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Confidential Filing

Ministers' plans for holidays and official visits overseas during the recess.

[Redacted]

MINISTERS

MAY 1980

Referred to	Date	Referred to	Date	Referred to	Date	Referred to	Date
7.5.80.							
19.5.80							
2-4-81							
29.4.81							
25.81							
14.7.81							
17.3.82							
17.5.82							
25.5.82							
14.6.82							
23.6.82							
29.7.82							
23.83							
29.7.83							
11.10.85							
[Redacted]							
31.7.86							

PREM 19/2329

keep two more 4/2/85

CONFIDENTIAL

Cite DAS



cc PC

10 DOWNING STREET
LONDON SW1A 2AA

From the Private Secretary

6 June 1988

Dear Bob,

FOREIGN SECRETARY'S CHRISTMAS RECESS TRAVEL 1988/89: ARABIA

Thank you for your letter of 3 June about the Foreign Secretary's intention to visit Saudi Arabia and a number of Gulf countries during the Christmas Recess. The Prime Minister is quite happy for the Foreign Secretary to undertake these visits. She has not yet considered her own visits programme for 1989. If she does decide to go abroad during the Christmas Recess, we shall have to look carefully at timings.

I am copying this letter to Brian Hawtin (Ministry of Defence), Stephen Haddrill (Department of Energy) and to Sir Robin Butler.

*Yours sincerely,
Chris Powell*

C. D. POWELL

R. N. Peirce, Esq.
Foreign and Commonwealth Office

CONFIDENTIAL

610

CCPC



Prime Minister

This seems sensible. Foreign and Commonwealth Office
I doubt that you will want
to visit Arabia at
London SW1A 2AH

Christmas. The only question
is whether you would prefer to reserve a
visit to Saudi Arabia for yourself, perhaps
3 June 1988

Dear Charles

next spring. It is you who
King Fahd will want to

Christmas Recess Travel 1988: Arabia

rel. discuss
with
Foreign
Secretary
at a
bilateral?
COP
3/6
I am
Charles
Lafferty
the F.C.S.
to go.
not

The Foreign Secretary is turning his mind to the
question of how best to use the Christmas recess for
overseas travel. He believes that Arabia should claim
priority and would like to share his preliminary
thoughts with the Prime Minister.

While British commercial and military engagement in
the Gulf region has increased markedly in the past three
years, and while we have received high level visitors
from some countries in Arabia, the number of visitors of
Cabinet rank to those countries has been small. The
Foreign Secretary would like to try to make good this
neglect by arranging to visit during the Christmas recess
three of the most important countries in the Arabian
Peninsula (Saudi Arabia, the United Arab Emirates, Kuwait)
and two smaller countries (Yemen Arab Republic and
Djibouti) which have long been ignored. Another important
country (Oman) will have been visited briefly by the
Prime Minister in August.

Saudi Arabia is the self-evident first choice. The
Foreign Secretary last went there in January 1986. Since
then we have received King Fahd and are shortly to receive
Crown Prince Abdullah. The Defence Secretary was the last
Cabinet Minister to go there in February 1987, and the
Foreign Secretary hopes that he will be willing to go again
this August to carry forward the defence relationship.
Mr Parkinson has been invited to go in November; we hope
he will. A visit by the Foreign Secretary at Christmas
would maintain the momentum of top level outward visits.

In the United Arab Emirates we have ground to make up.
Shaikh Zaid is most helpful over facilities for Armilla/
Cimnel but is feeling increasingly exposed as US/Iranian
military encounters become more frequent and spill over on
to UAE interests. A personal demonstration of our regard
for him in the form of a visit would reassure him and
boost British interests. The last Cabinet Minister to visit
the UAE was the then Foreign Secretary in 1983. The
Foreign Secretary hopes Mr Younger may be able to visit the
UAE this July as the first of a series of top-level visitors
which might include Mr Parkinson in November and then the
Foreign Secretary himself in the Christmas recess, to raise
our bilateral profile in advance of TRH The Prince and
Princess of Wales' visit to the UAE (and Kuwait) now planned
for March 1989.



Although our relations with Kuwait have developed promisingly in the last twelve months thanks to the attention paid to senior Kuwaitis when they pass through London, and to our coincidence of interests over the recent hijacking, the Foreign Secretary was the last Cabinet Minister to visit Kuwait in January 1986. He hopes that Mr Younger will go there in July on defence business. Later in the year there is the risk that the outcome of the MMC investigation into the KIO holding in BP may lead to a setback in the relationship. Further high level attention may be needed to repair any damage. This would be an appropriate objective for a visit by the Foreign Secretary.

Finally, the Foreign Secretary hopes to include the Yemen Arab Republic which has never been visited by a Cabinet Minister but whose new oil find suddenly increases its importance; and Djibouti, which has given much assistance to the Royal Navy, on the way home.

