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Collection: Canzeri, Joseph W.: Files, 1981-1982

Folder Title: Cancun, Mexico, 07/31/1981
[Advance Trip for Summit Meeting] (2 of 6)

Box: 5

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WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name CANZERI, JOSEPH: Files

Withdrawer

KDB 12/23/2011

File Folder CANCUN, MEXICO 07/31/1981 [ADVANCE TRIP FOR
SUMMIT MEETING] (2)

FOIA

F97-066/21

Box Number 5

COHEN, D

2

ID	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
126592	MEMO	FROM L. PAUL BREMER RE CANCUN ECONOMIC SUMMIT	6	9/25/1981	B1 B3
126593	LIST	RE ROOM ASSIGNMENTS FOR CANCUN (W/ADDED NOTES)	1	ND	B7(E)

The above documents were not referred for declassification review at time of processing

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

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

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

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B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

As of Monday, September 28, 1981

Tentative Arrival Times of Heads of State/Government at Cancun

Sunday, October 18 - 9:40 p.m. - Austria

Tuesday, October 20 - 3:00 p.m. - Mexico

6:30 p.m. - China

8:00 p.m. - Yugoslavia

Wednesday, October 21 - 10:00 a.m. - India

10:30 a.m. - United States

11:00 a.m. - Nigeria

12:30 p.m. - Sweden

3:00 p.m. - United Kingdom

4:00 p.m. - Federal Republic of Germany

4:30 p.m. - Japan

5:00 p.m. - France

6:00 p.m. - Brazil

6:30 p.m. - Canada

Proposed Meeting Schedule (NSC)Wednesday

- ① 11:30 Austria
(30)

- ② 12:30 lunch with Chinese
(60)

- ③ 2:00 India
(30)

- ④ 3:00 Ivory Coast
~~Yugoslavia~~
(30)

- ⑤ 4:00 ~~Yugoslavia~~ Yugoslavia
(30)

- ⑥ 5:00 Nigeria
(30)

- ⑦ 6:30 ~~open Philippine~~ Venezuela
(20)

- ⑧ 7:30 ~~open~~ (open) open Portillo
~~open~~
~~open~~
Prime Dinner

THE WHITE HOUSE
WASHINGTON

II

Thursday and Friday,Friday
(3rd)

(9)

8.45 - 9.45

- 3 meetings

Bangladesh, Guinea, Tanzania

(10)

(11)

(12)

2:30

Lunch

- Algeria

(13)

(14)

(15)

~~(16)~~Left -

Venezuela

Brazil

Saudi Arabia

Philippines

✓ Algeria -

✓ Tanzania

✓ Bangladesh

✓ Guinea

~~with the President~~~~the President~~

DATE SENT: 9/27/81

CLASSIFIED MATERIAL V 2097314
Return Receipt To Sender

TO:

FROM: Mr. Canzeri-The White House

PART IV
DATE RECEIVED: 8128025
IDENTIFICATION

(Signature of Addressee)

ADDRESSEE SIGN AFTER CHECKING AND RETURN TO SENDER.
RETAINED BY SENDER FOR 3 YEARS

Optional Form 112
Rev. 8/79
State AID USICA

DATE SENT: 9/27/81

CLASSIFIED MATERIAL
Copy For Addressee

V 2097314

FROM:

(Name) (Office Symbol) (Room No.) (Bldg.)

TO: Mr. Canzeri-The White House

(Name) (Office Symbol) (Room No.) (Bldg.)

PART V
DATE RECEIVED: 8128025
IDENTIFICATION

Optional Form 112
Rev. 8/79
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Ronald Reagan Library

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CANZERI, JOSEPH: Files

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F97-066/21

COHEN, D

Box Number

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(Stamp Classification in RED)

MEMORANDUM FOR: THE PRESIDENT

FROM: (Name of Secretary or Acting Secretary)

SUBJECT: Visit of (Name, Title, Date)

I. THE SETTING

Analyze, in no more than two paragraphs, the current state of our relations with the other country; describe its political, economic and strategic situation; evaluate the importance of this country to the United States; include a description of the leader's domestic political situation and his principal objectives in his meeting with the President; characterize his own posture toward the United States.

Underline significant information in this and other sections of this memorandum. Length of the entire paper normally should not exceed two pages.

II. OBJECTIVES

List in priority order the most important objectives of the President's meeting.

Objectives should be drafted concisely and in telegraphic style.

Each should not exceed one sentence.

The total of objectives should not exceed five, except for extraordinary important meetings.

Do not use tick marks.

III. ISSUES (in priority order)

1. First Issue (identify the issue)

Provide relevant background that the President needs to understand the issue and describe new developments, if any. Note visitor's objective or point of view; explain our objective and position. Do not include talking points. Underline significant information.

2. Second Issue (identify the issue)

Be sure that the sequence, number and substance of each issue parallels these noted in the section of objectives.

NOTE: Indicate clearances, especially interagency, on attached sh

DEPARTMENT OF STATE
BRIEFING PAPER

SAMPLE

SUBJECT

The Background Paper should be concise, providing essential facts and relevant views. Key passages should be underlined.

