

# Ronald Reagan Presidential Library

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**Collection:** Matlock, Jack F., Jr.: Files, 1983-1986

**SERIES:** III: US-USSR SUMMITS, 1985-1986

**Folder Title:** Geneva Meeting:

List of Participants Departure & Miscellaneous Information  
(1 of 2)

**Box:** 51

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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** MATLOCK, JACK: FILES

**Withdrawer**

JET 6/14/2005

**File Folder** GENEVA MEETING: LIST OF PARTICIPANTS  
DEPARTURE & MISC INFORMATION (1/2)

**FOIA**

2001-061

**Box Number** 51

ZUBOK

5117

ID	Doc Type	Document Description	No of Pages	Doc Date	Restrictions
14864	REPORT	RUSSIA'S PLACE IN THE WORLD: THE VIEW FROM MOSCOW BY MATLOCK [ 1 - 8 ]	8	ND	B1
14865	MEMO	MATLOCK TO TAFT RE PREPARATIONS FOR GENEVA MEETING: PROPOSALS TO BROADEN THE AGENDA [ 9 - 10 ]	2	9/24/1985	B1
14866	MEMO	MATLOCK TO GATES RE PREPARATIONS FOR GENEVA MEETING: PROPOSALS TO BROADEN THE AGENDA [ 11 - 12 ]	2	9/24/1985	B1
14867	REPORT	REGIONAL CONFLICTS AND US-SOVIET RELATIONS: CONCEPT PAPER [ 14 - 17 ]	4	ND	B1
14868	REPORT	NEW INITIATIVES: CONTACTS, COMMUNICATION AND COOPERATION [ 19 - 19 ]	1	ND	B1
14869	MEMO	TALKING POINTS [ 21 - 22 ]	2	ND	B1
14870	REPORT	POSSIBLE INITIATIVES [ 24 - 26 ]	3	ND	B1

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]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]

B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]

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.












~~United States Department of State~~  
Deputy *Assistant Secretary of State*  
*for European and Canadian Affairs*

October 7, 1985

Jack:

Here is plan the Secretary requested for interpreting and notetaking in Geneva. The Secretary wants "a team" approach for both. As you know, the interpretation in plenaries will be simultaneous so the interpreters cannot take notes. Therefore, the Secretary decided that we need more than one Russian-speaking notetaker so that memcons can be done after each meeting and not get backed up. I've given you the two best plenaries and given Parris and me one each.

  
Mark Palmer

~~CONFIDENTIAL~~

DECLASSIFIED

Document of State Guidelines, July 21, 1997

By CX NARA, Date 10/11/02

MEMORANDUM

To: The Secretary

Subject: Interpreter assignments for Geneva

From: Stephanie van Reigersberg - OPR/LS/I

Further to our conversation Thursday evening, here is my thinking insofar as interpretation for the Geneva Summit is concerned. I have spoken at length with Mark Palmer (DAS/EUR) about the notetaking aspect, so this reflects our "combined wisdom", as well as the scenarios as now known.

<u>November 19</u>	<u>Main interp.</u>	<u>Backup</u>	<u>Notetaker</u>
Morning plenary (including tete-a-tete and photo op)	Zarechnak	Krimer Hopkins	Matlock
Afternoon plenary	Krimer	Zarechnak	Palmer
USSR-hosted dinner	Zarechnak	Arensburger	Matlock
(4pm Ladies' tea	Arensburger	Garretson)	
<u>November 20</u>			
Morning plenary	Zarechnak	Krimer	Parris
Afternoon plenary	Krimer	Zarechnak	Matlock
Swiss reception (7-8 pm)	Zarechnak	Arensburger Hopkins	
US-hosted dinner	Zarechnak	Arensburger Hopkins	Palmer
(4 pm Ladies' tea	Arensburger	Garretson)	
<u>November 21</u>			
Morning event (if any)	Zarechnak	Krimer	Matlock

As discussed before, the main team will be Zarechnak, Krimer, and E. Arensburger. The back-up team will be Bill Hopkins, Igor Korobovsky\*, and Deborah Garretson. Any of the above teams can be beefed up if, for example, more people are needed for the dinners. It is my intention that the back-up interpreter for each plenary (Zarechnak and Krimer alternating) be IN the building in case of any emergency. Additionally, Harry Obst will be on hand for meetings with Swiss President Furgler, and Alec Toumayan in case you meet with the Swiss Foreign Minister. Finally, the interpreters for the dinners will be instructed to prepare memcons.