A visit to these five countries would require the Foreign Secretary to be absent from the United Kingdom from the morning of Monday, 2 January to the evening of Tuesday, 10 January inclusive. His plans will of course depend on the Prime Minister's own visits programme. Apart from the likely stopover in Oman in the summer, she may wish to consider visiting for example Saudi Arabia, where she has not been since April 1985.

The Foreign Secretary is in touch with Mr Younger and Mr Parkinson about their possible visits to Arabia.

I am copying this letter to Brian Hawtin (MOD), Stephen Haddrill (Energy) and to Sir Robin Butler.

Younger

R N Peirce

(R N Peirce)
Private Secretary

C D Powell Esq
10 Downing Street



Government Chief Whip
12 Downing Street, London SW1

RESTRICTED

Charles Fountain Esq
10 Downing Street

The Chief Whip has asked me to let you know of his sailing holiday plans in case you see the need to inform the appropriate authorities for security purposes.

They are as follows:-

BOAT: TIAS DANCER - call sign MBND 8
30' KETCH - Blue hull

- 3 August	Weymouth Harbour
From 4 August	Based on Dartmouth [Dart Hotel Marina]

Thereafter he will be sailing to St Peter Port, Guernsey; Braye, Alderney and Cherbourg, France, returning to Weymouth around 14 August.

I am speaking separately to the Department of Transport,

Teresa

(Teresa Rolleston)
31 July 1986

File of Admin

Spoke wue Special Branch who will
inform Plymouth Spe. B.

D F
4/8/86

CF, Filing



70 WHITEHALL, LONDON SW1A 2AS

NBP7

01-233 8319

From the Secretary of the Cabinet and Head of the Home Civil Service

Sir Robert Armstrong GCB CVO

PS(85) 22

17 October 1985

Dear Private Secretary,

Ministers' Weekend Addresses

It is usual at this time of year, as the Recess draws to a close, for this office to send out a reminder about the need to keep the Cabinet Office informed each week with information about your Ministers' weekend addresses as required in paragraph 6 of "Questions of Procedure for Ministers" (C(P)(83) 5). Private Offices fulfil this requirement by providing the information to Mr Robertson in Committee Section here. Would you please, therefore, ensure that a designated individual in your Private Office submits details, as required, if possible by each Thursday evening, but in any event no later than 10.00 am on a Friday morning. Any subsequent updating should be telephoned to Committee Section (FED 2287 or 1560).

I am copying this letter to the Private Secretaries to members of the Cabinet, the Attorney General and the Chief Whip.

Yours sincerely,

(Signed) ROSALIND MULLIGAN
(Assistant Private Secretary)

MINISTERIAL ABSENCES ABROAD DURING THE SUMMER RECESSCABINET MINISTERS AND THEIR JUNIOR MINISTERS

<u>Minister</u>	<u>Date</u>	<u>Place</u>	<u>Reason</u>
Lord Hailsham	1-20 August	Greece	Private visit
" "	22-31 August	Switzerland	Private visit
" "	16-25 September	Hong Kong/China	7th Commonwealth Law Conf.
<u>DES</u>			
Sir Keith Joseph	8-22 August	Norway	Private visit
<u>MOD</u>			
Mr. Heseltine	30 July-19 Aug.	Jamaica	Private visit
Mr. Heseltine	12-15 September	USA	Official visit
Mr. Pattie	1-5 September	Canada	British Army Training Unit
<u>MAFF</u>			
Mr. Jopling	31 July-17 Aug.	France	Private visit
" "	4-7 September	Greece	Informal meeting of Council of Agriculture Ministers
" "	15-16 October	Germany	Opening of the International Fine Foods & Provisions Exhibition (ANUGA Fair)
Mr. MacGregor	4-7 September	Greece	Informal Meeting of Council of Agriculture Ministers
" "	12-14 September	Strasbourg	Meeting with members and officials of the European Parliament
" "	19-24 September	Luxembourg/Paris	Official visit
<u>HMT</u>			
Mr. Rees	12-21 August	France	Private Visit
Mr. Mather	6-15 September	France	Private Visit
Mr. Goodlad	22 Aug-5 Sept.	France	Private Visit
Mr. Boscawen	14-28 August	France	Private Visit
Mr. Thompson	1-21 September	France	Private Visit
Mr. Garel-Jones	1 Aug-15 Sept.	Spain	Private Visit
Mr. Hamilton	17-27 August	Majorca	Private Visit
" "	15-29 September	Crete	Private Visit
Mr. Hogg	12-19 August	Switzerland	Private Visit
" "	10 Sept-14 Oct.	Switzerland	Private Visit
Mr. Sainsbury	16 Aug-1 Sept.	Greece	Private Visit

