) 15-25 September
 (/Venezuela/USA) (dates for entire tour)
 Tentative

Mr Wiggin (MAFF) 13-22 October
 (/USA)
 Firm

Mexico

Lic Andres de Cteyza date uncertain GHF DOT
 Minister of Natural Resources
 and Industrial Development
 Invitation issued but not yet accepted

Lic Mujica Montoya date uncertain DOT
 Minister of Transport and
 Communications
 Invitation issued but not yet accepted

/Mexico/Barbados

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

MEXICO & CARIBBEAN

Outward

Inward

Lead
Dept

Mexico/Barbados (/Brazil/Venezuela)

Lord Carrington (FCO) Barbados 2-3 August
Firm Mexico 5-8 August

Trinidad

Mr Ridley (FCO) 15-17 August
 Caribbean Heads of Mission Conference
 Tentative

Mr Gray (D/Energy) November/December/January
 (/Ecuador/Colombia)
 Tentative

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits)
 and "private" visits with official context)

WEST INDIES & ATLANTIC

<u>Outward</u>	<u>Antigua</u>	<u>Inward</u>	<u>Lead Dept</u>
<u>Antigua</u> FCO Minister Independence Celebrations Tentative late 1980/ early 1981	<u>Antigua</u> Constitutional Conference Tentative	September	GHP FCO
	<u>British Virgin Islands</u> Chief Minister Aid Talks Tentative	mid-August	GHP FCO
	<u>Turks & Caicos Islands</u> Constitutional Conference Tentative	late 1980- early 1981	GHP FCO

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
 (INCLUDING Outward Royal Visits which have been announced, Lord Mayor's visits
 and "private" visits with official context)

SOUTH AMERICA

OutwardInwardLead
DeptArgentina/Chile

Mr Parkinson (DOT)
Trade Promotion
Firm

4-15 August

Brazil/Venezuela (/Barbados/Mexico)

Lord Carrington (FCO)
Firm

29 July-5 August

Colombia (/Mexico)

Lord Limerick (BCTB)
Firm

16-25 July

Colombia

Minister of Finance
Firm

October

DOT

Ecuador/Colombia (/Trinidad)

Mr Gray (D/Energy)
Tentative

November/December/
January

/Peru/Paraguay

BILATERAL MINISTERIAL VISITS

(EXCLUDING Meetings of international organisations and completely private visits)
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 and "private" visits with official context)

SOUTH AMERICA

Outward

Inward

Lead Dept

Peru/Paraguay/Uruguay/?Bolivia for Presidential Inauguration
 Lord Trefgarne (FCO) end July-early August
 Presidential Inauguration Peru
 Firm

Paraguay
 Dr Alberto Nogues
 Foreign Minister
 Tentative

end July

FCO

Venezuela/Argentina/Uruguay
 Mr Walker (MAFF) 14-26 September
 Firm

Venezuela
 Dr Luis Ugueta
 Minister of Finance
 or Dr Angel Senior
 Vice Minister of Finance

November

DCT

Venezuela/Brazil
 Mr Clarke (D/Transport) September
 Very Tentative

& Dr Manuel Quijada
 Minister of Development
 Tentative

Dr Ricardo Martinez
 Minister of Coordination & Planning
 Tentative

November

DCT

Venezuela (/Mexico/USA)
 Mr Howell (D/Energy) 23-24 September
 Firm

Minister of Urban Development
 Dr Calderon Berti
 Minister of Energy & Mines
 Tentative

1980

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DOE

D/
 Energ.

VLB

Minister



10 DOWNING STREET

From the Private Secretary

16 July 1980

Dear Malcolm

I wrote to you on 1 July about the pattern of Ministerial travel.

You will have seen a copy of the C.S.D. letter to me of 10 July setting out the central record of Ministerial travel in the first six months of this year. This included 64 visits. All concerned recognised that this was incomplete. I had a quick check run against our own records, and it was clear that there were very large gaps. We have therefore compiled a list here. I enclose a copy, which you will see records 129 visits other than those for European Councils or on private business.

I now await a note from you about visits abroad planned for the second half of this year. It seems that there is no readily accessible record of visits for an earlier comparable period.

One obvious conclusion is that the attempt to keep a central record in the C.S.D. should be abandoned, given that the system is not properly operated. But I will come back to this point when I have had a word with the Prime Minister on the basis of our return and the one we await from you.

I am sending copies of this letter to Jim Buckley (Lord President's Office) and David Wright (Cabinet Office) (who has not previously been involved in this correspondence).

Yours ever

Mike Paterson

Malcolm Adams, Esq.,
Foreign and Commonwealth Office.