\*tentative

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8927 add-on

NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

CONFIDENTIAL

November 8, 1985

ACTION

MEMORANDUM FOR WILLIAM F. MARTIN

FROM: PETER R. SOMMER *PS*

SUBJECT: Participants for Geneva Events

Attached is a memo from you to Bill Henkel reflecting Bud's decision on Geneva participation.

Recommendation

That you sign the memo to Bill Henkel at Tab I.

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

Attachments

Tab I Memo to Henkel

cc: Jack Matlock  
Bob Linhard  
Ty Cobb  
Johnathan Miller

DECLASSIFIED  
White House Guidelines, August 28, 1997  
By CJS NARA, Date 10/11/02

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Declassify on: OADR

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NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

~~CONFIDENTIAL~~

MEMORANDUM FOR WILLIAM HENKEL

FROM: WILLIAM F. MARTIN

SUBJECT: Participation in Geneva Events

There follows participants in various Geneva meetings:

SATURDAY, NOVEMBER 16

Arrival Ceremony, Cointrin Airport, Geneva, Switzerland

Official U.S. Delegation for Swiss Arrival Ceremony  
(10:25 p.m.)

The President and Mrs. Reagan  
Secretary Shultz  
Ambassador Whittlesey  
Ambassador and Mrs. Carmen  
Donald Regan  
Robert McFarlane  
Patrick Buchanan  
Larry Speakes  
Assistant Secretary Ridgway  
Jack Matlock

SUNDAY, NOVEMBER 17

Briefing with Senior Advisors at Maison de Saussure Residence  
(1:30 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Larry Speakes  
Dennis Thomas  
Fred Ikle or DOD's designated alternate  
Ambassador Hartman  
Assistant Secretary Ridgway  
Paul Nitze  
Jack Matlock  
Robert Linhard  
Kenneth Adelman

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Declassify on: OADR

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White House Guidelines, August 28, 1987  
By OKS NARA, Date 10/11/02

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MONDAY, NOVEMBER 18

Briefing with Senior Advisors at Pometta Residence (11:15 a.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Larry Speakes  
Dennis Thomas  
Fred Ikle or DOD's designated alternate  
Ambassador Hartman  
Assistant Secretary Ridgway  
Paul Nitze  
Jack Matlock  
Robert Linhard  
Ambassador Rowny

Working Lunch at Pometta Residence (will also cover pre-brief  
for Furgler meeting) (12:15 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Larry Speakes  
Dennis Thomas  
Fred Ikle or DOD's designated alternate  
Ambassador Hartman  
Assistant Secretary Ridgway  
Paul Nitze  
Jack Matlock  
Robert Linhard  
Ambassador Rowny  
Tyrus Cobb

Arrival Ceremony (2:00 p.m.) and Bilateral Meeting with Swiss  
President Furgler (2:20 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Whittlesey  
Assistant Secretary Ridgway  
Tyrus Cobb (notetaker)

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TUESDAY, NOVEMBER 19

Briefing with Senior Advisors at Pometta Residence (9:10 a.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Larry Speakes  
Dennis Thomas  
Fred Ikle or DOD's designated alternate  
Ambassador Hartman  
Assistant Secretary Ridgway  
Paul Nitze  
Jack Matlock  
Robert Linhard

Plenary Meeting with General Secretary Gorbachev at Fleur d'Eau  
(expect to be overview of U.S.-Soviet relations) (10:20 a.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Hartman  
Assistant Secretary Ridgway  
Jack Matlock (notetaker)  
Mark Palmer (second notetaker--not seated at table)  
Interpreter