<u>Minister</u>	<u>Date</u>	<u>Place</u>	<u>Reason</u>
<u>Other Junior Ministers</u>			
<u>FCO</u>			
Mr. Luce	13-15 September	Lebanon	Official visit
<u>Home Office</u>			
Mr. Hurd	15-22 August	Greece	Private visit
Mr. Waddington	12-30 September	Indian Sub Continent	Familiarisation visit
<u>DOE</u>			
Lord Bellwin	6-7 October	Spain	INTA Conference
<u>NIO</u>			
Mr. Patten	1-26 August	France	Private visit
<u>Law Officers</u>			
Sir Michael Havers	29 July-3 Aug.	USA	American Bar Association
" " "	4-25 August	France	Private visit
" " "	19-23 September	Hong Kong	Commonwealth Law Conference
" " "	23 Sept-1 Oct.	Australia	Discussions with Australian Attorney General



John
Minister

10 DOWNING STREET

From the Private Secretary

MISS WILKINSON
CABINET OFFICE

PRIME MINISTER'S EASTER RECESS MOVEMENTS

The Prime Minister will be at Chequers throughout the Easter Recess. Contact should be made through this office.

T. FLESHER

CAROLINE STEPHENS

2 March 1983

RESTRICTED

*Private Sec to PM
2 copies*

Cabinet Office
70 Whitehall
London SW1

1 March 1983

PS(83) 3

Dear Private Secretary,

Ministers' Easter Recess Movements

I am writing to request details of your Minister's Easter Recess movements in case it proves necessary to arrange meetings of the Cabinet or of Cabinet Committees during the Recess.

I should be grateful if you would complete the attached proforma, giving details of your Minister's plans from Thursday 31 March to Sunday 10 April inclusive, and return it to Mr J Robertson, Committee Section, 70 Whitehall, not later than noon on Tuesday 29 March.

Any changes of plan, whether before or during the Recess, should be notified to Mr Robertson (233 7023) as soon as they are made.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Law Officers, the Chief Whip and Ministers of State.

Yours sincerely,

(Signed) LINDSAY WILKINSON (MISS)

RESTRICTED

RESTRICTED

EASTER RECESS 1983

NAME: _____

APPOINTMENT: _____

Period	Address, Telephone Number and/or Contact	Journey from London (if over 1½ hours)

RESTRICTED

EASTER RECESS 1983

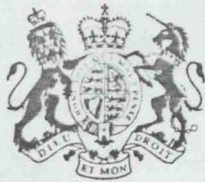
NAME: _____

APPOINTMENT: _____

Period	Address, Telephone Number and/or Contact	Journey from London (if over 1½ hours)

CABINET MINISTERIAL ABSENCES DURING THE SUMMER RECESS

<u>Minister</u>	<u>Date</u>	<u>Place</u>	<u>Reason</u>
<u>FCS</u>			
Mr. Pym	6-8 September	Germany	Official Visit
<u>Lord Chancellor</u>	9-11 September	Denmark	Official Visit
Lord Hailsham	5-22 August	Greece	Private Visit
<u>Chancellor of the Exchequer</u>			
Sir Geoffrey Howe	2-8 September	USA	IMF/IBRD Meeting
<u>DES</u>			
Sir Keith Joseph	29 August- 8 September	USA/Mexico	Private/Official Visit
<u>MAFF</u>			
Mr. Walker	20 August - 3 September	Greece	Private Visit
<u>Scottish Office</u>			
Mr. Younger	9-22 September	USA	Official Visit
<u>LPC</u>			
Mr. Biffen	30 July-4/5 August 6-20 August	France Portugal	Private Visit Private Visit
<u>Transport</u>			
Mr. Howell	4-25 August	USA	Private Visit
<u>LPS</u>			
Lady Young	9-23 August 29 August - 3 September	Switzerland Czechoslovakia	Private Visit Private Visit
<u>CDL & Paymaster General</u>			
Mr. Parkinson	6 August - 2 September	Bahamas	Private Visit
<u>Trade</u>			
Lord Cockfield	9-26 September	New Zealand/ Australia	Trade Visit
<u>Law Officers</u>			
Sir Michael Havers	31 July-26 August	France	Private Visit



Minister

10 DOWNING STREET

From the Principal Private Secretary

23 June 1982

Dear Private Secretary,

I am writing, as I have done in previous years, to say that the Prime Minister hopes that most of her Cabinet colleagues will be able to take their holidays in August so that the regular pattern of business in Cabinet and its main Committees can be resumed early in September. This is all the more necessary this year because the Prime Minister will be undertaking an official visit to the Far East from 16-29 September. This means that Cabinet will meet on Thursday 9 September and Thursday 30 September, and the Prime Minister hopes that all Cabinet Ministers will plan their movements so that they are available on those dates.

If Cabinet Ministers find it necessary to be abroad in September, the Prime Minister would wish them to ensure that their deputies are available to help maintain the smooth conduct of Government business.

Looking beyond September, the first Cabinet meeting in October will be on the 14th of that month.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Chief Whip, and the Attorney-General and to David Wright (Cabinet Office).

Yours sincerely,

Anne Whitmore.

The Private Secretary.

Lu

Minister
M 20 80



FILE SW

10 DOWNING STREET

From the Private Secretary

21 June, 1982

Thank you for your letter of 15 June to Michael Scholar. The Prime Minister is content with the arrangements for summer leave proposed by your Secretary of State.