Background papers should not exceed one page in length. A summary and separate sections on objectives and discussion of objectives are no longer necessary.

Briefing Papers should be typed on Department of State Briefing Paper stationery, which is available in the GSA store.

Margins should be one inch at the top and bottom and 1-1/2 inches on the sides of the paper. All papers should be single spaced, double spaced between paragraphs.

Put the names and office symbols of drafting and clearing officers on a separate sheet, along with the title of the paper. The date of the paper should appear in the lower right-hand corner.

Type the classification at the center of the bottom of the paper.

Put the disposition symbol and declassification date below the classification. Do not type the classifier's name.

March 12, 1981

CLASSIFICATION
DOWNGRADER

DEPARTMENT OF STATE
BRIEFING MEMORANDUM

(Date - the day it leaves
bureau front office)

(CLASSIFICATION)

TO: The Secretary
FROM: ABC - Jane Doe

SUBJECT: Your Meeting with Atlantis Foreign Minister
Smith, 2:00 p.m., July 31 at USUN - Scope Paper

SUMMARY

Summarize in one or two concise (short) paragraphs the purpose and background of the foreign leader's visit and meeting with the Secretary. Pinpoint the dominant theme or objective we seek from the visit, and what we need to do to attain it. Use tick marks, if you wish. Underline significant information throughout the memorandum. Length of summary and Section I-III should not exceed two pages.

I. OBJECTIVES

1. List in priority order the Secretary's objectives. Use telegraphic style.
2. Except in extraordinarily important meetings, no more than five objectives should be listed.
3. Be sure the number and wording of the objectives exactly parallels the objectives discussed in Section IV of the Secretary's memo.

II PARTICIPANTS

US

FOREIGN

.....

.....

III. SETTING

(In most cases this will not be needed but should be included if necessary to alert the Secretary to unusual features of the meeting, e.g., recent significant domestic changes in the visitor's country.)

CLASSIFICATION

IV. DISCUSSION OF OBJECTIVES:

1. Repeat and underline wording of first objective used in Section I of the Memorandum. In numbered paragraphs on separate pages explain each of the objectives listed in Section I. Sequence, number and wording of objectives should parallel exactly the objectives used in Part I. Underline significant information. Limit discussion to one concise paragraph. Single space. Place each objective in its policy context.

TALKING POINTS

-- TALKING POINTS ON EACH OBJECTIVE SHOULD IMMEDIATELY FOLLOW THE PARAGRAPH OF DISCUSSION OF THE OBJECTIVE.

-- TALKING POINTS SHOULD BE DONE IN TELEGRAPHIC STYLE.

-- TALKING POINTS SHOULD BE DOUBLE SPACED, ALL CAPS, WITH SIGNIFICANT INFORMATION UNDERLINED.

-- LENGTH OF DISCUSSION AND TALKING POINTS ON EACH OBJECTIVE SHOULD NOT EXCEED 1-1/2 PAGES.

Drafting and clearing information on separate page at the end of memorandum.

CLASSIFICATION

BULLET PAPER

DEPARTMENT OF STATE
SECRETARY OF STATE

CLASSIFICATION

COUNTRY FOREIGN MINISTER JOHN PAUL JONES

DATE, TIME, PLACE

MAIN OBJECTIVE

1. Convince him we are making major efforts to provide aid.
2. Express concern over recent foreign policy moves.
3. Indicate interest in settling border dispute.

BEAR IN MIND

1. Country are sensitive over shifting signals from French over aid, bases, etc.
2. Finance Minister Smith is about to embark on a tour of Western capitals.
3. Etc.

CHECKLIST

1. Stress importance of continued close cooperation no narcotic matters.
2. Reaffirm USG support of Country-French efforts to solve bilateral problems.

CLASSIFICATION

UNCLAS

CLASSIFICATION

CIRCLE ONE BELOW

MODE

PAGES 1

IMMEDIATE

DACOM # 31

RELEASER QJ

PRIORITY

DEX #

1981 SEPT 18 04 23

ROUTINE

TTY #

FROM/LOCATION/

1. AL Adams

TO/LOCATION/TIME OF RECEIPT

1. JOSEPH CANZERI - GRAND RAPIDS

TOR: 180431Z SEP 81

2. Rm 4119

3.

4.

INFORMATION ADDRESSEES/LOCATION/TIME OF RECEIPT

1.

2.

SPECIAL INSTRUCTIONS/REMARKS:

CLASSIFICATION



DEPARTMENT OF STATE

Washington, D.C. 20520

September 17, 1981

MEMORANDUM FOR MR. JOSEPH W. CANZERI
THE WHITE HOUSE

Subject: Cancun Summit Bilaterals Requiring Interpreters

We should expect to provide interpreters for the following possible Presidential bilateral meetings at Cancun:

Mexican President Lopez Portillo	Spanish
Chinese Premier Zhao Ziyang	Chinese
Venezuelan President Herrera-Campins	Spanish
Saudi Prince Fahd	Arabic
Brazilian President Figuerido	Portuguese
Yugoslav President Kraigher	Serbo-Croatian
Algerian President Benjedid	Arabic or French
Ivory Coast President Houphouet-Boigny	French

All other leaders for whom we have recommended Presidential bilaterals speak English.