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MINISTERS' ABSENCES ABROAD

JANUARY - JUNE 1980

(Excluding European Councils & Private Visits)

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
<u>Lord Carrington</u>	9-17 January	Turkey, Oman, Saudi Arabia & India
	2-3 February	Paris
	26 February	Bonn
	5-8 March	Kuala Lumpur
	12-14 March	Romania
	16-18 April	Rhodesia
	3-6 May	Washington
	15-16 May	Vienna
	21-23 June	Venice
	24-26 June	Ankara
<u>Sir I. Gilmour</u>	10-11 January	Bonn
	14-15 January	Brussels
	17-18 January	Bonn
	21-23 January	Paris and Copenhagen
	8-12 May	Cairo and Tunis
<u>F. Pym</u>	25-27 February	Berlin
	23-31 March	China
	22-29 April	Oman and Saudi Arabia
	11-14 May	Brussels
	2-6 June	Norway
<u>Sir K. Joseph</u>	14-16 February	Copenhagen
	26 May-7 June	USA & Mexico
<u>Sir G. Howe</u>	8 January	The Hague
	20 January	Frankfurt
	4 June	Paris
<u>J. Prior</u>	15-22 June	USA
<u>J. Nott</u>	18-30 January	Japan and Korea
	7-9 February	Switzerland
	20-22 March	USA
	4-16 May	Brazil and Nigeria
<u>P. Walker</u>	12-13 February	Italy
	5-6 March	Paris
	10 March	Paris
	15 April	Paris
	30 April	Copenhagen
<u>D. Howell</u>	4-11 January	Middle East
	21-22 May	Paris
	2-4 June	Bonn
<u>G. Younger</u>	10-14 April	Geneva and Oslo
<u>Lord Hailsham</u>	26-30 June	Switzerland

/Contd.

<u>Atkins</u>	14-15 April	Dublin
<u>N. Fowler</u>	1-14 January 3-14 April	USA China

Junior Ministers

<u>MINISTER</u>	<u>DATE</u>	<u>PLACE</u>
<u>FCO</u>		
<u>D. Hurd</u>	15 January 18-25 January 6-14 March 17-18 March 18-20 April 8-9 May 3 June	Brussels Gulf Tour Middle East Geneva Aachen Nairobi Paris
<u>P. Blaker</u>	24-26 January 29 April - 2 May	India Switzerland
<u>N. Ridley</u>	17-19 January 26 Feb. - 14 March 28 April - 9 May 17-21 May 16-21 June	USA South America USA and Central America Bermuda Canada
<u>N. Marten</u>	17-26 January 21 February-1 March 18 March - 3 April 2-6 May 20-25 June	Tanzania, Malawi & India Caribbean India, Sri Lanka and Pakistan Nassau Sudan
<u>R. Luce</u>	24 April - 1 May 11-17 May 10-17 June	Kenya and Somalia Sierra Leone and Ghana Mauritius and Seychelles
<u>MOD</u>		
<u>Lord Strathcona</u>	14-24 April <u>19-30 May</u> 24-27 June	Hong Kong USA West Germany
<u>G. Pattie</u>	6-10 February 16-19 March 13-20 June	West Germany Norway USA
<u>K. Speed</u>	18-20 February 28 March - 1 April 1-3 June 20 June	Norway Gibraltar Netherlands Brussels
<u>B. Hayhoe</u>	5-7 March	Berlin

/Contd.

ENERGY

<u>N. Lamont</u>	8-9 January 4-8 February 17-20 May 16-17 June	France USA Montreux Stockholm
<u>H. Gray</u>	6-8 February 2-9 May	Norway USA
<u>J. Moore</u>	18-19 February	Eindhoven

TRADE

<u>C. Parkinson</u>	6-10 February 10-12 March 11-18 April 28 April - 4 May 21-31 May	Algeria East Germany Kuwait Egypt Zimbabwe
<u>S. Oppenheim</u>	5-7 March	Rome
<u>N. Tebbit</u>	12-21 June	USA
<u>R. Eyre</u>	25 March - 3 April 16-17 April 18-23 May	<u>Tunisia, Oman and Bahrain</u> Finland Norway and Sweden

MAFF

<u>A. Buchanan-Smith</u>	22-23 January 12-13 February 15 April 30 April	Rome Italy Paris Copenhagen
<u>J. Wiggin</u>	11-13 June	Portugal

INDUSTRY

<u>A. Butler</u>	4 March	Brussels
<u>M. Marshall</u>	12-14 March 9-10 April	Sweden and Germany Netherlands
<u>D. Mitchell</u>	4 March	Luxembourg

N. IRELAND

<u>M. Alison</u>	30 Jan. - 1 Feb.	Switzerland
<u>G. Shaw</u>	5 February 4-8 May 12-19 May	Dublin Brussels and Amsterdam USA
<u>P. Goodhart</u>	21-23 March	Switzerland

/Contd.

MISS

Dr. G. Vaughan 2-7 February Ivory Coast
9-17 March China
2-5 June Kuwait

L. Chalker 28 March - 13 April China

D/EMP

Lord Gowrie 16-20 April Paris
4-6 June Dortmund

J. Lester 25-27 April W. Germany
11-12 June Geneva

DOE

H. Monro 15-22 February USA
20-23 June Italy

M. Fox 6-7 May Paris

T. King 21-23 May Madrid

G. Finsberg 24 June Bonn

SCOTTISH OFFICE

Lord Mansfield 11-15 February USA

DES

Lady Young 9 June Paris

Dr. R. Boyson 7-15 May USA and Canada
11-14 June Sofia

LAW OFFICERS

Sir M. Havers 24 April - 6 May Barbados

I. Percival 25-27 January Paris
5-6 February Luxembourg
10-11 June Luxembourg

Lord Mackay 25 April - 2 May Barbados

JULY 1980



Civil Service Department
Whitehall London SW1A 2AZ

Telephone (Direct dialling) 01-273 4587
(Switchboard) 01-273 3000

Minutes

M Pattison Esq
10 Downing Street
LONDON SW1

Your reference

Our reference M311/43/01

Date 10 July 1980

Dear Pattison

MINISTERIAL TRAVEL

We had a word about your letter of 1 July to Malcolm Adams, FCO. I outlined the arrangements we have for collecting information on this and you described the scope of the data you would want from CSD's records.