I am sending a copy of this letter to David Wright (Cabinet Office).

TIM FLESHER

Andrew Coop, Esq.,
Department of Industry

B

MR. WHITMORE

You asked me to submit to you a list of dates for Cabinets during the Recess; dates when the Prime Minister would be abroad; and the Party Conference.

Cabinets

Thursday, 29 July (final Cabinet before the House rises)

Thursday, 9 September (Michael Scholar asked me to find half a day for a public expenditure discussion in September.

This seems to be the only possible date, as on the preceding Thursday, 2 September, the Prime Minister is in Scotland. I think that 30 September is too near the Party Conference.)

Thursday, 30 September

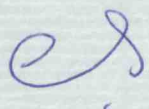
Thursday, 14 October

Dates for the Prime Minister's Overseas Trip

Thursday, 16 September - Wednesday, 29 September inclusive

Party Conference Dates

Tuesday, 5 October - Friday, 8 October inclusive.



21 June, 1982.



CONFIDENTIAL

MR. WHITMORE

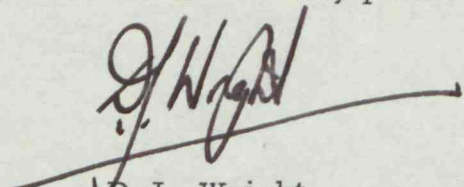
Economic Business in the Autumn

Ministers file
Econ Pol

At about this time last year, we made advance plans for the timing of Cabinet meetings - and, in particular, the timing of meetings to take public expenditure and other economic business - in the autumn. You wrote on 29th April 1981 to Private Secretaries about their Ministers' summer plans; this was followed by the minute of 19th May 1981 from the Chancellor of the Exchequer to the Prime Minister about the public expenditure timetable. After further exchanges, I wrote on 2nd July 1981 to Private Secretaries recording the agreed timetable.

2. This was a useful operation, which contributed to the running of the public expenditure discussions in the autumn by ensuring that key Ministers were available for decisive meetings. I suggest that it would be helpful to repeat it this year.

3. Sir Robert Armstrong has minuted the Prime Minister separately about the Chancellor of the Exchequer's proposal that there should be a wide-ranging discussion of public expenditure in the longer term. We also understand that Treasury officials are putting proposals to the Chancellor of the Exchequer about the timetable for economic business during the second half of this year (and, in fact, the first part of next). We are keeping in touch with the Treasury's thinking on this, and will in due course offer detailed advice and a programme of dates. In the meantime, subject to the Prime Minister's views, it might be convenient if you were to write to the Private Offices of Cabinet Ministers on the lines of your letter of 29th April 1981, putting them on notice that, as the Prime Minister's programme of overseas visits permits, they can expect there to be a number of Cabinet meetings in September and the early part of October.


D.J. Wright

18th June 1982

CONFIDENTIAL



Secretary of State for Industry

DEPARTMENT OF INDUSTRY
ASHDOWN HOUSE
123 VICTORIA STREET
LONDON SW1E 6RB

TELEPHONE DIRECT LINE 01-212 3301
SWITCHBOARD 01-212 7676

15 June 1982

Michael Scholar Esq
Private Secretary to the
Prime Minister
10 Downing Street
London SW1

Dear Michael

My Secretary of State has asked me to clear with you the Summer Leave Arrangements for Ministers in this Department.

2 Throughout August and September, a Minister will be in the Office, except between Saturday 7 and Sunday 22 August. Over that period, a Minister will be "on call" at home to return to the office if need be. In effect, this would mean that a Minister could be in the office within 1½ hours. My Secretary of State will himself be on leave between 7 and 31 August.

3 I should be grateful for your agreement to the above arrangement. I am copying this letter to David Wright in the Cabinet Office.

Yours ever

Andrew Coop

ANDREW COOP
Private Secretary

Prime Minister: M

I understand that Mr Lamont or Mr Butcher will be on call from 7-14 August and Mr Baker from 15-22 August.

This gap of two weeks does not seem to me an example of good organisation but are you content with the arrangements proposed.

TJF

16/6

Yes - they can return if
MS there is an
emergency.

Herminie

14 June 1982

Prime Minister's Movements during the
Recess

We are hoping that the Prime Minister will take a fortnight's holiday between, say Friday 6 August and Saturday 21 August. She then goes to Scotland on Wednesday 1 September returning Monday 6 September. She will have a very busy ten days in London prior to her departure to the Far East and China on Thursday 16 September. The Prime Minister returns from this trip on Wednesday 29 September.

CS

Miss M Dodd MBE
Chief Whip's Office

do



Government Chief Whip

12 Downing Street, London SW1

Caroline,

The Chief asked if you could kindly give him some idea of what the Prime Minister's movements are likely to be in August and September.