Our September 15 memo to you on State Department personnel travelling to Cancun identifies interpreters for all these bilaterals except that with President Kraigher. The Department no longer has a Serbo-Croatian interpreter in Washington but could provide one, either on contract or from an overseas post.

A handwritten signature in dark ink, appearing to read 'Alvin P. Adams'.

Alvin P. Adams
Deputy Executive Secretary

*Note to
Evans - Good
idea - will
discuss as we
get later*

THE WHITE HOUSE
WASHINGTON

September 23, 1981

*Cancun
file*

MEMORANDUM TO JOE CANZERI

FROM: MICHAEL EVANS

SUBJECT: President's Trip to Cancun

M.E.

Assuming that no press coverage will be allowed by the Mexican Government for the planned bi-lateral meetings at Cancun and that the White House will want to release stills of some or all of those meetings, I have in consultation with my staff, decided on the following staffing levels. This is the "worst case" scenario and may be reduced once certain policy decisions are made by the Senior Staff in light of hard, new information from the Government of Mexico.

Michael Evans
Carol Greenawalt
Lab Supervisor
Two black and white technicians
Three color technicians
Secretary/Messenger

This level of staffing will allow us to produce about 40 black and white prints per hour and about 30 color prints per hour from one negative, fully captioned and ready for release. There are several problems with Cancun, the following are the two most important:

1. Cancun happens late in the week which means a critical work load problem to meet imminent magazine deadlines.
2. We will need to staff up to anticipated peak work load.

I need a policy decision on the following items:

1. Will the White House service only the domestic U.S. media at Cancun or do we additionally want to service certain selected media outlets from some or all participating countries.
2. If you wish to service only domestic media, what levels of service do you wish to provide?
(i.e., how many prints do you want to release?)
3. Assuming no press are allowed into our bi-lateral

meetings, do you want me to obtain the necessary video gear to provide bootleg coverage to our networks? (The Mexican Government has forbidden this. Do you want to roll them on this?)

4. Do you wish to release pictures of conference activities involving the President -- (if a worthy picture of the President occurs?) It would seem that the Mexicans have no plans to release photos while the conference is in progress. Releasing photos of the President would allow him to stay stage center rather than being a supporting player to Lopez Portillo.
5. I think that an important bi-lateral (China?, India?, Brazil?) should be scheduled as early as practical on Wednesday, October 21, to emphasize the President's leading role at the conference.

I don't think we'll come up with a situation as good as the Schmidt golf cart picture in Ottawa, but we should be prepared for any opportunity.

6. It is obvious to me from preliminary discussions with the Mexican Government that they are attempting to control the media for the further glorification of President Lopez Portillo as an international statesman. The question is how visible do you want the President to be at this conference?
7. I strongly suggest that the President wear a guyabera shirt for the arrival ceremony. It would be a great hit with the Mexican people and quite in keeping with the nature of the Cancun conference. (This is not a State visit.)

cc: Michael Deaver
David Gergen
Larry Speakes
Steve Studdert

THE WHITE HOUSE
WASHINGTON
R E V I S E D

MEMORANDUM FOR TED JOHNSTON

FROM: HUGH O'NEILL
DATE: JULY 15, 1981
SUBJECT: Official Party

Listed below is the final list of the U.S. Delegation in protocol order.

The Honorable Ronald W. Reagan
President

The Honorable Alexander M. Haig, Jr.
Secretary of State

The Honorable Donald T. Regan
Secretary of Treasury :

The Honorable Edwin Meese, III
Counsellor to the President

OFFICIAL DELEGATION

The Honorable Michael K. Deaver
Assistant to the President
and Deputy Chief of Staff

The Honorable Richard V. Allen
Assistant to the President for National Security Affairs

The Honorable Martin Anderson
Assistant to the President for Policy Development

The Honorable David Gergen
Assistant to the President for Communications

The Honorable Myer Rashish
Under Secretary of State for Economic Affairs

The Honorable Beryl Sprinkel
Under Secretary of the Treasury for Monetary Affairs

The Honorable Joseph W. Cannoni
Deputy Assistant to the President and Assistant to the
Deputy Chief of Staff

The Honorable Richard Darman
Deputy Assistant to the President and Deputy to the
Chief of Staff

The Honorable Craig Fuller
Deputy Assistant to the President and Director of
Cabinet Administration

The Honorable Charles P. Tyson, II
Deputy Assistant to the President for
National Security Affairs

The Honorable Lawrence S. Eagleburger
Assistant Secretary of State for
European Affairs

The Honorable Robert Hormats
Assistant Secretary of State for
Economic and Business Affairs

The Honorable Mark Leland
Assistant Secretary of the Treasury for
International Affairs

The Honorable Henry R. Nau
Senior Staff Member
National Security Council

The Honorable David C. Fisher
Special Assistant to the President

Mr. Sherwood D. Goldberg
Executive Assistant to the Secretary
of State

THE WHITE HOUSE

WASHINGTON

July 14, 1981

MEMORANDUM FOR JOSEPH W. CANZERI

FROM: Hugh O'Neill

SUBJ: Personnel Expected in Ottawa

The following is the list of various governmental types traveling to Ottawa. I am sure there are others who intend on coming, but I have not been advised.

