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Folder Title: Cancun, Mexico, 07/31/1981
[Advance Trip for Summit Meeting] (4 of 6)

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DATE SENT: **8/14/81** CLASSIFIED MATERIAL **V 2112526**
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 8124207.

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: **8/14/81** CLASSIFIED MATERIAL **V 2112526**
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
DATE RECEIVED: _____

IDENTIFICATION _____
S/S 8124207.

Optional Form 112
Rev. 8/79
State AID USICA

THIS PART MAY BE USED FOR DISTRIBUTION AND/OR
DESTRUCTION - 5 FAM 975.8 AND 960.4
RETAINED FOR 3 YEARS



8124207

DEPARTMENT OF STATE

Washington, D.C. 20520

August 14, 1981

MEMORANDUM TO MR. JOSEPH CANZERI
THE WHITE HOUSE

Subject: Cancun Summit - Schedule

Attached for your comments are two very preliminary draft schedules for the October 22-23 Cancun Summit. Both are in-house efforts based on our experience at the August Ministerial. One assumes three 2-hour sessions per day; the other two 3-hour sessions. Both allow room for at least four bilaterals, although six or seven may be the more realistic and probable figure.

It is my understanding that the question of the number and length of sessions each day was left unresolved. The choice as matters now stand is between three 2-hour sessions or two 3-hour sessions. The option of two 2-hour sessions was, I gather, not seriously considered during the Cancun Ministerial.

Would you review the attached drafts and let me have your reactions? We need to start planning on bilaterals fairly soon, as well as to get back to the Mexicans on the number and duration of sessions each day.

Alvin P. Adams
Deputy Executive Secretary

Attachments:
As stated.

*Mannie
Copies
to
Adams
&
Fuller
other
in
Cancun
file*



8124207

DEPARTMENT OF STATE

Washington, D.C. 20520

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

Alvin P. Adams
Deputy Executive Secretary

Attachments:
As stated.

CANCUN SUMMIT
POSSIBLE SCHEDULE

The following schedule assumes that the extent of U.S. participation in October will be similar to that in August. It was not decided on August 1 and 2 whether there will be two three-hour sessions or three two-hour sessions on each day (October 22 and 23). The following schedule assumes that three two-hour sessions will be held each day.

WEDNESDAY, OCTOBER 21

1630	Depart Andrews Air Force Base (Flying time: 3 hours, 10 minutes; 2 hours time change)
1740	Arrive Cancun (photo opportunity; possible arrival statement)
2030	Dinner for Heads of State or Government
2030	Buffet for Delegation

THURSDAY, OCTOBER 22

0800	Delegation Consultations
0830	Breakfast (Possible bilateral)
0930	Informal Meeting of Heads of State and Government (Coffee)
1000	Opening Session (Press pool/photo opportunity)
1030 - 1230	First Closed Session of Heads of State and Government (General Statements)
1230	Free Time Lunch (Possible bilateral)
1500 - 1700	Second Session of Heads of State and Government
1700 - 1730	Possible Press Briefing
1800 - 2000	Third Session of Heads of State and Government
2000	Delegation Consultations as Necessary
	Evening Free

FRIDAY, OCTOBER 23

0730	Delegation Consultations as Necessary
0800	Breakfast (Possible bilateral)
0900 - 1100	Fourth Session of Heads of State and Government
1100 - 1300	Free Time Lunch (Possible bilateral)
1300 - 1500	Fifth Session of Heads of State and Government
1500 - 1730	Free Time Dinner (Possible bilateral)
1730 - 1930	Sixth Session of Heads of State and Government

CANCUN SUMMIT
POSSIBLE SCHEDULE

The following schedule assumes that the extent of U.S. participation in October will be similar to that in August. It was not decided on August 1 and 2 whether there will be two three-hour sessions or three two-hour sessions on each day (October 22 and 23). The following schedule assumes that two three-hour sessions will be held each day.