Working Lunch at Pometta Residence (expect focus to be arms control) (12:40 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Fred Ikle or DOD's designated alternate  
Ambassador Hartmann  
Paul Nitze  
Jack Matlock  
Robert Linhard  
Kenneth Adelman  
Ambassador Rowny

Plenary Meeting with General Secretary Gorbachev (detailed discussion of arms control) (2:30 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Hartman  
Jack Matlock (notetaker)  
Paul Nitze  
Robert Linhard (second notetaker--not seated at table)  
Interpreter

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~~CONFIDENTIAL~~

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Small Dinner Hosted by Soviets at Soviet Mission (8:00 p.m.)

The President and Mrs. Reagan  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Hartman

Should Soviets invite more than 6:

Fred Ikle  
Ambassador Matlock  
Assistant Secretary Ridgway  
Paul Nitze

WEDNESDAY, NOVEMBER 20

Briefing with Senior Advisors at Residence (9:10 a.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Fred Ikle or DOD's designated alternate  
Larry Speakes  
Patrick Buchanan  
Dennis Thomas  
William Henkel  
Ambassador Hartman  
Assistant Secretary Ridgway  
Jack Matlock

Plenary Meeting with General Secretary Gorbachev at Soviet Mission  
(expect focus to be on regional and bilateral issues) (10:00 a.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Hartman  
Jack Matlock (notetaker)  
Assistant Secretary Ridgway  
Mark Palmer (second notetaker)  
Interpreter

Working Lunch at Pometta Residence (12:40 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Patrick Buchanan  
Dennis Thomas  
Fred Ikle or DOD's designated alternate  
Ambassador Hartman  
Jack Matlock  
Assistant Secretary Ridgway  
Director Wick

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Plenary Meeting with General Secretary Gorbachev at Soviet Mission  
(expect to be review of items agreed and wrap-up summation)  
(2:30 p.m.)

The President  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Hartman  
Jack Matlock  
Assistant Secretary Ridgway  
Mark Palmer/Robert Linhard (second notetaker--not seated  
at table)  
Interpreter

Small Dinner Hosted by U.S. at Maison de Saussure (8:15 p.m.)

The President and Mrs. Reagan  
Secretary Shultz  
Donald Regan  
Robert McFarlane  
Ambassador Hartman

Should Soviets invite more than 6:  
Fred Ikle  
Jack Matlock  
Assistant Secretary Ridgway  
Paul Nitze



THURSDAY, NOVEMBER 21

Participants at formal departure ceremony will be same as  
for arrival.

THE WHITE HOUSE  
WASHINGTON

November 8, 1985

MEMORANDUM FOR TRAVELING STAFF

THROUGH: WILLIAM HENKEL   
FROM: JAMES L. HOOLEY   
SUBJECT: DEPARTURE AND MISCELLANEOUS INFORMATION FOR THE TRIP  
OF THE PRESIDENT TO GENEVA, SWITZERLAND AND  
BRUSSELS, BELGIUM, NOVEMBER 16 - 21, 1985

Attached for your planning purposes is: departure information and DRAFT manifests, an outline schedule, and miscellaneous information. Any questions regarding the following information should be directed to Stephanie Ebert in the Advance Office, 456-7565. NOTE: This information is for planning purposes only and has not yet been released. Please treat it as sensitive information.

ACCEPTANCE OF GIFTS, ENTERTAINMENT AND TRAVEL EXPENSES  
FROM FOREIGN GOVERNMENTS

Please review the attached memorandum from the Legal Counsel's Office regarding acceptance of gifts, entertainment and travel expenses from foreign governments.

ATTIRE

There will be no formal black tie events on this trip. Men's business suit and ladies' afternoon/evening dress will be appropriate.

WEATHER

Geneva, Switzerland: Expect cloudy, damp, and cool weather during November in Geneva. Afternoon high temperatures generally are in the mid to upper 40's, and overnight low temperatures dip to the mid to upper 30's. It will most likely be rainy, and we therefore recommend that you consider bringing raincoats/overcoats and umbrellas.