The Honorable Ronald W. Reagan
President

The Honorable Alexander M. Haig, Jr.
Secretary of State

The Honorable Donald T. Regan
Secretary of Treasury

The Honorable Edwin Meese, III
Counsellor to the President

OFFICIAL DELEGATION

The Honorable Michael K. Deaver
Deputy Chief of Staff and Assistant to the President

The Honorable Myer Rashish
Under Secretary of State for Economic Affairs

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The Honorable David Gergen
Assistant to the President for Communications

The Honorable Richard Darman
Deputy Assistant to the President and Deputy to the
Chief of Staff

The Honorable Craig Fuller
Deputy Assistant to the President and Director of
Cabinet Administration

NSC Revised
at time of
mat hillo
IN SC at
O'Hare

The Honorable Joseph W. Canzeri
Deputy Assistant to the President and Assistant to the
Deputy Chief of Staff

The Honorable Beryl Sprinkel
Under Secretary of the Treasury for Monetary Affairs

The Honorable Lawrence S. Eagleburger
Assistant Secretary of State

The Honorable Robert Hormats
Assistant Secretary of State

The Honorable David C. Fisher
Special Assistant to the President

WHITE HOUSE ADVANCE

O'Neill, Hugh
Ahearn, Rick
Morris, Dan
Kuonen, Rocky
Andersen, B.B. ✓
Studdert, Stephen M.
Hatfield, Mark O.
Richter, Betty A. ✓

WHITE HOUSE STAFF

von Damm, Helene
Moore, Shirley
Randolph, Florence
Speechwriter
Evans, Michael A. W.
Schumacher, Karl
Photographer

MILITARY OFFICE

Hickey, Edward V. Jr.
Milner, Frank
Sharock, Cliff
Kline John
Muratti, Jose
Sheldon, Vicky
McCullough, George
Ruge, Daniel
Serrano (Steward)
Valet
Highberg, Charles (baggage)
Cadwalder, Ron (baggage)
3 baggage for press plane

THE WHITE HOUSE
WASHINGTON

PER STATE DEPARTMENTS'
REQUEST, THE ATTACHED MEMO
HAS BEEN SENT TO MR.
CANZERI IN GRAND RAPIDS

GARY DICK
WHSR

DATE SENT: **9/17/81** CLASSIFIED MATERIAL **V 2103606**
Return Receipt To Sender
TO: **The Director S/S-I 7241 NS**

FROM: **Mr. Joseph Canzeri The White House**

PART IV
DATE RECEIVED: _____ (Signature of Addressee)
IDENTIFICATION **S/S 8127145**

ADDRESSEE SIGN AFTER CHECKING AND RETURN TO SENDER.
RETAINED BY SENDER FOR 3 YEARS

Optional Form 112
Rev. 8/79
State AID USICA

DATE SENT: **9/17/81** CLASSIFIED MATERIAL **V 2103606**
Copy For Addressee

FROM: **The Director S/S-I 7241 NS**
(Name) (Office Symbol) (Room No.) (Bldg.)

TO: **Mr. Joseph Canzeri The White House**
(Name) (Office Symbol) (Room No.) (Bldg.)

PART V
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DEPARTMENT OF STATE

Washington, D.C. 20520

September 17, 1981

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THE WHITE HOUSE

Subject: Cancun Summit Bilaterals Requiring Interpreters

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Alvin P. Adams
Deputy Executive Secretary

CANCUN SUMMIT PRE-ADVANCE

Itinerary - All times local

Saturday, September 19

8:00 a.m. Depart Andrews AFB
10:10 a.m. Arrive Mexico City, Presidential Hanger
11:00 a.m. Meeting at Foreign Ministry