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THURSDAY, OCTOBER 22

0800	Delegation Consultations
0830	Breakfast (Possible bilateral)
0930	Informal Meeting of Heads of State and Government (Coffee)
1000	Opening Session (Press pool/photo opportunity)
1030 - 1330	First Closed Session of Heads of State (General Statements)
1330	Free Time Lunch (Possible bilateral)
1500	Possible Press Briefing
1630 - 1930	Second Session of Heads of State or Government
1930	Delegation Consultations as Necessary
	Evening Free

FRIDAY, OCTOBER 23

0730	Delegation Consultations as Necessary
0800	Breakfast (Possible bilateral)
0900 - 1200	Third Session of Heads of State or Government
1230	Free Time Lunch (Possible bilateral)
1630 - 1930	Fourth Session of Heads of State or Government

THE WHITE HOUSE

WASHINGTON

July 26, 1981

Dear Senor Villa:

First, again please let me express our thanks for the kind hospitality extended by your staff to the United States television and radio network representatives on the visit earlier this month to Cancun and Mexico City. The tour of those facilities and accommodations which your government has designated for use by the United States press for the October North-South Meeting was particularly helpful.

Based on the understandings reached on the last two visits to Cancun and Mexico City, the United States television and radio networks, at the direction of Mrs. Olivier of your staff, have provided a specific listing of their working facility requirements. As we have been informed by your office, this will be at the Calinda Cancun Hotel.

The attached outlines the work space requirements and is self-explanatory. The dates on which specific United States television and radio network work rooms will be required is indicated. Sleeping room requirements to follow later.

As directed by Ambassador Rozental, we have not communicated this directly to the hotel. It is our understanding that this will be done by your office.

Warm personal regards, and thank you.

Sincerely,



Stephen M. Studdert

Special Assistant to the President

Senor Jorge Villa Alcala
Director de Difusion
Presidencia de la Republica
Coordination General de Comunicacion Social
Mexico City, Mexico

cc: Ambassador Andres Rozental
bcc: ✓ Joseph W. Canzeri
Larry Speakes

CBS NEWS

A Division of CBS Inc.
2020 M Street, N. W.
Washington, D.C. 20036
(202) 457 4321

July 16, 1981

Mr. Steve Studdert
Special Assistant to the President
Director of Advance
The White House
Washington, D.C. 20050

Dear Steve:

Based on our Cancun survey, here are the Network/TV-Radio Pool requests for office and work space at the Calinda CanCun Hotel. This request does not include sleeping rooms except for Pool. Each network will contact you separately with sleeping room requests. Please, if at all possible, house the Network and Pool people, working at the Calinda, in the Calinda Hotel.

ABC NEWS - (rooms requested 10/10 - 10/25) Rooms 714, 712, 715, 711, 709, and 707

ABC RADIO - 710, 708

ABC requests the following electrical service. All service should be 110 volt - 60 cycle - single phase. Rooms: 714, 711 - two 20-amp lines in each room.

Rooms 712, 707, 709, 710 and 708: one 20-amp line in each room. This service should terminate in quad boxes.

CBS NEWS - (rooms requested 10/15 - 10/25) Rooms 810, 812, 808, 806, 804, 802, 835, and 837

CBS RADIO - 801

CBS requests a 20-amp line in each room terminated in a quad box. (110 volt - 60 cycle - single phase)

NBC NEWS - (rooms requested 10/10 - 10/25) Rooms 614, 615, 616, 617, 610, 609, 608, 606 and 605

NBC requests a 20-amp line in each room terminated in a quad box. (110 volt - 60 cycle - single phase)

Mr. Studdert
July 16, 1981
Page Two

ITNA - (rooms requested 10/18 - 10/25) Rooms 811, 809, 826,
827, and 828

ITNA requests a 20-amp line in each room terminated in a
quad box. (110 volt - 60 cycle - single phase)

CNN - (rooms requested 10/14 - 10/25) Rooms ⁵420, ⁵418, ⁵421,
⁵419, ⁵416, and ⁵414

CNN requests a 20-amp line in each room terminated in a quad
box. (110 volt - 60 cycle - single phase)

TV POOL - (rooms requested 10/15 - 10/25) Rooms 805, 807,
347

TV Pool requests, for room 807, two 20-amp lines and for
room 805, one 20-amp line, terminating in quad box.
(110 volt - 60 cycle - single phase)

TV Pool also requests two 20-amp lines terminating in a quad
box on the hotel roof.