2. The origins of the present arrangements were in a Prime Ministerial minute of August 1975 which directed Departments to provide CSD and FCO with delegation lists and costs of Ministerial travel overseas. The returns were irregular and incomplete. In May 1979 a revised and formal procedure was incorporated in Questions of Procedure for Ministers (paragraph 43). That new instruction provides for Departments to send a return to CSD and copied to FCO three times a year, after each Parliamentary Recess. This details by Minister the country visited, date and duration, purpose, numbers travelling at public expense and cost. Regular and formal EEC council and ministerial meetings are excluded.

3. The system as it now operates is undoubtedly an improvement but the returns remain incomplete on cost and coverage. In part this is ascribable to the fact that the full costs of a visit will not usually be known for some time after the return was due. In many cases estimates of costs would be too unreliable. And a further difficulty is that some Departments have overlooked the need to send in returns, necessitating a reminding letter from the Lord President's Office.

4. The upshot of all this is that since May 1979 we have a tolerably full account of Ministerial visits, in the details sought in Questions of Procedure. For the period before that comparable data is not available centrally.

5. I have attached a schedule compiled from CSD records and covering the period January-June 1980. This shows a total of some 64 visits to more than 90 countries, the provisional costs for which are reckoned at £270,000. As we agreed, the schedule records the Minister (with Cabinet Ministers underlined), and the date and duration of the visit. In respect of three visits (all by

Lord Carrington) we have been told that the Minister was accompanied by his wife. Other returns have not specified whether a wife or a Parliamentary Private Secretary travelled with the Minister. None of the visits was for other than an obviously official engagement.

6. For the previous Administration, such information as we have has generally had to be collected as a specific response to particular Parliamentary Questions, usually from Mr Arthur Lewis. Copies of the most useful of these are attached. As you will see, the volume of visits has shown considerable variation. The largest number occurred in the twelve months ending September 1977, and the smallest, at 25 according to central records, in the six months from February 1978.

7. I hope this information will be of some help to you. Copies of this letter go to Malcolm Adams (in Sir Michael Palliser's Office), Miss Chaplin (Protocol and Conference Department), FCO and to Jim Buckley in the Lord President's Office.

*Yours sincerely
Matthew Young*

M J YOUNG
Manpower 1 Central Branch

MINISTERIAL VISITS OVERSEAS

1 JANUARY-30 JUNE 1980

MINISTER		COUNTRY VISITED	DATE/DURATION
<u>Lord Carrington*</u>	FCO	Turkey, Oman, Saudi Arabia, Pakistan, India	9-18 January
<u>Sir Ian Gilmour</u>	FCO	Denmark, France	22 & 23 January
<u>Sir Ian Gilmour</u>	FCO	Ireland	21 January
<u>Sir Ian Gilmour</u>	FCO	W Germany	17 & 18 January
<u>Sir Ian Gilmour</u>	FCO	Belgium	14 & 15 January
<u>Sir Ian Gilmour</u>	FCO	Italy, Holland, Luxembourg	6-9 January
Mr Douglas Hurd	FCO	Bahrain, Doha, Abu Dhabi, Dubai	18-24 January
Mr Nicholas Ridley	FCO	USA	17-19 January
Mr Peter Blaker	FCO	Malaysia, Thailand, India	12-26 January
Mr Douglas Hurd	FCO	W Germany	11-13 January
Mr Peter Blaker	FCO	France	8 January
Mr Neil Marten	FCO	Tanzania, Malawi	18-26 January
<u>Sir Geoffrey Howe</u>	Tsy	Holland	8 January
<u>Sir Geoffrey Howe</u>	Tsy	Germany	20 January
<u>Mr John Nott</u>	DT	Tokyo, Hong Kong	18-31 January
Lord Trenchard	DI	W Germany	17-18 January
Mr J Wiggin	MAFF	W Germany	24-26 January
<u>Mr John Nott</u>	DI	Switzerland	7-9 February
Mr C E Parkinson	DT	Algeria	6-10 February
<u>Sir Keith Joseph</u>	DI	Denmark	14-16 February
<u>Lord Carrington</u>	FCO	W Germany	26 February
<u>Lord Carrington</u>	FCO	France	2-3 February
Earl of Mansfield	SO	USA	10-15 February
<u>Mr Peter Walker</u>	MAFF	Italy	12-13 February