MISS Mabel Dodd MBE

11th June 1982

Ministers

MINISTERIAL ABSENCES ABROAD DURING THE WHITSUN RECESS

CABINET MINISTERS AND JUNIOR MINISTERS

<u>Ministers</u>	<u>Dates</u>	<u>Place</u>	<u>Reason</u>
<u>Transport</u>			
Mr. Howell	3 June	Belgium	View of Public Transport System
Mr. Howell	4-6 June	Belgium	Private Visit
Mr. Eyre	30 May-1 June	Saudi Arabia	Promotion of British Transport Expertise and Equipment
 <u>Trade</u>			
Lord Cockfield	27 May-6 June	Canada	Trade Visit
 <u>Other Junior Ministers</u>			
Mr. Lamont (Industry)	29 May-4 June 5-9 June	Japan Korea	Official Visit Official Visit
Mr. Alison (Employment)	31 May-8 June	Switzerland	Commonwealth Employment Ministers Meeting
Mr. Butler (NIO)	31 May-7 June	Corfu	Private Visit
Mr. Hunt (Whips)	29 May-6 June	USA	Official Visit
 <u>Law Officers</u>			
Mr Fraser (Sol. Gen. Scotland)	30 May - 8 June	S. France	Private Visit

Minister

1.

- 1. MR. WHITMORE *25/5*
- 2. PRIME MINISTER

c.c. Mr. Rickett

Recess Plans

I attach a copy of your recess diary. As things stand at the moment, you are due to return to London during the afternoon of Wednesday, 2 June for dinner with the Association of American Correspondents.

I appreciate that it is impossible for you to make firm plans so far in advance. Could you tell me whether in principle you are prepared to stay at Chequers till Wednesday afternoon?

*Thank you
26/5*

*I shall have
to be back here
by Mon. night - check
the televis. out*

ES.

Mr. Whitmore

To see.

*I have told
those concerned.*

*ES.
26/5.*

25 May, 1982.

11

RESTRICTED

8

Tuesday 1 June

Wednesday 2 June

After Lunch To London
 1930 for Dinner with Association of American Correspondents + BI
 2015 Clarendon Room, Brown's Hotel

Thursday 3 June

0900	Falklands briefing meeting	No. 10
0930	OD/SA	No. 10
1030	Cabinet	No. 10
	Lunch with Private Secretaries	No. 10
1600-1800	Briefing meeting for Reagan visit	No. 10

Friday 4 June

0830	Hair	Flat
0900	Falklands briefing meeting	No. 10
0930	OD/SA	No. 10
1400	Depart	No. 10
1440	Depart Northolt	
1700	Arrive Orly Airport	
	Transfer to helicopter	
1730	Arrive Versailles	
	To be greeted by President at Grand Trianon	

Saturday 5 and Sunday 6 June

Economic Summit at Versailles

RESTRICTED

*Mr. Whitmore
Minister*

Cabinet Office,
70, Whitehall,
London SW1

17th May, 1982

PS(82) 15

Dear Private Secretary,

Ministers' Spring Bank Holiday Movements

I am writing to request details of your Minister's Spring Bank Holiday Recess movements in case it proves necessary to arrange meetings of the Cabinet or of Cabinet Committees during the Recess.

I should be grateful if you would complete the attached proforma, giving details of your Minister's plans from Friday 28th May to Monday 7th June inclusive, and return it to Mr. J. Robertson, Committee Section, 70 Whitehall, not later than noon on Tuesday 25th May.

Any changes of plan, whether before or during the Recess, should be notified to Mr. Robertson as soon as they are made.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Law Officers, the Chief Whip and Ministers of State.

Yours sincerely,

(Signed) D.J. WRIGHT

RESTRICTED

RESTRICTED

SPRING BANK HOLIDAY RECESS 1982

NAME: _____

APPOINTMENT: _____

Period	Address, Telephone Number and/or Contact	Journey from London (if over 1½ hours)

at Home 1950-1951
Mini Abs in Recess
Minister

MINISTERIAL ABSENCES ABROAD IN THE EASTER RECESS

Cabinet Ministers and their Junior Ministers

<u>Minister</u>	<u>Date</u>	<u>Place</u>	<u>Reason</u>
<u>FCO</u>			
Lord Carrington	12 - 16 April	Syria/Jordan	Official Visit
Mr. Luce	Easter Recess (No firm dates)	Mexico/Bahamas/ Bermuda	Official Visit
Lord Trefgarne	10 - 27 April	India/Pakistan/ Bangladesh	Official Visit
<u>DES</u>			
Sir Keith Joseph	8 - 15 April	USA	Private Visit
Mr. Channon	9 - 16 April	Italy	Private Visit
<u>MAFF</u>			
Mr. Walker	9 - 18 April	Madeira	Private Visit
<u>Scottish Office</u>			
Mr. Younger	7 - 14 April	France	Private Visit
<u>Trade</u>			
Mr. Biffen	9 - 21 April	Brazil/Trinidad	Official Visit
<u>Transport</u>			
Mr. Howell	13 - 14 April	Germany	View of German Public Transport Operations
<u>DHSS</u>			
Mr. Fowler	Easter Recess (No firm dates)	USA	Official Visit
Lord Elton	10 - 18 April	Turkey	Private Visit
<u>OTHER JUNIOR MINISTERS</u>			
Mr. Stanley (DOE)	2 - 8 April	Saudi Arabia	Official Visit
Mr. Gummer (HMT)	12 - 15 April	France	Visit of French Nuclear Power Stations