Participants

Joe Canzeri
Steve Studdert
Chuck Tyson

~~XXXXXXXXXX~~
DON WOODWARD

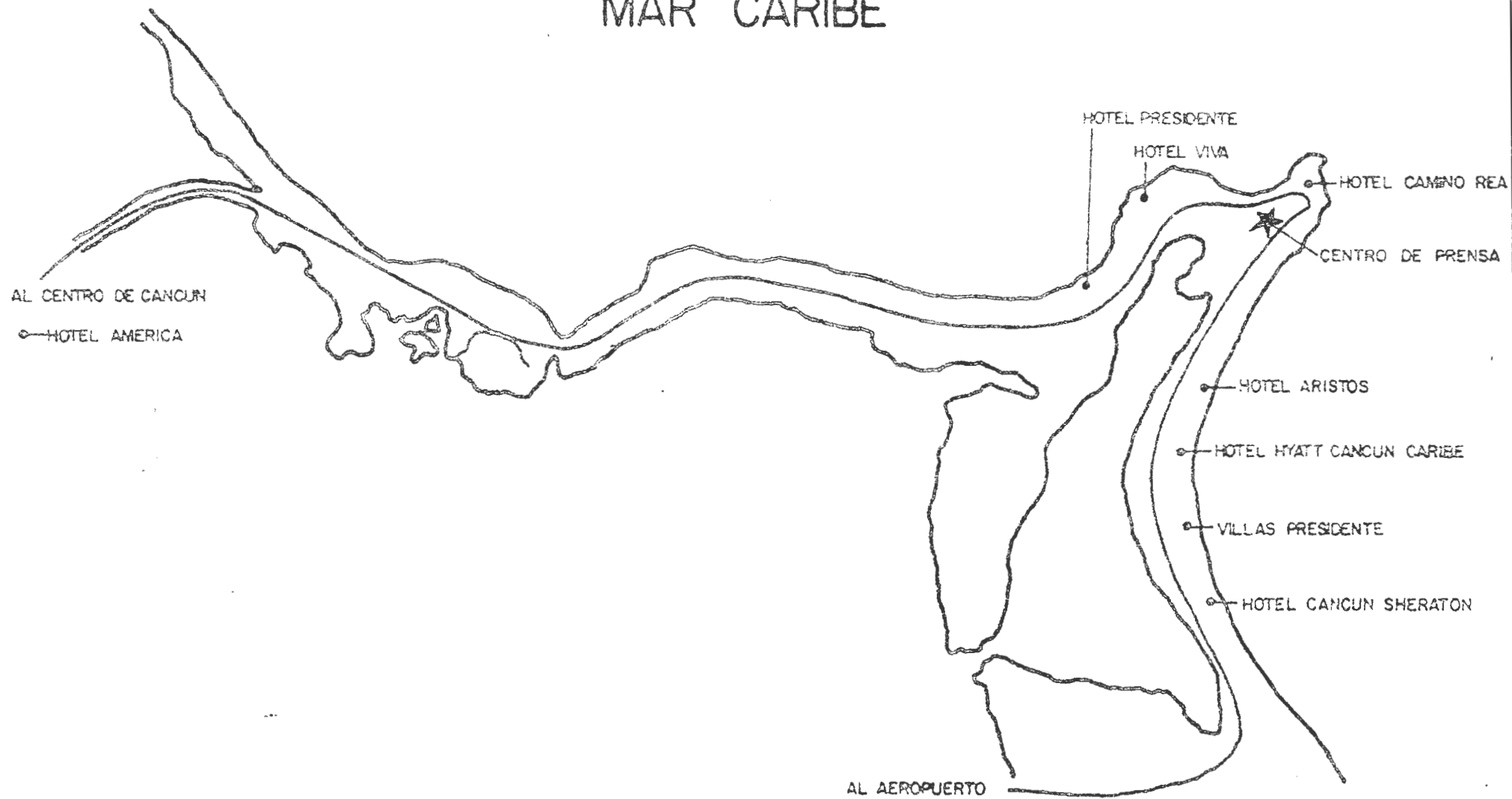
Note: All others will have lunch

2:00 p.m. Return to Presidential Hanger
2:30 p.m. Depart enroute Cancun
3:00 p.m. Refuel in Vera Cruz
5:30 p.m. Arrive Cancun

Sunday, September 20

8:00 a.m. Tour site
1:00 p.m. Depart enroute Andrews AFB
6:00 p.m. Arrive Andrews AFB.