MINISTER		COUNTRY VISITED	DATE/DURATION
Mr Neil Marten	FCO	Caribbean	21-27 February
Mr Geoffrey Pattie	MOD	Germany	6-10 February
<u>Mr Francis Pym</u>	MOD	W Germany	25-27 February
Mr M Marshall	DI	Paris	26-28 February
Mr Nicholas Ridley	FCO	Venezuela, Bogota Quito, Lima, La Paz, Rio de Janeiro	26 February- 14 March
<u>Mr Peter Walker</u>	MAFF	France	4-6 March
<u>Lord Carrington*</u>	FCO	Romania	12-14 March
<u>Lord Carrington</u>	FCO	Kuala Lumpur	7 March
Mr Douglas Hurd	FCO	Switzerland	17-18 March
Mr Douglas Hurd	FCO	Saudi Arabia, Yar, Kuwait	6-13 March
Mr Douglas Hurd	FCO	France	4 March
Mr Peter Blaker	FCO	France	28 March
Mr Peter Blaker	FCO	Kuala Lumpur	7 March
<u>Mr Peter Walker</u>	MAFF	France	10 March
Lord Ferrers	MAFF	France	4 March
Mr Geoffrey Pattie	MOD	Norway	16-19 March
Mr Barney Hayhoe	MOD	Germany (Berlin)	5-7 March
Mr Neil Marten	FCO	India, Sri Lanka, Nepal, Pakistan	19 March-3 April
<u>Mr Francis Pym</u>	MOD	China, Hong Kong	22 March-1 April
<u>Mr John Nott</u>	DT	Washington, USA	20-23 March
Mr C E Parkinson	DT	Leipzig, E Germany	10-12 March
Mr R Eyre	DT	Bahrain, Oman, Egypt	23 March-1 April
Mr D Mitchell	DI	Luxembourg	4 March
Mr M Marshall	DI	Sweden	12-13 March
Mr M Marshall	DI	W Germany	13-14 March
Sir George Young	DHSS	Switzerland	9 April
Sir George Young	DHSS	Norway	14 April

MINISTER		COUNTRY VISITED	DATE/DURATION
<u>Lord Carrington*</u>	FCO	Portugal	9-11 April
Lord Strathcona	MOD	Hong Kong	15-20 April
Mr Barney Hayhoe	MOD	Cyprus	8-11 April
Lord Mackay of Clashfern	LAD	Luxembourg	21-22 April
Lord Mackay of Clashfern	LAD	Barbados	25 April-7 May
Mr M Marshall	DI	Holland	9-10 April
Mr Barney Hayhoe	MOD	Belgium	21-23 May
Mr Geoffrey Pattie	MOD	Cyprus	27-30 May
Lord Mackay of Clashfern	LAD	Luxembourg	19-22 May
Lord Strathcona	MOD	USA	19-30 May
Mr Geoffrey Pattie	MOD	USA	13-20 June
<u>Mr Francis Pym</u>	MOD	Norway	5-6 June

SOURCE: Departmental returns
to CSD, M1 Division

NOTE: Entries for Cabinet Ministers have been underlined.

*Denotes those returns which specified that the Minister was
accompanied by his wife.

Chuan — | —



EXTRACT FROM HANSARD

DATE 24.11.77
VCL. 939

Cols 827-828

Ministerial Visits Overseas

Mr. Arthur Lewis asked the Minister for the Civil Service, further to his Written Answer, *Official Report*, 9th November, column 97, whether he will publish in the *Official Report* a summary of the information supplied to the hon. Member for Newham, North-West in his letter of 1st November 1977, giving the total number of overseas visits by Ministers and their entourages, the number participating, the costs and as much additional information as may be readily available.

Mr. Charles R. Morris: A summary of the table, copies of which are available in the Library of the House, is given below:

SUMMARY OF MINISTERIAL OVERSEAS VISITS DURING THE YEAR ENDING 30 SEPTEMBER 1977

	Number of Visits	Number of Visits made by Ministers	Number of Accompanying Officials	Cost £
United Nations ...	7	8	45	48,720
EI-C ...	81	124	383	95,250
Diplomatic ...	39	45	196	158,430
Economic and Trade	22	24	98	50,120
Others ...	10	10	17	10,200
Totals ...	159	211	739	362,720

COL
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CIVIL SERVICE
Ministerial Travel

Mr. Arthur Lewis asked the Minister for the Civil Service whether he will publish in the *Official Report* a detailed list of overseas visits made by Ministers dur-

ing the Christmas Adjournment, the countries visited, the object of the visits, who accompanied the Minister and the cost involved.

Mr. Charles R. Myers: The information requested is set out in the table below:

Minister	Dates of visit	Countries visited	Object of visit	Minister accompanied by	Cost (rounded to nearest £10)
Minister of State, Foreign and Commonwealth Office.	12th-19th December.	U.S.A. Mexico. Panama. Argentina.	Anglo-Argentine talks.	6 Officials.	£18,250.
Minister of State, Foreign and Commonwealth Office.	19th-20th December.	Belgium.	EFC Council of Foreign Ministers.	1 Official.	£330 (of which £240 is reclaimable from the E.C.)
Secretary of State for Trade.	19th-21st December.	Belgium.	EFC Council of Foreign Ministers.	4 Officials.	£2,000 (estimated).
Parliamentary Under-Secretary of State for Transport.	20th-21st December.	Belgium.	EFC Council of Transport Ministers.	4 Officials.	£750.
Secretary of State for Defence.	2nd-9th January.	Italy.* Egypt. Jordan. Greece.	Official Visit.	1 Parliamentary Secretary. 3 Officials. 1 Other.	£10,000 (estimated).
Secretary of State for Prices and Consumer Protection.	3rd-5th January.	U.S.A.	Economic discussions.	3 Officials.	£3,160.
Under-Secretary of State for Trade.	3rd-5th January. 5th-10th January.	Greece. Israel.	Shipping and general trade matters. Aviation and general trade matters (at invitation of Israeli government).	1 Official. 2 Officials.	£1,600.
Prime Minister.	3rd-13th January.	Bangladesh. India. Pakistan. Egypt.	Official Visit.	1 Parliamentary Secretary. 16 Officials. 6 Others.	£60,000 (estimated).
Minister of State for Overseas Development.	4th-17th January.	Costa Rica. Venezuela. Guyana. Barbados. Jamaica.	Aid Talks.	3 Officials (4 for part of visit).	£7,760.
Parliamentary Under-Secretary of State for Health (Disablement).	7th-15th January. 15th-19th January.	Australia. Philippines.	Preliminary discussions with President of Rehabilitation International. Rehabilitation International Conference.	1 Other† plus 1 Official (15th-19th January only).	£3,200 (estimated).