SECRET
RESTRICTED

Minister
[Signature]

Cabinet Office,
70 Whitehall,
London, SW1

PS(82) 9

17th March 1982

Dear Private Secretary,

Ministers' Easter Recess Movements

I am writing to request details of your Minister's Easter Recess movements in case it proves necessary to arrange meetings of the Cabinet or of Cabinet Committees during the Recess.

I would be grateful if you would complete the attached proforma, giving details of your Minister's plans from Thursday, 8th April to Sunday, 18th April inclusive, and return it to Mr. J. Robertson, Committee Section, 70 Whitehall, not later than noon on Tuesday, 6th April.

Any changes of plan, whether before or during the Recess, should be notified to Mr. Robertson as soon as they are made.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Law Officers, the Chief Whip and Ministers of State.

Yours sincerely,

(Signed) D. J. WRIGHT

RESTRICTED

RESTRICTED

EASTER RECESS 1982

NAME: _____

APPOINTMENT: _____

Period	Address, Telephone Number and/or Contact	Journey from London (if over 1½ hours)

MINISTERIAL ABSENCES ABROAD DURING THE CHRISTMAS PERIOD

Cabinet Ministers and their Junior Ministers

<u>Minister</u>	<u>Date</u>	<u>Place</u>	<u>Reason</u>
<u>Treasury</u>			
Sir Geoffrey Howe (Ch/Ex)	2-17 Jan	Far East	Official Visit
Mr. Jopling (Chief Whip)	1-15 Jan	Hong Kong	Official Visit
Mr. Berry	23 Dec-6 Jan	Switzerland	Private Visit
<u>MPO</u>			
Lady Young (CDL)	29 Dec-5 Jan	Malta	Private Visit
<u>DHSS</u>			
Mr. Fowler	Christmas Recess (no firm dates)	Denmark	Official Visit
<u>DES</u>			
cancelled Sir Keith Joseph	28 Dec-6 Jan	New York	Private Visit
Mr. Channon	Christmas Recess (no firm dates)	St. Vincent	Private Visit
<u>Paymaster General</u>			
Mr. Parkinson	1-11 Jan	Switzerland	Private Visit
<u>Other Junior Ministers</u>			
<u>FCO</u>			
Mr. Hurd	9-20 Jan	India/Sri Lanka/ Maldives	Official Visit
Mr. Luce	12-21/22 Jan	Trinidad/ Barbados/ Antigua/ St. Kitts Nevis	Official Visit
<u>Environment</u>			
Mr. Stanley	8-13 Jan	UAE and Saudi Arabia	Official Visit
<u>Scottish Office</u>			
Lord Mansfield	2-9 Jan	Switzerland	Private Visit
<u>MAFF</u>			
Mrs. Fenner	early Jan (no firm dates)	Israel	Official Visit Tour with the Conservative Friends of Israel

Employment

Mr. Morrison 12-15 Jan France Official Visit

Energy

Mr. Moore 4-8 Jan USA Official Visit

Home Office

Lord Belstead 27 Dec-5 Jan Switzerland Private Visit

Northern Ireland Office

Mr. Patten 28 Dec-6 Jan Thailand Private Visit

Transport

Mr. Clarke 1-8 Jan Middle East Promotion of
British Transport
expertise and
equipment