RADIO POOL - (room requested 10/15 - 10/25) Room 803


Radio Pool requests two 20-amp lines terminating in quad boxes.
(110 volt - 60 cycle - single phase)

In addition to the workspace room requests, the TV Pool requests
eight sleeping rooms in the Calinda Hotel.

Complete Network/Pool communication orders will be provided
to the Mexican telecommunications people in early August.

Thanks for your help on the survey, especially the lunch and
the night flight to Mexico City.

Best Regards,


Jack Kelly
Pool Producer
CBS News
524 West 57 Street
New York, NY 10019

JK/kmn

THE WHITE HOUSE
WASHINGTON

To *Joe Conzatti*
FROM: MICHAEL K. DEAVER
Assistant to the President
Deputy Chief of Staff

- ☐ Information
- ☐ Action

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

July 27, 1981

JTE

MEMORANDUM FOR

JOSEPH W. CANZERI

FROM

EDWARD V. HICKEY, JR. *EVH*

SUBJECT

Reimbursement for Mexican-American
Working Conference at Camp David

Attached are the itemized costs for goods and services incurred by Camp David in support of the recently completed Mexican-American working meetings held there on 8 - 9 June.

Since these goods and services were obtained through expenditure of appropriated funds for daily operation of the Camp, it is necessary that your office contact the State Department for recovery of these costs to Camp David.

The State Department may forward a check made payable to the Treasurer of the United States for the proper amount to Naval Support Facility, Box 1000, Thurmont, Maryland 21788. The point of contact at the State Department is Ms. Rowena Hood, Office of Protocol, Phone 632-1703.

What happened to the 99 Blue Hits?

bcc: M. Deaver *←*

CAMP DAVID

23 July 1981

MEMO FOR: MR. D. LEBLANC

FROM: CDR W. A. WATERS *WAW*

SUBJ: Financial Charges for Mexican-American working meetings at Camp David

1. Attached is a recommended memorandum with accompanying itemized charges to be sent to Mr. Canzeri for his continuing action to recapture funds expended by Camp David for the Mexican-American meetings held here on 8 - 9 June.
2. For Item #1, more than 80 jackets with Mexican patches were delivered to the Advance Office but several were returned to us recently so we did not charge for them since we can still use the returned jackets. For Item #4, the 99 ball caps are still in our possession. One other ball cap was sent to the Military Office. For Item #13, we are paying the bill for the second order of patches as you directed but have no information regarding the delivery or whereabouts of them.
3. In our phone conversations with Ms. Hood at the State Department, she said that they were told (presumably by Mr. Canzeri's office) that there would be no charges billed to the State Department for these services/goods. She also doubted that State would pay for these items now after the fact, but to send the bill and they would review it anyway. For information, the White House Mess (Ron Jackson) did bill the State Department for the table and chair rental and for the food consumed in our galley. As far as we know reimbursement was made by State because we received payment from the White House Mess. I am not aware of how other costs such as Mr. Tienert's airfare, meat, band arrangements, etc. were handled.
4. Although I initially thought that funds could be transferred to Camp David from the State Department for our use, apparently I was wrong. According to Ms. Hood, the State Department deals only in cash or check, neither of which we can handle directly; therefore the funds will have to be returned to the U. S. Treasury if ever received.