* Overnight stay only.

† At no cost to public funds.

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Written Answers

18 JANUARY 1978

Written Answers

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House of Commons - Hansard

HOUSE OF COMMONS - HANSARD
COLS. 158-160

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Minister (Overseas Visits)

Mr. Arthur Lewis asked the Minister for the Civil Service what has been the cost to public funds of visits to foreign countries undertaken by each of Her Majesty's Ministers between February 1977 and February 1978.

Mr. Charles R. Morris, pursuant to his reply [Official Report, 23rd March 1978; Vol. 946, c. 681], gave the following reply:

From records held centrally, it is estimated that the cost to public funds of overseas visits for the Minister leading each visit during the period February 1977 and February 1978 inclusive is as follows:

	£
<i>Agriculture, Fisheries and Food</i>	
Minister	54,000
Minister of State	250
Parliamentary Secretary	1,300
<i>Civil Service Department</i>	
Lord Privy Seal	1,400
<i>Defence</i>	
Secretary of State	57,350
Minister of State	10,150
Parliamentary Under-Secretary of State (RN)	9,750
Parliamentary Under-Secretary of State (A)	9,450
Parliamentary Under-Secretary of State (RAF)	4,900

159 *Written Answers*

Duchy of Lancaster

Chancellor 250

Education and Science

Secretary of State 250
Minister of State 3,750
Minister for the Arts 2,600

Employment

Secretary of State 4,800
Minister of State 500
Joint Parliamentary Under-Secretary of State 4,950

Energy

Secretary of State 17,150
Minister of State 16,100
Parliamentary Under-Secretary of State 7,650
Parliamentary Under-Secretary of State 5,900

Environment

Secretary of State 3,350
Minister for Housing and Construction 1,200
Minister of State 4,050
Parliamentary Under-Secretary of State 300
Parliamentary Under-Secretary of State 200

Foreign and Commonwealth Office

Secretary of State 207,450
Minister of State 11,450
Minister of State 11,300
Minister of State 63,850
Parliamentary Under-Secretary of State 4,350
Parliamentary Under-Secretary 3,800

Health and Social Security

Secretary of State 12,250
Minister of State 250
Minister of State 3,000
Parliamentary Under-Secretary of State 11,900
Parliamentary Under-Secretary of State 3,750

Home Office

Secretary of State 500
Minister of State 1,400

Industry

Secretary of State 1,800
Minister of State 6,250
Minister of State 10,750
Parliamentary Under-Secretary of State 500
Parliamentary Under-Secretary of State 1,250

Law Officers' Department

Attorney-General 2,700
Solicitor-General 350

Lord Advocate's Department

Lord Advocate 1,550
Solicitor-General 250

19 APRIL 1978

Written Answers

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Lord Chancellor's Department

Lord Chancellor 2,800

Northern Ireland Office

Secretary of State 8,200
Minister of State 9,100
Parliamentary Under-Secretary of State 450

Overseas Development

Minister for Overseas Development
Parliamentary Under-Secretary of State 10,000

Prices and Consumer Protection

Secretary of State 11,300
Minister of State 6,850
Parliamentary Under-Secretary of State 1,550

Prime Minister's Office

Prime Minister 90,000

Privy Council Office

Minister of State 2,050
Parliamentary Secretary 450

Scottish Office

Secretary of State 12,850
Minister of State 4,900
Parliamentary Under-Secretary of State 1,500
Parliamentary Under-Secretary of State 800
Parliamentary Under-Secretary of State 1,450

Trade

Secretary of State 55,700
Parliamentary Under-Secretary of State 9,450
Parliamentary Under-Secretary of State 10,200

Transport

Secretary of State 7,800
Parliamentary Under-Secretary of State 1,600

Treasury

Chancellor 36,100
Chief Secretary 5,550
Financial Secretary 2,150
Minister of State 350

Welsh Office

Secretary of State 2,250

u year box



HOUSE OF COMMONS HANSARD

DATE 2.8.78

VOL 955

61336

Ministers (Overseas Visits)

Mr. Arthur Lewis asked the Minister for the Civil Service whether he will give, for the year 1974, the total number of overseas visits made by Ministers and their total costs and similar details for the year 1978.

Mr. Charles R. Morris: As I told my hon. Friend on 28th July 1977, records of ministerial visits overseas were not held centrally before August 1975. On 19th April 1978 I gave my hon. Friend details of the cost to public funds for each Minister leading visits overseas between February 1977 and February 1978. Since February 1978 my Department has been notified of some 25 further visits at an estimated cost of £39,800.