## Memorandum for Traveling Staff

Brussels, Belgium: Late autumn is cloudy, cool, and humid throughout the Low countries. Daily temperatures vary only slightly; from the low to upper 40's. The chance of rain approaches 30% with snow a very remote possibility. Fog is common.

### PASSPORTS

It will not be necessary to collect passports before departure; however, every traveler should be sure to carry their passport with them and have it available on the aircraft. It is a good practice to carry your passport at all times during the trip; however, for your personal security, when away from events on private time, discretion should be used in displaying of U.S. Official or Diplomatic passports.

### LUGGAGE/SHOPPING

Space in the baggage compartment of each aircraft is extremely limited due to the volume of equipment, luggage, official gifts, etc. Consequently, there will be no room for boxes and packages which may be obtained for personal or souvenir purposes. Any items of this nature brought on the aircraft or left with the luggage for baggage call will be given last priority for loading. Staff members are cautioned, therefore, to use discretion when shopping. A safe rule to follow is "if it won't fit in your suitcase, don't buy it."

Once again, security personnel advise you to avoid "advertising" your U.S. Government affiliation (ie: luggage tags, identification, etc.) when traveling away from the U.S. party.

### TIME CHANGE

Geneva and Brussels are both six hours ahead of Washington, D.C. time.

### ELECTRIC CURRENT

A round two-pronged adaptor and a converter for 220/50 voltage are necessary in Geneva.

### PER DIEM

Per diem is for personal expenses (ie: meals, laundry). The White House Staff Mess will provide meal service for those staying at Maison de Saussure and the adjacent Pometta residence. Rather than deducting the cost of these meals from your per diem, those using this service will be billed for their meals upon return. If you are staying in Geneva hotels, your hotel bill will be paid for.



## Memorandum for Traveling Staff

However, you must personally clear all incidental charges from your bill upon check-out. If you have reimbursable charges (ie: official telephone calls), you must obtain a copy of the receipt prior to departure. Failure to do so will result in a delay and possible problems in processing your expense voucher, which in turn will delay reimbursement of any money owed you.

### CUSTOMS

U.S. residents returning after a stay abroad of more than 48 hours are, generally speaking, granted customs exemptions of \$400 each. The next \$600 is taxed at 10%. Duty-free articles must accompany the traveler at the time of return, must be for personal or household use, must have been acquired as an incident of his or her trip, and must be properly declared to Customs. Not more than one liter of alcoholic beverages may be included in the \$400 exemption.

The \$400 exemption may be granted only if the exemption, or any part of it, has not been used within the preceding 30-day period.

Everyone will be required to file a customs declaration form upon entering the U.S.

### BAGGAGE CALL

Please note that the baggage call for White House and OEOB passholders will be on Friday evening, November 15, 1985 from 5:00 p.m. until 8:00 p.m. in the West Basement and Saturday morning, November 16, 1985 at 6:00 a.m. If you are unable to make the Friday evening baggage call, please let Stephanie Ebert know.

Due to the large number of traveling staff, we strongly encourage passholders to take their bags to the West Basement on Friday evening or early Saturday morning rather than carrying them with them to the airport. Those who must carry them to the airport will need to be at Andrews AFB at 7:45 a.m. if manifested on AF1 or 8:15 a.m. if manifested on 26000. All bags will need to be tagged and x-rayed prior to departure. There will be no room for bags in the vans departing from the West Basement on Saturday morning.

A separate baggage call for State Department travelers will be arranged by the State Department.

### PRESIDENTIAL RESIDENCE

Due to very limited space and Swiss police sensitivity to those entering the Presidential Residence (Maison de Saussure and Pometta Residence), access will be reserved to those manifested in motorcades departing the Residence. Staff needing access to the Residence on a case by case basis will need to be coordinated in advance.