REQUISITION AND INVOICE/SHIPPING DOCUMENT										SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 13 JUNE 1981	6. REQUISITION NUMBER NO417A81RQ09999
1. FROM: (NO417A) NAVAL SUPPORT FACILITY, THURMONT, MARYLAND 21788										7. DATE MATERIAL REQUIRED		8. PRIORITY	
2. TO: STATE DEPARTMENT OFFICE OF PROTOCOL 2201 C STREET NW, WASHINGTON, D.C. ATTN: MS. ROWENA HOOD										9. AUTHORITY OR PURPOSE			
3. SHIP TO - MARK FOR Billing for goods/services provided by Camp David in direct support of the Head-of-State visit by President Lopez-Portillo of Mexico on 8/9 June 1981. "PLEASE MAKE YOUR CHECK PAYABLE TO THE TREASURER OF THE U.S."										10. SIGNATURE <i>W.A. Waters</i> W.A. WATERS, CDR, CEC, USN		11a. VOUCHER NUMBER AND DATE	
										12. COMMANDING OFFICER		b.	
										13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.													
4. APPROPRIATION AND SUBHEAD		OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT-G ACTIVITY	TRANS. TYPE	PROPERTY ACCT-G ACTIVITY	COUN-TRY	COST CODE	AMOUNT \$3,413.56			
FOR BILLING PURPOSES ONLY													
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)					UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	
1.	JACKET, BLUE (Navy) Various Sizes					EA	80				18.50	1,480.00	
2.	AMERICAN/MEXICAN PATCHES					EA	160				2.20	352.00	
3.	TAILORING (Sew patches on jackets)					EA	80				1.00	80.00	
4.	CAP, BLUE (Navy with scrambled eggs in gold)					EA	99				4.40	435.60	
5.	BBQ GRILL (Rental)					EA	1				70.00	70.00	
6.	CANOPY, RAIN 20'x30' (Rental)					EA	1				60.00	60.00	
7.	LAMP, HURRICANE (Rental)					EA	48				3.42	164.16	
8.	CANDLE, HURRICANE LAMP					EA	48				.60	28.80	
9.	FLAGS, MEXICAN, MINIATURE					EA	18				1.00	18.00	
10.	GOLF CARTS (Rental)					EA	2				105.00	210.00	
11.	PADFOLIOS					EA	8				4.75	38.00	
12.	CHAIR, DINING (LOSS REPLACEMENT)					EA	1				125.00	125.00	
13.	AMERICAN/MEXICAN PATCHES (SECOND ORDER PLACED BY MS. MAUREEN BRANIGAN, RM#179 THE WHITE HOUSE ON 9 JUNE 1981 AND BILLED TO THE NAVAL SUPPORT FACILITY, THURMONT, MD.)					EA	160				2.20	352.00	
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO										17. SPECIAL HANDLING			
RECAPITULATION OF SHIPMENT	18. ISSUED BY	TOTAL CONTAINER	TYPE CON-TAINER	DESCRIPTION			TOTAL WEIGHT	TOTAL CUBE	RECEIPT	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY									QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY									POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.
	← TOTAL →												

DD FORM 1 MAR 59 1149 (9-PT)

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N Q102-LF-Q11-1801

ORIGINAL

INSTRUCTIONS TO SENDER

INSTRUCTIONS TO RECIPIENT

1 DETACH YELLOW COPY
2 SEND WHITE AND PINK PARTS
WITH CARBON TO PERSON ADDRESSED.WRITE REPLY
AT BOTTOM 2 DETACH STUB, RETAIN WHITE COPY AND
RETURN PINK COPY TO SENDER.REPLY
MESSAGE #77

From

7a

Supply Officer
Naval Support Facility
Park Central Rd.
Thurmont, MD 21788SWISS-TEX
EMBROIDERED
EMBLEMS

A PRODUCT OF THE LEONARD CORPORATION 323 E. ALLEGHENY AVE., PHILADELPHIA, PA. 19134

SUBJECT

Attn: Chief Barnes

DATE

7/10/81

Reply Message

FOLD ▼

MESSAGE

Enclosed is statement of your account as of 6/30/81. On the first invoice listed, we received a confirmation of this telephone order, copy of which is attached.

However, on the second and third invoices (which were for the CAMP DAVID emblems), we have never received a confirmation. The second order for the CAMP DAVID emblems was placed by Maureen Branigan at The White House and she said to use the same order number for the second shipment.

Please check on these two invoices to see if confirming purchase order is being issued and when payment will be made. Copies of phone orders are also enclosed.

Thank you for your cooperation.

Encl.

SIGNED Mrs. Dorothy Schultz, Office Mgr.

REPLY

DATE OF REPLY

REPLY TO

SIGNED

RECIPIENT

6/14/81 (Fru)

59371

ORDER # N0417A-81
MD 02940

Supply Office
Naval Support Facility
(P.O. Box 1000
Thurmont, MD 21758

Ship to

The White House

Room 179

Fixed

Washington, DC 20500

Attn: Maureen Branigan

SHIPPED JUN 18 1981

12530

160 per CAMP DAVID

PRIORITY ORDER

2:20pm

Handed in
The way out.