Mr. Arthur Lewis asked the Secretary of State for Foreign and Commonwealth Affairs if he will list the overseas visits made during the Christmas Adjournment by Ministers of the Crown, together with the reasons for such visits and the costs involved.

Mr. Charles R. Morris: I have been asked to reply.

The information is set out in the table below:

MINISTER	DATE OF VISIT	PLACE OF VISIT	OBJECT OF VISIT	COST £
Minister of Agriculture, Fisheries and Food	17th-20th December 1978	Brussels	EEC Council of Ministers	2,045
Minister of State for Foreign and Commonwealth Affairs.	17th-20th December 1978	Geneva	Falkland Islands talks	3,043
Minister of State for Foreign and Commonwealth Affairs.	19th December 1978	Brussels	EEC Council talks	517
Secretary of State for Energy	20th-21st December 1978	Brussels	EEC Energy Council	1,640
Minister of State for Energy	20th-21st December 1978	Brussels	EEC Energy Council	
Parliamentary Under Secretary of State for Energy.	20th-21st December 1978	Brussels	EEC Energy Council	
Minister of State for Foreign and Commonwealth Affairs.	21st December 1978	Brussels	Africa, Caribbean, Pacific, Lome	422
Secretary of State for Foreign and Commonwealth Affairs.	28th-29th December 1978	Algiers	Funeral of President	3,200
Minister for Overseas Development	2nd-13th January 1979	West Africa	Aid Negotiations	6,300
Secretary of State for Trade	2nd-11th January 1979	Singapore, Malaysia, Thailand	Trade talks	8,000
Secretary of State for Social Services	2nd-5th January 1979	United States of America	Inward investment	2,100
Minister for Disabled	2nd-13th January 1979	Hong Kong	Facilities for Disabled People	(estimate) 3,800
Parliamentary Under Secretary of State for the Army.	2nd-4th January 1979	Gibraltar	Visit to British Forces	(estimate) 3,040
Minister of State for Foreign and Commonwealth Affairs.	2nd-19th January 1979	Rio de Janiero	Falkland Island talks	4,000
Minister of State, Civil Service Department	3rd-5th January 1979	West Germany and Holland	Discussions on the recruitment and training of civil servants.	750
Minister of State for Foreign and Commonwealth Affairs.	3rd-9th January 1979	Yugoslavia and Lebanon	Bilateral talks	(estimate) 2,000
Minister of State for Defence	3rd-9th January 1979	Hong Kong	Visit to British Forces	8,930
Prime Minister	4th-8th January 1979	Guadeloupe	Four Power consultation official visit...	28,000
Parliamentary Under Secretary of State for the Royal Navy.	9th January 1979	Barbados		
	5th-15th January 1979	United States of America		
Minister of State for Energy	6th-8th January 1979	Los Angeles	Discussions with oil companies and offshore industry.	4,880
Minister of State for Energy	8th-15th January 1979	Mexico	Discussions with Mexican Government and industry re: co-operation of oil and nuclear matters.	
Minister of State for Industry	8th-13th January 1979	United States of America	Inward Investment	4,500
Secretary of State for Foreign and Commonwealth Affairs.	15th January 1979	Brussels	EEC Council of Foreign Ministers	1,059
Minister of State for Foreign and Commonwealth Affairs.	15th January 1979	Brussels	EEC Council of Foreign Ministers	

Written Answers

23 JANUARY 1979

Written Answers

MR. PATTISON

MP

Minister

OVERSEAS VISITS BY MINISTERS' WIVES

I had a word with the Prime Minister about overseas visits by Ministers' wives at public expense in the light of her comments on the request from Mr. Howell and Mr. Luce to be allowed to take their wives with them overseas in September.

The Prime Minister does not wish to pursue the thought that, as a general rule, every Minister should be allowed to take his wife abroad once at public expense. We should therefore continue to treat applications from Ministers on their merits.

In Mrs. Howell's case the PM said that she should be allowed to go if there was a wives' programme for her to carry out but if not, not. You told me that there is no such programme; and this means that Mr. Howell cannot take her at public expense.

As regards Mrs. Luce, the Prime Minister agrees that Mr. Luce should pay his wife's fare from London to Johannesburg and back but that local travel should be at public expense.

AWL.

9 July 1980



Foreign and Commonwealth Office
London SW1A 2AH

Telephone 01- 233 5037

Maisie

MAJ

Mrs Pat Neighbour *273 5247*
Civil Service Department
Room 389
Old Admiralty Building
London

Your reference

Our reference

Date 2 July 1980

Dear Mrs Neighbour

MINISTERIAL TRAVEL

1. I enclose a copy of a letter dated 1 July from Mr Pattison asking for information about Ministerial travel. As your Department maintain the Central Record of Overseas Visits made by Ministers, I hope it will be possible for you to produce the details requested about overseas travel in the first six months of 1980 and a suitable comparative period, say 1978. Knowing how difficult it is to produce accurate lists of Ministerial visits, we would be glad to help check the list at draft stage if that would be helpful to you, as we get a certain amount of information through the Ministerial Visits Committee.
2. Could you contact Mr Pattison at No 10 so that he can tell you precisely how he would like the list to be presented.
3. This Department will produce the list of bids received so far for overseas visits during the rest of this year.