IDENTIFICATION/ACCESS BADGES

Upon arrival in Geneva, identification/access badges will be issued for your use during The President's visit. In addition to your access badge, a White House staff pin or USSS issued staff pin will be required for access to each and every site. Please wear these two items at all times. No access to any site will be granted without both the access badge and a staff pin.

DETAILED SCHEDULE

A detailed schedule will be distributed on Friday, November 15, 1985.

THE WHITE HOUSE

WASHINGTON

FRIDAY, NOVEMBER 15, 1985

STAFF INSTRUCTIONS

5-8:00 p.m. BAGGAGE CALL for passholders in West  
FRIDAY Basement. Leave baggage unlocked and  
hand carry all film.

SATURDAY, NOVEMBER 16, 1985

STAFF INSTRUCTIONS

FOR THOSE MANIFESTED ON PRESS PLANE

6:30 a.m. Press Plane check-in at Andrews Air Force  
Base.

6:45 a.m. Vans depart West Basement en route  
Andrews Air Force Base for those  
manifested on Press Plane.

7:30 a.m. Press Plane departs Andrews Air Force  
Base en route Geneva, Switzerland.

FOR THOSE MANIFESTED ON AIR FORCE ONE

6:00 a.m. BAGGAGE CALL for passholders in West  
Basement. Leave baggage unlocked and  
hand carry all film.

7:45 a.m. Vans depart West Basement en route  
Andrews Air Force Base for those  
manifested on Air Force One.

7:45 a.m. Those with own transportation carrying  
baggage should be at Andrews Air Force  
Base, Distinguished Visitors' Lounge,  
Base Operations Building.

8:15 a.m. Those with own transportation not  
carrying baggage should be at Andrews Air  
Force Base, Distinguished Visitors'  
Lounge, Base Operations Building.

AIR FORCE ONE MANIFEST - DRAFT

THE PRESIDENT  
Mrs. Reagan  
Secretary Shultz  
Under Secretary F. Ikle

AIR FORCE ONE MANIFEST - DRAFT (con't)

D. Regan  
R. McFarlane  
P. Buchanan  
L. Speakes  
D. Thomas  
P. Nitze  
T. Dawson  
W. Henkel  
J. Kuhn  
J. Matlock  
C. Hill  
K. Osborne  
W. Hall  
B. Hayward  
Dr. Smith  
Mil. Aide  
Ofcl. Photographer  
J. Bengtsson  
A. Castello

8:15 a.m. Those manifested on Marine One proceed to South Lawn for boarding.

MARINE ONE MANIFEST

TBD (Will be distributed later)

FOR THOSE MANIFESTED ON 26000

6:00 a.m. BAGGAGE CALL for passholders in West Basement. Leave baggage unlocked and hand carry all film.

8:15 a.m. Vans departs West Basement for those manifested on 26000.

8:15 a.m. Those with own transportation carrying baggage should be at Andrews Air Force Base, Distinguished Visitors' Lounge, Base Operations Building.

8:45 a.m. Those with own transportation not carrying baggage should be at Andrews Air Force Base, Distinguished Visitors' Lounge, Base Operations Building.

26000 MANIFEST - DRAFT

R. Ridgway  
K. Adelman  
E. Rowny

26000 MANIFEST - DRAFT (con't)

B. Kalb  
W. Martin  
D. Chew  
B. Elliott  
J. Rosebush  
K. Small  
T. Dolan  
P. Noonan  
R. Riley  
M. Palmer  
J. Benton  
S. Brackman  
J. Bull  
C. Cleveland  
T. Cobb  
E. Crispen  
S. Emery  
J. Erkenbeck  
D. Graze  
S. Harrison  
C. Hathaway  
T. Huggins  
R. Linhard  
B. McKinley  
G. Miller  
J. Miller  
K. Milne  
M. Paris  
N. Roberts  
L. Simkus  
S. Sestanovich  
S. Stein  
S. Steiner  
C. Thompson  
P. Thompson  
K. Timmons  
K. Zerwich

8:10 a.m. THE PRESIDENT, accompanied by Mrs. Reagan, proceeds to East Room and makes brief remarks.