Law Officers

Mr. Percival 30 Dec-14 Jan Antigua Private Visit

Mr. Fairbairn 28 Dec-6 Jan Thailand Private Visit

MINISTERIAL VISITS ABROAD DURING THE SUMMER RECESS 1981

<u>Minister</u>	<u>Dates</u>	<u>Place</u>	<u>Reason</u>
<u>Lord Hailsham</u> (Ld. Chancellor)	5-17 Aug 17 Aug-1 Sep	Greece Switzerland	Private Visit Private Visit
<u>Lord Carrington</u> (F&C Secretary)	6-17 Aug 17-19 Aug 14-15 Sep 21-24 Sep 26-28 Sep 29 Sept-8 Oct	Spain Austria Brussels New York New Zealand Australia	Private Visit Private Visit Foreign Affairs Council UN General Assembly N/K CHGM
<u>Sir Geoffrey Howe</u> (Ch. Exchequer)	13-28 Aug 21-24 Sep 24-30 Sep	Portugal Nassau, Bahamas USA	N/K Commonwealth Finance Ministers Meetings IMF/IBRD Annual Meetings
<u>Sir Keith Joseph</u> (S/S Industry)	20 Aug-2 Sep 13-23 Sep	USA Hong Kong/Japan	N/K Official Visit
<u>Lord Soames</u> (LPC)	6-15/16 Aug 11-14 Sep 18-27 Sep 15-18 Oct	USA Holland Greek Islands Italy	Private Visit Private Visit Private Visit European University Institute Seminar
<u>Mr. Prior</u> (S/S Employment)	2-8 Aug 27-28 Sep	Greece Nova Scotia	N/K Copenhagen Group Meeting
<u>Mr. Nott</u> (S/S Defence)	17 Sep-8 Oct	World Tour	N/K
<u>Sir Ian Gilmour</u> (Ld. Privy Seal)	14-28 Aug	Italy	Private Visit
<u>Mr. Walker</u> (MAFF)	21 Aug-4 Sep 13-24 Sep 28-29/30 Sep	Greece Brazil/Argentina Luxembourg	Private Visit Official Visit Agriculture and Fisheries Council
<u>Mr. Heseltine</u> (S/S Environment)	12-29 August	Venezuela	Private Visit
<u>Mr. Younger</u> (S/S Scotland)	7-20 Sep	USA	N/K
<u>Mr. Edwards</u> (S/S Wales)	16 Aug-7 Sep	USA	Private/Trade Visit

P.T.O.

<u>Minister</u>	<u>Dates</u>	<u>Place</u>	<u>Reason</u>
<u>Mr. Biffen</u> (S/S Trade)	14-20 Aug	Italy	N/K
	15-30 Sep	USA	Private/Trade Visit
	4-8 Oct	Middle East	Official Visit
<u>Mr. Howell</u> (S/S Energy)	9-12 Aug	Nairobi	UN Conference on New and Renewable Sources of Energy
	1-6 Sep	Japan	Discussion about Energy Pricing
	30 Sep-9 Oct	Middle East	N/K
<u>Mr. Carlisle</u> (S/S Education)	8-22 Aug	Portugal	Private Visit
	25 Sept-7 Oct (probable trip)	South East Asia	N/K
<u>Mr. Fowler</u> (S/S Transport)	1-19 Aug	France	N/K
<u>Mr. Brittan</u> (Ch. Sec. HMT)	13-19 Aug	France	N/K
	19-26 Aug	Italy	N/K
<u>Law Officers</u>			
<u>Sir Michael Havers</u>	31 Jly-12 Aug	France	Private Visit
	12-21 Aug	Monaco	Private Visit
	21-30 Aug	France	Private Visit
<u>Lord Mackay of Clashfern</u>	12-26 Aug	Madeira	Private Visit
<u>Mr. Fairbairn</u>	9-11 Sept	Switzerland	Informal Meeting of European Minister of Justice.

RESTRICTED

V. C.A.D. U

Minister

PS (2)

Cabinet Office,
70, Whitehall,
London, SW1

14th July, 1981

PS(81) 16

Dear Private Secretary,

Ministers' Summer Recess Movements

I am writing to request details of your Minister's Summer Recess movements in case it proves necessary to arrange meetings of the Cabinet or of Cabinet Committees during the Recess.

Dates for the Recess have yet to be finalised but I should be grateful if you could complete the attached proforma, giving details of your Minister's plans from Monday, 3rd August, 1981, to Monday, 19th October, 1981 inclusive, and return it to Mr. J. Robertson, Committee Section, 70, Whitehall, not later than noon on Tuesday, 28th July.

Any changes of plan, whether before or during the Recess, should be notified to Mr. Robertson as soon as they are made.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Law Officers, the Chief Whip and Ministers of State.

Yours sincerely,

(Signed) D.J. WRIGHT

RESTRICTED

RESTRICTED

Minister

Cabinet Office,
70 Whitehall,
London, SW1

PS(81) 10

7th May, 1981

Dear Private Secretary,

Ministers' Spring Bank Holiday Movements

I am writing to request details of your Ministers' Spring Bank Holiday Recess movements in case it proves necessary to arrange meetings of the Cabinet or of Cabinet Committees during the Recess.

I would be grateful if you would complete the attached proforma, giving details of your Minister's plans from Friday, 22nd May to Monday, 1st June inclusive, and return it to Mr. R. Pullen, Committee Section, 70 Whitehall, not later than noon on Tuesday, 19th May.

Any changes of plan, whether before or during the Recess, should be notified to Mr. Pullen as soon as they are made.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Law Officers, the Chief Whip and Ministers of State.

Yours sincerely,

(Signed) D. J. WRIGHT

RESTRICTED

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SPRING BANK HOLIDAY RECESS 1981

NAME: The Rt Hon Margaret Thatcher MP

APPOINTMENT: PRIME MINISTER

Period	Address, Telephone Number and/or Contact	Journey from London (if over 1½ hours)
Saturday 23 - Sunday 31 May inclusive	Chequers (contact through No 10)	



file 16

10 DOWNING STREET

From the Principal Private Secretary

29 April 1981

This time last year I wrote to you on the Prime Minister's instructions to draw her colleagues' attention to the need to ensure that Government business could continue to be discharged efficiently during the summer recess. She expressed the hope that most senior Ministers would be able to take their holiday in August, soon after the House rose, so that it would be possible to return to a regular pattern of business in Cabinet and its main committees early in September. She asked colleagues to plan their recess movements with this in mind, and she stressed that the Parliamentary situation was not one which required Ministers to confine working visits overseas to the recess.