Yours sincerely

Brenda Chaplin

E B Chaplin (Miss)
Protocol & Conference Department

→ cc: Mr M Pattison
No 10 Downing St

Mr M Adams
Private Office

Miss Gale



10 DOWNING STREET

From the Private Secretary

1 July 1980

BF 11-7-80

MINISTERIAL TRAVEL

As you know, the Foreign and Commonwealth Secretary had a word with the Prime Minister yesterday about the pattern of ministerial travel.

As a result of this conversation, the Prime Minister would like to see a breakdown of travel undertaken by Ministers in the first six months in 1980, and a comparative breakdown of a suitable period during a previous administration - the first six months of 1978 might be most appropriate. I think we need to differentiate between visits by Cabinet Ministers and visits by Junior Ministers: to treat separately brief visits for routine European Community meetings in Europe; and to take account of the frequency with which wives and PPS's have travelled under the current administration by comparison with their predecessors. The Prime Minister would also like to see a list of bids so far received for overseas visits in the remainder of this year.

I understand that Protocol and Conference Department should be able to put this together without too much difficulty. I would be happy to have a word with whoever will be preparing the lists if that would be helpful.

Could we have something from you by the end of next week?

M. A. PATTISON

Malcolm Adams, Esq.,
Foreign and Commonwealth Office.

R.



10 DOWNING STREET

From the Private Secretary

13 June, 1980

Thank you for your letter of 9 June, with information about plans for Ministerial visits to Mexico.

The Prime Minister was grateful to see the programme now in hand, and is content with the plans you have in mind.

M. A. PATTISON

M C Adams, Esq
Foreign and Commonwealth Office

JS



MA 9/VI
Foreign and Commonwealth Office

London SW1A 2AH

9 June 1980

Dear Mike,

Ministerial Visits to Mexico

You asked for a note about Ministerial visits to Mexico.

There were no visits from August last year, when Mr Ridley and Mr St John Stevas attended an Anglo-Mexican festival, until Sir Keith Joseph's visit on 3-5 June, which was essentially opportunistic since he was going to the United States anyway. We have a number of visits lined up for the summer. Lord Carrington hopes to go to Mexico as part of a wider tour on 5 - 8 August. Apart from Sir Keith's, this will be the first visit by a British Cabinet Minister since Mr Dell's as Secretary of State for Trade in August 1977. It will be the first time that a Foreign Secretary in office has visited Mexico for well over ten years. Mr Howell has tentative plans for a visit from 15 - 25 September and Mr Wiggin will go from 13 - 22 October, extending a visit to the West Coast of America. We initially expressed reservations about the last as it might have conflicted with a visit which Mr Nott was hoping to make but this has fallen by the wayside.

This year's programme reflects an increased interest in Mexico which we feel to be entirely warranted. Mexico's economy, primed by vast new oil discoveries as well as the exploitation of substantial other mineral resources, is set for considerable expansion and the opportunities for business are substantial. (Some measure of this may be gauged by the fact that Pemex, the state oil agency, has a total budget of around US\$25 million per day for the five years to mid 1982).

On the political side Mexico is emerging as a force to be reckoned with internationally. While it has strong economic ties with the United States and the West and in many ways its development is cast in a capitalistic mould, its ideological projection tends to be radical and is influenced by a need to dissociate itself from the United States. It is influential with the Third World but it is not immune from Western influence; and it currently occupies a seat in the Security Council.

For these reasons we are happy with the present programme of Ministerial visits which, without being excessive, will make up some leeway in the development of our own relations with Mexico and, we hope, give the prospects of British firms bidding for valuable contracts a needed boost.

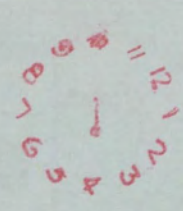
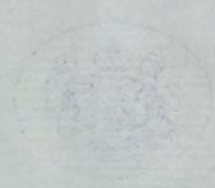
Yours Ever,

Malcolm Adams

(M C Adams)
Private Secretary

Mike Pattison Esq
10 Downing Street

Office of the Secretary of Defense
Washington, D.C. 20301



69 (July 1980)

FILE

VLB

Minister

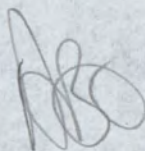
28 May 1980

I see that Ministers are now beginning to submit plans for summer holidays overseas.

The Prime Minister would be grateful if Lord Carrington could consider and authorise the holiday visits overseas for junior Ministers in the same way as he now does for official visits. We would like to see a copy of your letter giving approval so that we have a picture of Ministerial movements.

M A PATTISON

Malcolm Adams, Esq.,
Foreign and Commonwealth Office.



E.R.

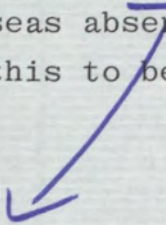
1.

PRIME MINISTER

We are now getting summer holiday bids.

In the case of Junior Ministers, are you content to leave it to Lord Carrington to give approval for overseas absences on holiday, or would you prefer this to be done by No. 10?

Yes



MAD

mt

27 May 1980

Ministers



10 DOWNING STREET

PRIME MINISTER

We have now written to Cabinet Ministers' offices about your wish to ensure that there can be "business as usual" in September.

Bids for holidays in August are beginning to come in. May we give your approval to these without submitting them to you individually?