OPEN PRESS COVERAGE

THE PRESIDENT and Mrs. Reagan proceed to Marine One for boarding.

OPEN PRESS COVERAGE

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SATURDAY, NOVEMBER 16, 1985

8:20 a.m. MARINE ONE departs The South Lawn en route Andrews Air Force Base.

Flight Time: 10 mins.

8:30 a.m. MARINE ONE arrives Andrews Air Force Base.

OPEN PRESS COVERAGE

CLOSED ARRIVAL

THE PRESIDENT and Mrs. Reagan deplane and proceed to Air Force One for boarding.

STAFF INSTRUCTIONS

Those manifested on Marine One deplane and proceed to Air Force One for boarding.

8:35 a.m. AIR FORCE ONE departs Andrews Air Force Base en route  
EST Geneva, Switzerland.

Flight Time: 7 hrs. 50 mins.

Time Change: + 6 hrs.

Food Service: TBD

9:05 p.m. 26000 departs Andrews Air Force Base en route Geneva, Switzerland.

9:25 p.m. Press Plane arrives Cointrin Airport, Gate 17, Geneva, Switzerland.

10:25 p.m. AIR FORCE ONE arrives Cointrin Airport, Geneva,  
(4:25 p.m. Switzerland.  
EST)

10:55 p.m. 26000 arrives Cointrin Airport, Geneva  
(4:55 p.m. Switzerland.  
EST)

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THE WHITE HOUSE

WASHINGTON

TRIP OF THE PRESIDENT

GENEVA, SWITZERLAND

NOVEMBER 16 - NOVEMBER 21, 1985

Saturday, November 16, 1985

- Departure Remarks from East Room (8:10 am)  
Depart The White House (8:20 am)  
Depart Andrews Air Force Base (8:35 am)  
Arrive Cointrin Airport, Geneva Switzerland  
(10:25 pm)  
- Brief Remarks  
Arrive Maison de Saussure  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Sunday, November 17, 1985

Private Breakfast at Residence (am)  
WASHINGTON WORK/PRIVATE TIME  
Private Lunch  
Meet Senior Advisors  
WASHINGTON WORK/PRIVATE TIME  
FREE EVENING  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Monday, November 18, 1985

Private Breakfast at Residence (am)  
WASHINGTON WORK/PRIVATE TIME  
Briefing with Senior Advisors  
Working Lunch with Senior Advisors  
PRIVATE TIME  
Arrive Le Reposeoir (2:00 p.m.)  
- Arrival Ceremony  
- Meeting with President Furgler

\* NOTE: Pometta Residence is adjacent to Maison de  
Saussure on the same grounds.

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Monday, November 18, 1985 (con't)

WASHINGTON WORK/PRIVATE TIME  
FREE EVENING  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Tuesday, November 19, 1985

Private Breakfast at Residence (am)  
Briefing with Senior Advisors  
Plenary Meeting with General Secretary Gorbachev  
Working Lunch with Senior Advisors  
WASHINGTON WORK/PRIVATE TIME  
Plenary Meeting with General Secretary Gorbachev  
WASHINGTON WORK/PRIVATE TIME  
Small Dinner hosted by Soviets  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Wednesday, November 20, 1985

Private Breakfast at Residence (am)  
Briefing with Senior Advisors  
Plenary Meeting with General Secretary Gorbachev  
Working Lunch with Senior Advisors  
WASHINGTON WORK/PRIVATE TIME  
Plenary Meeting with General Secretary Gorbachev  
WASHINGTON WORK/PRIVATE TIME  
Reception hosted by Swiss Government  
Small Dinner hosted by U.S.  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Thursday, November 21, 1985

Private Breakfast at Residence (am)  
SCHEDULE TBD  
Private Lunch  
Depart en route Brussels, Belgium (2:00 pm \*)  
Arrive Brussels, Belgium (3:30 pm \*)  
Depart en route Andrews Air Force Base (6:00 pm \*)  
Arrive Andrews Air Force Base (8:30 pm \*)  
Depart en route U.S. Capitol (8:35 pm \*)  
Arrive U.S. Capitol (8:45 pm \*)

\* Denotes approximate time




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THE WHITE HOUSE

WASHINGTON

November 6, 1985

FROM: FRED F. FIELDING   
COUNSEL TO THE PRESIDENT

SUBJECT: Acceptance of Gifts, Entertainment and Travel Expenses from Foreign Governments

It is especially important for those of you traveling with the President to Geneva and Brussels or providing support in either or both of those locations to review the law and White House policy regulating the acceptance of gifts and other items of value from foreign governments and sources.