MAR CARIBE



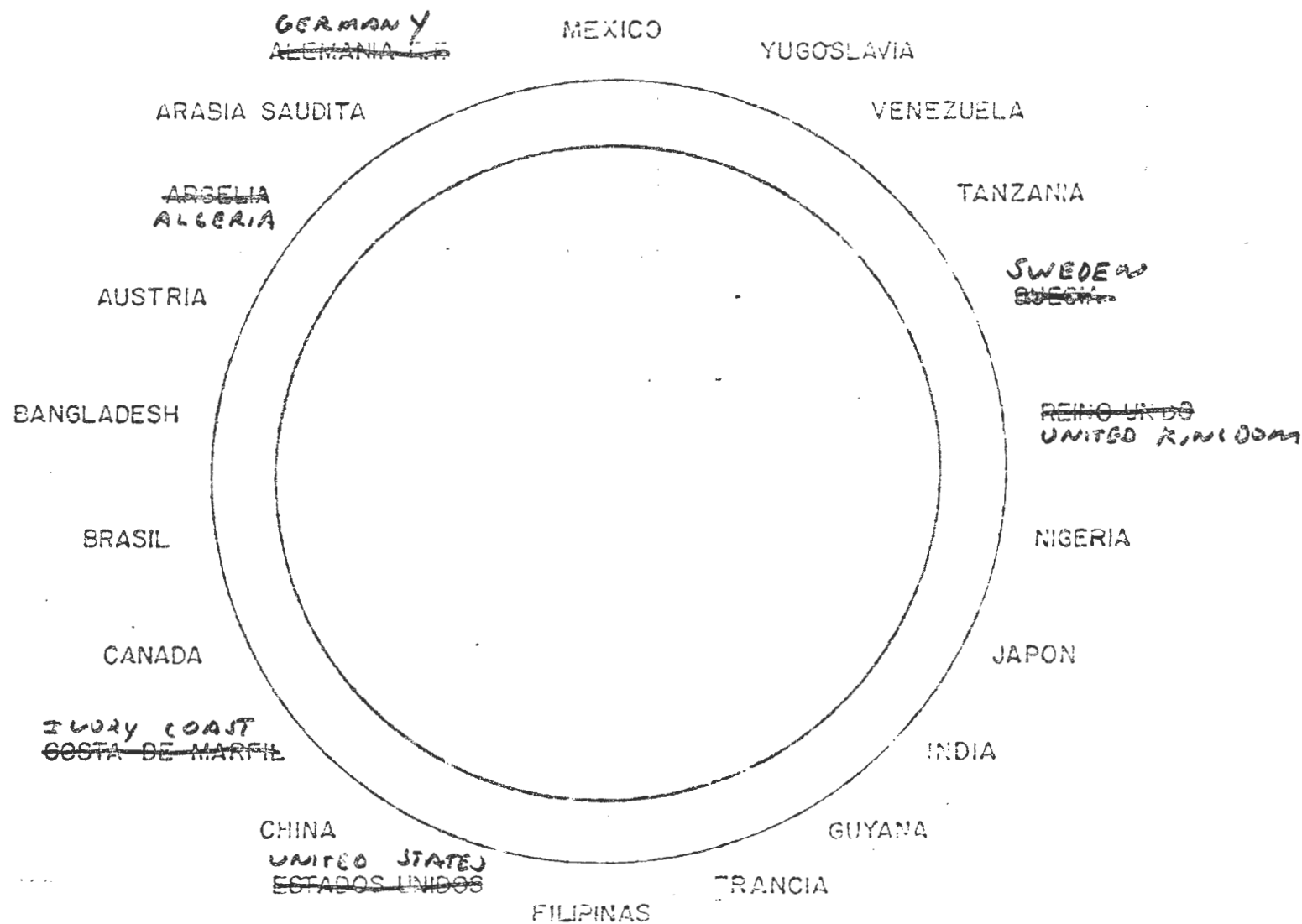


SEATING CHART FOR CONFERENCE ROOM

L. CANGUN, Q.R.

1 y 2 de agosto de 1981

ORDEN DE PRECEDENCIA DE LA MESA



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Ronald Reagan Library

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Chuck Tyson

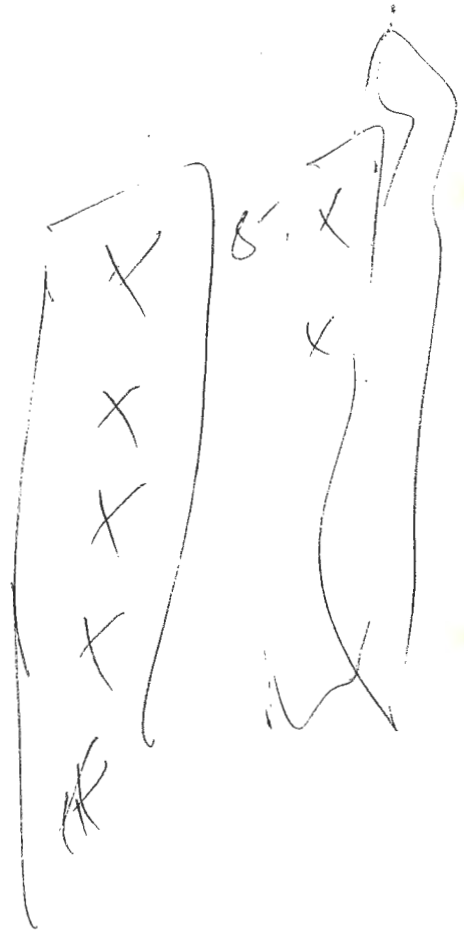
~~Don Woodward~~