[Handwritten initials] *[Handwritten initials]*

12 May 1980

David Paul

To note *[Handwritten initials]*

Minutes

EXTRACT FROM PRIME MINISTERS PERSONAL MINUTE
(M 10/80) to S/S TRADE DATED 10 APRIL 1980

I am content not to be consulted about overseas visits by Ministers other than Cabinet Ministers, provided that such visits are approved by the Ministerial head of the department concerned, the Foreign and Commonwealth Secretary and the Chief Whip. I gather that at least one Department has introduced a cash limit on travel by Ministers; that is an example that others could well follow, to keep this expenditure in bounds. This change of procedure does not affect the requirement for my approval to be sought for official visits overseas by Ministers' spouses and by Parliamentary Private Secretaries (see paragraphs 54 and 55 of Questions of Procedure for Ministers (C(P)(79)1)).

Subject filed on
Govt Mach: Promotion of
efficiency and elimination
of waste: PT6.

SECRET

Minutes

Extract from meeting PM, M/s CSD, Sir Derek Rayner etc on
31. 3. 80.

Waste in Government


The Prime Minister said that she had a good deal of sympathy for the points made in Mr. Nott's minute. In particular, she believed there was too much overlapping of functions between Departments. In some cases, staff in one Department seemed to be monitoring the work of other Departments quite unnecessarily; in other cases, for example as between ODA and FCO and as between the Departments of Industry and Trade, there seemed to be unnecessary duplication of work. She also agreed that the appointment of deputy chairmen of nationalised industries and public boards should not need to be cleared with her; nor should it be necessary for holidays and trips abroad by Junior Ministers to be cleared with No. 10. It would be right for Cabinet Ministers in future to be responsible for visits away from London by their Junior Ministers, though they would need to ensure that official visits were fully justified and that their Departments were always left with adequate Ministerial cover.

Subject file Rayner.
Govt Mach - Pt 5.

SECRET

12 Downing Street,
Whitehall,
London, S.W.1

20



For information

With the Compliments

of the

Chief Whip

~~MAP~~
MS MS



Government Chief Whip

12 Downing Street, London SW1

For Information

ALL MINISTERS (COMMONS)

MINISTERS' VISITS

I feel I should warn colleagues that after Easter and for the remainder of the Session I expect there to be heavy whipping on later stages of Bills.

The number of visits abroad made by Ministers has steadily increased since we came into office. While not questioning the importance of these visits, there are some which could possibly be arranged during the Recess. Therefore, in order to avoid the inconvenience which is caused when Ministers are recalled from abroad, or their visits are cancelled at short notice, I hope that Ministers will, whenever possible, arrange overseas visits at times when Parliament is not in Session, in accordance with paragraph 41 of Questions of Procedure for Ministers.

13th March 1980.

David Paul noted DJF 3/3 1,

To note
blanket
approval



Ministers

MAP

10 DOWNING STREET

PRIME MINISTER

Easter Holidays

Mr. Heseltine intends to be in the Virgin Islands from 3-13 April. Sir Michael Havers wants to be in the South of France from 3-9 April.

1. Agree to these absences?
2. May I give your approval to other Recess absences without referring to you?

Yes ✓
MAP

27 February 1980

Subject file
Pym Mini Ab

RESTRICTED

FL

LR



10 DOWNING STREET

From the Private Secretary

1 February 1980

The Prime Minister has seen a copy of your letter of 29 January to Brian Norbury, about the proposal that Mr. Pym should visit China in March to open the SBAC Exhibition in Shanghai. She has agreed to this visit but, as I mentioned to Ray Pringle earlier in the week, she is concerned that the present pattern of visits to China is unduly extravagant.

In addition to Mr. Pym, she has now agreed that Mr. Fowler, Dr. Vaughan, and Mrs. Chalker should go. If the Foreign and Commonwealth Secretary is also to go to China himself, I hope that you will give very careful thought to the justification for additional visits by Mr. Heseltine, Mr. Parkinson, Mr. Tebbit, and a DES Minister, all of whom were mentioned in Ray Pringle's letter to me of 25 January.

M. A. PATTISON

R M J Lyne Esq
Foreign and Commonwealth Office.

RESTRICTED

Minister
jfh


31 January 1980

I spoke to your office and to the Pairing Whip a few days ago about the Prime Minister's concern to ensure that Ministers travelling overseas were paired.

I have since explained to the Prime Minister that you have not been able to guarantee pairs on all occasions, but have felt able to carry a small drop in the Government vote if necessary. The Prime Minister has confirmed that she is content with such arrangements provided the Chief Whip is himself satisfied.

MA PATTISON

Murdo Maclean, Esq.,
Chief Whip's Office.



PRIME MINISTER

c. Mr. Gow

Ministers' Overseas Visits

You have several times asked us to ensure that an absent Minister is paired.

The Chief Whip's Office tell me that they have not been able to guarantee pairs for all absent Ministers all the time. They have worked on the basis that the Government has a comfortable majority, and can therefore afford to see it reduced by one or two votes when the Ministers are abroad on duty if pairs are not readily obtainable.

The Chief Whip may already have raised this with you, following my talk with his office. If not, and if you are uneasy about this kind of arrangement, should we ask him to raise it with you at his next meeting?

*Paired or not.
We will, however
check with the Chief Whip.*

MA

30 January 1980