This memorandum merely highlights the important aspects of those laws and regulations. Specific questions should be referred to the Counsel's Office.

I. Gifts from Foreign Government or Officials

The United States Constitution and a federal statute (5 U.S.C. § 7342) generally prohibit U.S. government officials, their spouses and dependents from accepting gifts from foreign governments, foreign multinational organizations, or agents or representatives of any such governments or organizations. The following general guidelines apply:

- A. A U.S. official may not request or encourage the tender of a gift or decoration.
- B. Gifts valued at under \$165 may be accepted and retained (so-called gifts "of minimal value tendered and received as a souvenir or mark of courtesy"), unless acceptance would violate the regulations pertaining to domestic gifts. (Note: Gifts retained by you must be reported on the annual public financial disclosure form under the same conditions as domestic gifts.)
- C. Valuation is based on retail value in the United States at the time of acceptance. 41 C.F.R. § 101-49.001-5. A valuation of any gift should be sought immediately upon your return. The gift should be submitted to the White House Gift Unit for that purpose.
- D. Gifts valued at \$165 or more may be accepted when "it appears that to refuse . . . would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States. . . ." Such gifts, however, are

"deemed to have been accepted on behalf of the United States." They must be turned over to the White House Gift Unit as soon as possible for recording, necessary reporting, and disposition.

## II. Gifts from Foreign Individuals

Regretfully, we must caution you to be very wary of gifts that are suddenly and unexpectedly offered to you from foreign, non-official, individuals, especially when you do not know the donor. If you consider accepting, these gifts are to be treated the same as domestic gifts in regard to propriety of acceptance, reporting, etc.

## III. Gifts for the President and First Lady

No staff member should accept a gift for the President or the First Lady except by prior arrangement with the host government or entity. Again, be especially wary of gifts which are suddenly and unexpectedly thrust upon you. Anyone who receives a gift intended for the President or First Lady must ensure that it is turned over to security personnel for inspection as soon as possible. Upon return, the gift should then be deposited with the White House Gift Unit, along with information concerning identity of the donor, time and place of acceptance, etc., so that the gift can be properly recorded and a decision made as to its disposition.

## IV. Inspection of Gifts

In all instances when a gift comes into your possession -- be it for you from a foreign government or individual, or for the President or First Lady -- it is imperative that it be turned over to the security personnel for inspection at the earliest opportunity. In no instance should you take any gift onto an airplane or other transportation vehicle without such inspection.

## V. Travel and Entertainment Expenses Provided by Foreign Governments

U.S. officials may accept gifts of travel or expenses (transportation, food and lodging) for travel taking place entirely outside of the U.S., provided that the value of the expenses are reasonable and acceptance is appropriately consistent with the interests of the U.S. A thorough record of any such expenses accepted should be kept as they may be required to be reported on the annual financial disclosure form.

In regard to any of the above, please check with my office if you have any questions.

Thank you for your attention; your observance of these rules is essential and appreciated.