WASHFAX RECEIPT
DEPARTMENT OF STATE

DEPARTMENT OF STATE

1901 JUL 28 PM 2 16

B

S/S #

JUL 28 P10: 54

000618

MESSAGE NO. _____ CLASSIFICATION UNCLASS No. Pages 6

FROM: ALVIN P. ADAMS S/S 28448
(Officer name) (Officer symbol) (Extension) (Room number)

MESSAGE DESCRIPTION _____

TENTATIVE SCHEDULE FOR CANCUN MINISTERIAL AUG 1-2

<u>TO: (Agency)</u>	<u>DELIVER TO:</u>	<u>Extension</u>	<u>Room No.</u>
WHITE HOUSE	MR. MICHAEL K. DEEVER	456-6475	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR: CLEARANCE ☐ INFORMATION ☒ PER REQUEST ☐ COMMENT ☐

REMARKS: _____

S/S Officer: ALVIN P. ADAMS



DEPARTMENT OF STATE

Washington, D.C. 20520

MEMORANDUM FOR MR. MICHAEL K. DEEVER
THE WHITE HOUSE

SUBJECT: Tentative Schedule for Cancun Ministerial
August 1-2, 1981

The Secretary wants you to know that he is very much looking forward to having you with him at the Cancun meeting August 1-2. Attached is a copy of the tentative schedule at Cancun. This schedule reflects the Secretary's desire that your participation in the program be as active and rewarding as possible.

May I ask that you make copies of the attached available to Messrs. Darman, Fuller, and Canzeri?

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

Alvin P. Adams
Deputy Executive Secretary

Attachment:

As stated

CANCUN MINISTERIAL CONFERENCE
TENTATIVE SCHEDULE

FRIDAY, July 31

- 1700 - Depart Andrews Air Force Base (Flying time: 3 hours,
10 minutes; 2 hours time change)
- 1810 - Arrive Cancun
- 2030 - Ministerial Dinner

Participants: The Secretary
(Interpreter)

- (2030 - Buffet for Delegation

Participants: Mr. Deaver
Ambassador Gavin
Mr. Darman
Mr. Fuller
Mr. Canzeri
Mr. Rashish
Mr. Hormats
Mr. Meissner
Mr. Leland
Mr. Nau)

SATURDAY, August 1

- 0800 - Delegation Consultations
- 0830 - Breakfast with UK Foreign Minister Carrington

Place: Carrington's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Fuller
Mr. Adams (Notetaker)

- 0930 - Informal Ministerial Meeting (Coffee)

Place: Delegates Room

Participants: The Secretary
Mr. Deaver
Mr. Rashish
Mr. Darman
Mr. Hormats
Mr. Leland

SATURDAY, August 1 cont'd

1000 - Opening Session (Press pool/photo opportunity)

1030 - 1330 - Closed Session

Place:

Participants: The Secretary
Mr. Deaver
Mr. Darman
Mr. Rashish
Mr. Hormats
Mr. Leland

1200 - Bilateral Meeting with Saudi Foreign Minister Saud

Place: Secretary's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Darman
Mr. Goldberg (Notetaker)

1330 - Luncheon with FRG Foreign Minister Genscher

Place: Secretary's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Darman
Mr. Adams (Notetaker)

1500 - Possible Press Briefing

1600 - Bilateral Meeting with Mexican Foreign Minister Castenada

Place: Castenada's or Secretary's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Fuller
Mr. Wayne (Notetaker)
Ambassador Gavin

SATURDAY, August 1 cont'd

1630 - 1900 - Free time or Attend Second Ministerial Session
(Optional for the Secretary)

Place:

Participants: The Secretary (Optional)
Mr. Deaver (Optional)
Mr. Darman
Mr. Rashish
Mr. Leland
(Mr. Fuller)