The Prime Minister would now like to remind colleagues that the same considerations apply this year. It will be still more important to ensure that business can be disposed of effectively in September, as she and the Foreign and Commonwealth Secretary will be away for the Commonwealth Heads of Government Meeting in the first part of October. The Prime Minister's present intention is to hold Cabinet meetings on 10, 17 and 24 September, and she therefore hopes that most Cabinet Ministers can plan to be available in this country on those dates. In the case of those who will need to be abroad in September, the Prime Minister would wish them to ensure that their deputies are available to help maintain the smooth conduct of Government business. I should also be grateful if we here could have early warning of any necessary prolonged absences by Cabinet Ministers in the period from 7 to 25 September.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Chief Whip and the Attorney General and to David Wright (Cabinet Office).

C. A. WHITMORE

The Private Secretary.

16



10 DOWNING STREET

MR. WHITMORE ✓ *MS*

Here is a draft letter
about recess travel plans.
You wanted to consult
Robert Armstrong about Cabinet
before sending it out.

MP

28 April 1981

MFJ

Minister

2 April 1981

MR WRIGHT

Prime Minister's Easter Recess
Movements

The Prime Minister will be in India
and the Gulf for the entire Easter Recess.

CS

2 April 1981

JS

Cabinet Office,
70 Whitehall,
London, SW1

1st April, 1981

PS(81) 9

Dear Private Secretary,

Ministers' Easter Recess Movements

I am writing to request details of your Ministers' Easter Recess movements in case it proves necessary to arrange meetings of the Cabinet or of Cabinet Committees during the Recess.

I would be grateful if you would complete the attached proforma, giving details of your Minister's plans from Thursday, 16th April to Monday, 27th April inclusive, and return it to Mr. R. Pullen, Committee Section, 70 Whitehall, not later than noon on Tuesday, 14th April.

Any changes of plan, whether before or during the Recess, should be notified to Mr. Pullen as soon as they are made.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet, the Law Officers, the Chief Whip and Ministers of State.

Yours sincerely,

(Signed) D. J. WRIGHT



Ministat

10 DOWNING STREET

NOTE FOR THE FILE

For replies to Mr. Whitmore's letter of 7 May see individual Ministerial absence files.

Holiday chart kept in Ministers' absence diary.

19 May 1980



Minutes
cc Markis Set P/See letter

10 DOWNING STREET

From the Principal Private Secretary

7 May 1980

Dear Private Secretary,

Ministers will no doubt soon be considering both their summer holiday plans and proposals for official visits overseas which might take place during the summer recess.

Before these plans get too advanced, the Prime Minister has asked me to draw her colleagues' attention to the need to ensure that Government business can continue to be discharged efficiently during the recess. It often proved difficult in the summer and early autumn of last year to hold Cabinet or main Cabinet Committee meetings because so many Ministers were away from London. The Prime Minister appreciates that colleagues will need a reasonable holiday in the summer. She hopes that most senior Ministers will be able to take a break in August soon after the House rises. She plans herself to get away for a while in August and is likely to be out of London on official business in the first week in September. Thereafter, she expects to return to a regular pattern of business in Cabinet and the main Committees, and she would like colleagues to plan their movements with this in mind.

A number of Ministers may be thinking of working visits overseas in addition to holidays. The Prime Minister has asked me to emphasise that the Parliamentary situation is not one which requires Ministers to confine working visits to the recess. Whilst there are other factors which may make longer overseas visits more practicable in the recess, the Prime Minister would hope that Cabinet Ministers can nonetheless keep any visits as brief as possible. She would, in any case, like to ensure that there are not too many such visits concentrated in September and early October.

It would therefore be helpful if Ministers could bear these points in mind when planning their travel. In the case of those who will need to be away in September and October, the Prime Minister would wish them to ensure that their deputies are available to help maintain the smooth conduct of Government business. I should also be grateful if we here could have early warning of any necessary prolonged absences by Cabinet Ministers after the first week of September.

I am sending copies of this letter to the Private Secretaries to members of the Cabinet including the Minister of Transport, the Chief Whip, and to the Legal Secretary and Sir Robert Armstrong.

Yours sincerely,

Alvin Whitmore.

The Private Secretary

Home Office
Lord Chancellor
Foreign Office
Chancellor of the Exchequer
Industry
Defence
Lord President
Employment
Lord Privy Seal
MAFF
Environment
Scotland
Wales
Northern Ireland
DHSS
Chancellor of the Duchy
Trade
Energy
Education and Science
Chief Secretary, Treasury
Paymaster General
Transport
Chief Whip
Law Officers
Cabinet Office



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