DON WOODWARD

Note: All others will have lunch

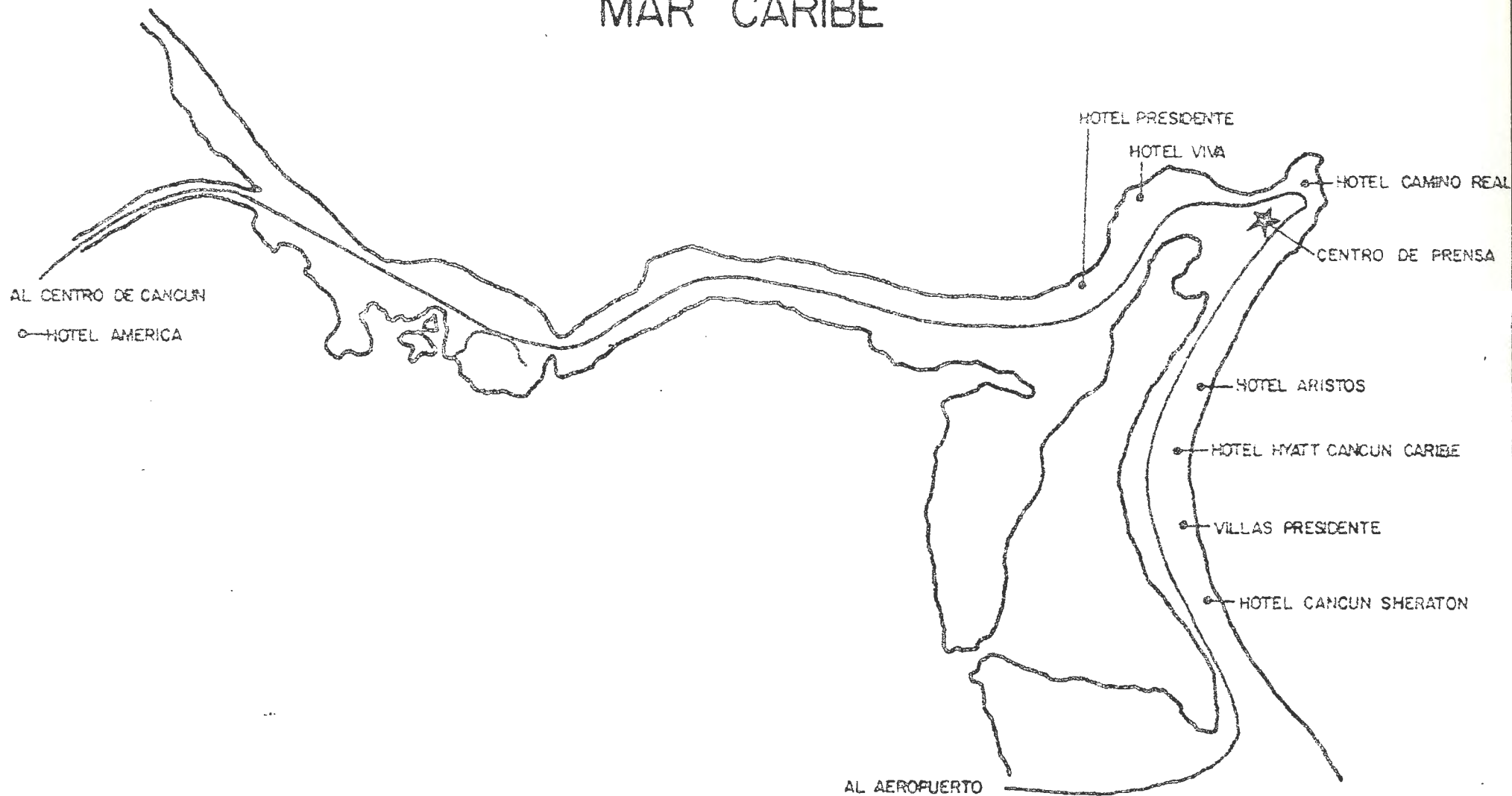
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2:30 p.m. Depart enroute Cancun
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Sunday, September 20

8:00 a.m. Tour site
1:00 p.m. Depart enroute Andrews AFB
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MAR CARIBE