1930 - Consultations as necessary with Delegation
- Evening Free

SUNDAY, August 2

0730 - Consultations as necessary with Delegation

0800 - Breakfast with Indian Foreign Minister Rao

Place: Secretary's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Darman
Mr. Goldberg (Notetaker)

0930 - Bilateral Meeting with Tanzanian Foreign
Minister Salim

Place: Secretary's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Darman
Mr. Wayne (Notetaker)

0900 - 1200 (T) - Free time or Attend Third Ministerial Session
(Optional for the Secretary)

Place:

Participants: The Secretary (Optional)
Mr. Deaver (Optional)
Mr. Darman
Mr. Rashish
Mr. Hormats
Ambassador Gavin
(Mr. Fuller)

SUNDAY, August 2 cont'd

1230 - Lunch with French Foreign Minister Cheysson

Place: Secretary's Suite, Sheraton Hotel

Participants: The Secretary
Mr. Deaver
Mr. Rashish
Mr. Fuller
Mr. Adams (Notetaker)

1500 - 1700 - Departure

(1630 - 1900) - Fourth Ministerial Session (May be cancelled: if this session is cancelled, Foreign Ministers Castenada and Kriesky will hold a joint press conference at 1400 followed by optional individual, separate meetings of other Foreign Ministers with press.)



الاجتماع الدولي للتعاون والتنمية

国际合作和发展会议

REUNION INTERNACIONAL SOBRE COOPERACION Y DESARROLLO
REUNION INTERNATIONALE SUR LA COOPERATION ET LE DEVELOPPEMENT
INTERNATIONAL MEETING ON COOPERATION AND DEVELOPMENT

IMCD/PM/Inf.1

ENGLISH

Original: SPANISH

July 29, 1981

PREPARATORY MEETING OF FOREIGN MINISTERS

Cancun, 1-2 August, 1981

INFORMATION FOR DELEGATES STAYING AT THE SHERATON HOTEL

The Coordinator of the International Meeting on Cooperation and Development wishes to extend a cordial welcome to the Delegates attending the Preparatory Meeting of Ministers of Foreign Affairs and provide them with the following useful information for their stay at the Sheraton Hotel.

In addition to normal services during the Preparatory Meeting, the Hotel will provide 24-hour room service; laundry and dry cleaning services every day, including Saturday and Sunday; and additional specialized personnel for the Hotel's various service areas.

The Coordinator has set up certain special services during the Meeting, as follows:

1. REGISTRATION OF DELEGATES

Upon arrival, each Delegate will receive the key to the room that has been pre-assigned to him. He should sign the Hotel registration form and hand it over to the Delegate Registration counter in the lobby of the Hotel in exchange for his identification badge.

2. DRESS

Dress will be totally informal during all sessions and events during the Meeting days, including the dinners on July 31st.

3. COMMUNICATIONS

A list of Delegates and their room numbers will be distributed in order to facilitate communications during the Meeting. In order to communicate from one room to another, Delegates should dial 9 on the brown telephone and request the room number desired. Delegates preferring not to receive calls in their rooms should so inform the operator.

/...

To make local calls within the city of Cancún, Delegates should dial 0, followed by the five digit number desired. For domestic and international long distance calls a Communications Center has been set up in the Salón Contoy on the ground floor of the Hotel. This Center will operate 24 hours a day during the Meeting.

Each Minister of Foreign Affairs will be provided with a red telephone in the sitting room of his suite for making long distance calls at any hour.

The Communications Center also has telex cabins for Delegation use. Charges for telephone and telex calls must be paid by each user.

4. GROUND TRANSPORTATION

Transportation will be provided by the Government of Mexico between the airport and the Sheraton Hotel on arrival and departure days for each Minister of Foreign Affairs and his immediate party.

During the days of the Meeting, each Minister of Foreign Affairs will be assigned an automobile with chauffeur and a Security escort car provided round-the-clock service. Sufficient vehicles of various kinds will also be available in pool to transport Delegates desiring to leave the Hotel.

For transportation between the Sheraton and the Hyatt, Aristos, Viva and Presidente Hotels, a bus route will be established to provide service every 10 or 15 minutes. This service will operate between 7:00 a.m. and 1:00 a.m. every day and will be available to Delegates having badge identification.