THE WHITE HOUSE  
WASHINGTON  
TRIP OF THE PRESIDENT

GENEVA, SWITZERLAND

NOVEMBER 16 - NOVEMBER 21, 1985

Saturday, November 16, 1985

Depart The White House (8:20 am)  
Depart Andrews Air Force Base (8:35 am)  
Arrive Cointrin Airport, Geneva Switzerland (10:25 pm)  
- Brief Remarks  
Arrive Maison de Saussure (Residence) (10:50 pm)  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Sunday, November 17, 1985

Private Breakfast at Residence (am)  
WASHINGTON WORK/PRIVATE TIME  
Private Lunch at Residence (pm)  
Meet with Advisors at Residence (2:00 pm)  
Walk to Pometta Residence \* for Meeting with Plenary  
Meeting Participants  
Optional Walk in Garden of Residence with Mrs. Reagan  
(2:45 pm)  
President's Tour of Meeting Facilities and Grounds of  
Fleur d'Eau (3:20 pm)  
WASHINGTON WORK/PRIVATE TIME  
FREE EVENING  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Monday, November 18, 1985

Private Breakfast at Residence (am)  
WASHINGTON WORK/PRIVATE TIME  
Briefing with Advisors at Pometta Residence (11:15 am)  
Working Lunch at Pometta Residence (12:15 pm)  
PRIVATE TIME (1:20 pm - 30 mins)  
Arrive Le Reposoir (2:00 p.m.)  
- Arrival Ceremony (2:00 pm)  
- Meeting with President Furgler (2:20 pm)

\* NOTE: Pometta Residence is adjacent to Maison de  
Saussure on the same grounds.

Monday, November 18, 1985 (con't)

WASHINGTON WORK/PRIVATE TIME  
FREE EVENING  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Tuesday, November 19, 1985

Private Breakfast at Residence (am)  
Briefing with Advisors at Pometta Residence (9:05 am)  
Tete-a-tete with General Secretary Gorbachev at  
Fleur d'Eau (10:00 am)  
Plenary Meeting with General Secretary Gorbachev at  
Fleur d'Eau (10:20 am)  
Working Lunch at Pometta Residence (12:35 pm)  
WASHINGTON WORK/PRIVATE TIME (1:20 pm - 55 mins.)  
Plenary Meeting with General Secretary Gorbachev at  
Fleur d'Eau (2:30 pm)  
WASHINGTON WORK/PRIVATE TIME (4:40 pm - 3 hrs.  
5 mins.)  
Small Dinner hosted by Soviets at Soviet Mission  
(8:00 pm)  
Arrive Residence (10:15 pm)  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

Wednesday, November 20, 1985

Private Breakfast at Residence (am)  
Briefing with Advisors at Pometta Residence (9:10 am)  
Plenary Meeting with General Secretary Gorbachev at  
Soviet Mission (10:00 am)  
Working Lunch at Pometta Residence (12:40 pm)  
WASHINGTON WORK/PRIVATE TIME (1:25 pm - 45 mins.)  
Plenary Meeting with General Secretary Gorbachev at  
Soviet Mission (2:30 pm)  
WASHINGTON WORK/PRIVATE TIME (4:45 pm - 2 hrs.  
35 mins.)  
Reception hosted by Swiss Government at La Gandole  
(7:00 pm)  
Small Dinner hosted by U.S. at Maison de Saussure  
(8:15 pm)  
REMAIN OVERNIGHT - MAISON DE SAUSSURE  
GENEVA, SWITZERLAND

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Thursday, November 21, 1985

Private Breakfast at Residence (am)  
(T) Joint Event with General Secretary Gorbachev at Location  
and Time TBD

- Witnessing the Signing of Bilateral Agreements  
(if ready)
- Short Statements by The President and General  
Secretary Gorbachev
- Private Meeting Between The President and General  
Secretary Gorbachev

Private Lunch at Residence

Depart en route Brussels, Belgium (2:00 pm)

Arrive Brussels, Belgium (3:30 pm)

- Brief Arrival Ceremony at Airport
- Brief Meeting with King at Airport (3:40 pm)

NATO Briefing (4:00 pm)

Depart en route Andrews Air Force Base (6:00 pm)

Arrive Andrews Air Force Base (8:40 pm)

Depart en route U.S. Capitol (8:45 pm)

Arrive U.S. Capitol (9:01 pm)

- Televised Address to Joint Session of Congress  
(9:15 pm)

Arrive White House (9:50pm)