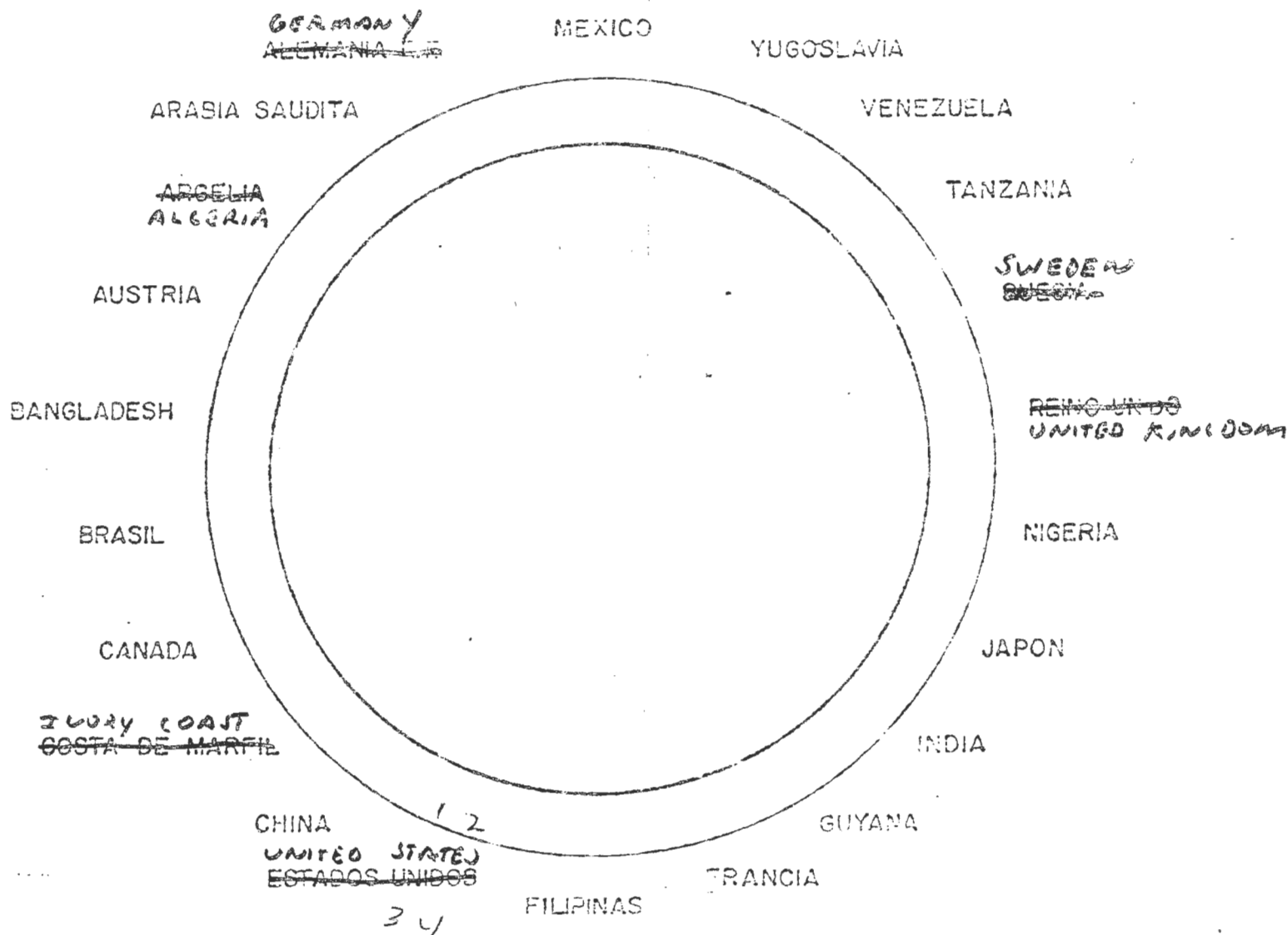


SEATING CHART FOR CONFERENCE ROOM

L. CANGUN, Q. R.

1 y 2 de agosto de 1981

ORDEN DE PRECEDENCIA DE LA MESA



Cancun
file

CANCUN SUMMIT

<u>Country</u>	<u>Head of State/Government</u>
Algeria	- President Chadli Bendjedid
Austria	- Chancellor Bruno Kreisky
Bangladesh	- Acting President Abdus Sattar
Brazil	- President Joao Figueiredo
Canada	- Prime Minister Pierre Elliott Trudeau
China	- Premier Ziyang Zhao 20th ✓
France	- President Francois Mitterrand
Germany (West)	- Chancellor Helmut Schmidt
Guyana	- President Forbes Burnham
India	- Prime Minister Indira Gandhi 21 st 10 AM ✓
Ivory Coast	- President Felix Houphouet-Boigny
Japan	- Prime Minister Zenko Suzuki
Mexico	- President Jose Lopez Portillo
Nigeria	- President Alhaji Shehu Shagari
Philippines	- President Ferdinand Marcos - 20th ✓
Saudi Arabia	- Prince Saud Al Faysal
Sweden	- Prime Minister Thorbjorn Falldin
Tanzania	- President Julius K. Nyerere
United Kingdom	- Prime Minister Margaret Thatcher
Venezuela	- President Herrera CAMAINS
Yugoslavia	- President Cvijetin Mijatovic

REVISED

MANIFEST
CANCUN PRE-ADVANCE

SATURDAY, SEPTEMBER 19-20, 1981

ANDREWS AIR FORCE BASE TO MEXICO AND RETURN

Joseph W. Canzeri
Stephen M. Studdert
Larry Speakes
Michael A. W. Evans
~~Charles Tyson~~
Jerry Parr
Dennis LeBlanc
Robert Manning
Jose Muratti
Marti Frucci
Mike Glynn
Bruce Gerrity
George McCullough
BG Schumacher
Bobby Baker
Tal Moon
Harold Quann (ATT)
Ed Grunberg (RCA)

STATE DEPARTMENT

William F. Sittmann, Advanceman for A/EX.
Tom Massif, Protocol
Gerard Dempsey, SY Agent

FROM MEXICO-CANCUN-AAFB

Michael Newell, State A/EX
D. Woodward, Admin Officer, Mex. Emb.

FROM MEXICO-CANCUN-MEXICO

Dave Paton, Pol. Officer Embassy
Stan Zuckerman, ICA Embassy
J. Taylor, B&F Embassy
S. Brown, Security Embassy
M. Romanos, ICA Assistant
Susana Iruegas, Mex. For. Min.

9/18/81

10:25 am