5. The Government of Mexico has assigned civilian aides to each of the Ministers of Foreign Affairs. These aides—all officials of the Mexican Ministry of Foreign Affairs—will meet the Ministers upon their arrival at Cancún airport, accompany them to the Sheraton and be lodged on the same floor as the Ministers. Their duties are to provide assistance and resolve any problems or necessities that may arise and to act as liaison between the Delegation and the Coordinator of the Meeting.

6. DOCUMENTS

The Documents Center is located in the Coordinator's offices. Services for photocopying, typing, translation (to a limited extent) and production of documents related to the Meeting will be provided. All requests in this regard should be addressed to the person responsible for the Center in Coordinator's Office.

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Pigeon holes have been installed at the Delegate Registration counter for each Delegation to receive documents, messages, etc.

7.

SECURITY

Since the Sheraton will be a restricted area during the Meeting and only properly identified personnel will have access to it, identification badges must be worn at all times.

In the main conference room it will only be possible to seat five Delegates per country, in addition to the Minister of Foreign Affairs. The cooperation of Delegates is requested in this regard.

Those Delegations which made arrangements to bring their own vehicles to Cancún may pick up their identification cards at the Coordinator's Office.

8.

MEETING ROOMS

In addition to the main conference room located in front of the elevators, two smaller rooms have been provided for meetings of Delegates. Requests for the use of these rooms should be addressed to the person in charge of Conference Services, Miss Sylvia Klee. Rooms will be assigned in the order in which requests are received. These rooms are not equipped for sound or for simultaneous interpretation.

9.

SOCIAL EVENTS

The Minister of Foreign Affairs of Mexico will host a dinner for the other Ministers of Foreign Affairs in the "La Gaviota" Restaurant at 8:30 p.m. on 31 July. Ministers may bring their own interpreters to the dinner if they so desire.

The Government of Mexico will host a buffet dinner at the same time on the same evening in the "La Duna" Restaurant. Invitations will be delivered in Cancún. Dress will be informal for both events.

Mrs. Susan Iruegas, the Officer in charge of Delegates of Delegate Services, will provide information on other activities optionally available to Delegates during their stay in Cancún.

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10. PLANE RESERVATIONS AND TRAVEL AGENCIES

Four of the main airlines with service to Cancún will provide reconfirmation and reservation services at desks located in the Hotel Lobby near the elevators. Other airlines have offices in the "El Parián" Shopping Center next to the Press Center.

11. OTHER SERVICES

The Hotel will exchange foreign currency for local currency. Safe deposit boxes will also be available and it is suggested that Delegates do not leave valuables in their rooms.

A variety of shops selling clothing, jewelry, handicrafts and other articles, in addition to a travel agency, are to be found in the area between the Hotel Lobby and the swimming pool. Articles purchased in these shops may not be charged to rooms.

A permanent medical unit will be provided for Delegates in room 125/127.

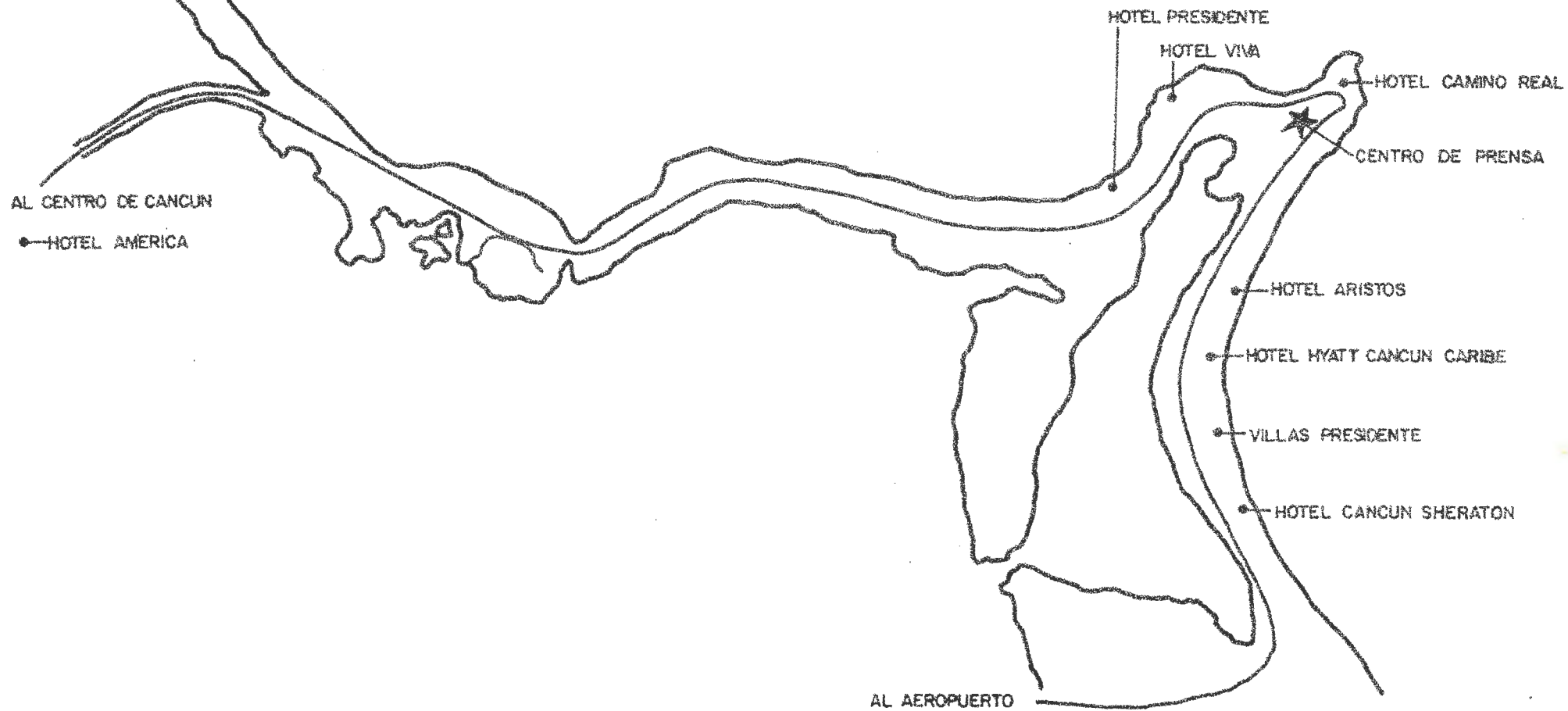
12. COORDINATOR'S OFFICE

The Coordinator's Office will operate 24 hours a day during the Meeting. Any particular problem or need can be taken up with the duty staff in the Office. Coordinating personnel will also be on duty at Hyatt, Aristos, and America Hotels to handle special requests.

A map of the hotel area of Cancún and a directory of main officers of the Coordinator's Office, their office telephones and their hotel room numbers, are attached.

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MAR CARIBE



NAME	FUNCTION	CANCUN OFFICE TELEPHONE	SHERATON HOTEL ROOM
Ambassador Andrés Rozental	General Coordinator	31805	602
Mr Ignacio Gutiérrez Pita	Deputy Coordinator	31848	436
Mr Gustavo Maza Padilla	Assistant to the General Coordinator	31848	430
Miss Sylvia Klee G.	Officer in Charge of Conference Services	31839	440
Mrs Susana Iruegas	Officer in Charge of Delegate Services	31849	432



الاجتماع الدولي للتعاون والتنمية

国际合作和发展会议

REUNION INTERNACIONAL SOBRE COOPERACION Y DESARROLLO

REUNION INTERNATIONALE SUR LA COOPERATION ET LE DEVELOPPEMENT

INTERNATIONAL MEETING ON COOPERATION AND DEVELOPMENT

IMCD/PM/INF.3

ENGLISH

ORIGINAL: SPANISH

July 31, 1981

PREPARATORY MEETING OF MINISTERS OF FOREIGN AFFAIRS

Cancún, 1-2 August, 1981.

INFORMATION ON TELEX SERVICES

The General Coordination Unit informs all Delegations that telex services will be available in the Salón Contoy of the Sheraton Hotel. Telex numbers

73314

73315

73316

73317

73318