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THE WHITE HOUSE

WASHINGTON

February 14, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR. *McManus*

SUBJECT: Weekly Report on Summit Preparation #1

This is a first in a series of reports intended to keep you up-to-date on the progress of the Summit Task Force. The format will include a summary, a copy of the minutes of weekly task force meetings, internal task force memos and any other information you may request.

A. Office - The Summit offices have been set up in the USIA building at 1750 Pennsylvania Avenue on the second floor. The main number is 724-0611 and the Press number is 724-0911. We have hired most of the personnel in the logistical and advance areas. Hiring in the press area is being held up for specific financing.

B. Financing - As you know we have received a budget of \$2.9 million from the State Department and had previously been assured of financing for the Press side from USIA. We now have a budget of \$2.5 - \$3 million for press but no specific funds. This is a critical problem. I met with Charles Wick who tried to be helpful but claims that USIA has no available funds. I also met with Joe Wright at OMB who believes there should be funds available from USIA and a number of other smaller sources. I have asked OMB to find a funding source for \$250,000 to start hiring people and work on certain necessary projects. I may need your help on this if it isn't resolved this week.

C. Questionnaire - The questionnaire, which you have received copies of, was sent to all delegations and we expect to receive information back this week. In the meantime we have already had preliminary meetings with representatives from the Japanese, German, Canadian and British delegations.

D. Hotels - Hotel assignments have been made for the traveling staff, support and press, other than Official Delegation members, for all delegations. Each hotel has been given an embassy contact and vice versa.

E. Schedule - We have submitted to you a preliminary draft schedule and are presently updating that draft and filling in the details. I would propose to get a new draft to you this week and to discuss it in detail before departures to California for the Queen's visit. I would like to have your approval, if possible, on all sites before the end of February.

F. Contracts -

1. Communications - We have had a number of meetings with WHCA and the local telephone company regarding communications. Telephone assets may be a problem because of the break-up of AT&T. The smaller regional companies do not have the same support or number of telephone sets at their disposal. We are working with the necessary parties to come up with a plan to solve this problem.

2. Interpretation - We have been meeting with the experts in and out of government to come up with a state of the art system which may allow more flexibility in dealing with interpretation problems. We are looking to lease such a system instead of purchasing.

3. Transportation - We have located a sufficient number of buses and have talked to GSA about leasing some of the new cars at a reduced rate from the private rental car prices.

4. Host TV Feed - We have discussed with the local PBS station the possibility of their providing a live feed into the Press Center. Since this would be local television it would save us the cost of monitors and the picture would also be available on TV's in the hotel rooms.

5. Construction - Last week a group consisting of USIA Special Projects, Commerce Convention and Trade Fair specialists went to Williamsburg to give us recommendations for low cost construction of press briefing and filing facilities. We will also have a specialist from Turner Construction looking into the problem at no cost. We should have their recommendations this week.

6. I.D. System - Tom Holman, Hugh O'Neill, Dan Morris and I met last week to devise a security/I.D. system for the Summit. We will be drafting these in guideline format which should be available for your review next week.

THE WHITE HOUSE

WASHINGTON

February 21, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR. *maker*

SUBJECT: Weekly Report on Summit Preparation #2

The following information is submitted to keep you up-to-date on the Task Force's activities. I have also attached the minutes from our Division Heads meeting last week.

- A. Financing - As a result of our meetings last week with OMB and USIA we now have a commitment of \$1 million for the press operation from USIA. We will have \$200,000 of this available immediately to bring on personnel in the press area. This leaves a shortfall of between \$1 - 2 million which OMB will work out between some additional funds from State and if necessary, up to \$1 million from Commerce out of I.T.A. funds.
- B. Construction - The construction experts will be back in Williamsburg for one last visit on Tuesday before giving us their ideas for converting William & Mary Hall for press briefing purposes. Once we have this proposal and cost estimate we will be meeting with representatives of the College to discuss a plan for reimbursement of the costs of these improvements to their building.
- C. Schedule - After our meeting on Friday, we consider that all of the sites for various events have had final approval. We have revised the meeting time to allow for more substantive discussion. We are looking at the time requirements and logistical support necessary to produce a joint statement after the final session. We understand we will plan for:
- a) meetings of Heads only with no notetakers,
 - b) meetings of Heads with Finance or Foreign Ministers with no notetakers,
 - c) meetings of only one representative from each country in Finance Minister meetings.
- D. Interpretation - We have received sign off from the interpreters for a system to be used in the Capitol which would not require the interpreters presence in the meeting room. Since this is a new system it will be tested at our last Sherpa meeting and before that by the Summit staff.

E. Private Sector Involvement - We are putting together a list of all private sector supplies to try to get as many contributions of goods and services as possible.

F. Williamsburg Office Space - We have negotiated with the College to use their Student Center from April 15 on as a Summit Task Force Office at a minimum cost. This should result in some savings over the alternative of using hotel rooms for offices.

G. Security/I.D. System - The system was approved last week. We will now be working on a traffic flow chart based on this system. I have also asked Tom Holman to get us some new designs for Summit pins so they would also have some memento value.

THE WHITE HOUSE

WASHINGTON

*file
Summit.*

February 28, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR.

SUBJECT: Weekly Report on Summit Preparation #3

The following matters are brought to your attention regarding the past week:

A. Schedule - The schedule has been revised to reflect the changes we went over at last Friday's Roosevelt Room session. It will be distributed to you and the other participants that were in the meeting. One area of concern which I wish to raise again is planning and coordination prior to the next Sherpa meeting to get concurrence on the schedule from the other delegates. In my view, the main issues in this regard are:

- a) Heads only meeting with no notetakers,
- b) Heads together with either a Foreign Minister or a Finance Minister and no notetakers,
- c) Only one Finance Minister per meeting or meal,
- d) An agreed upon procedure for the production of a joint statement and the participation of the Heads in the process.

While I recognize that there may be alot we can control as hosts, we must also recognize the opposition we have already seen to some of these proposals. I suggest that a small group be convened to organize an effort to gain support for these proposals prior to the meeting in San Diego. It appears to me that at least the Canadians, British and French could support our plan.

B. Financing - We now appear to have an agreement with USIA for \$1 million dollars and OMB is looking at Commerce as a possible source of additional funds. I have asked my staff to see if we can get this matter resolved this week. If it is not resolved by March 7, I will meet again with Joe Wright to get the necessary funds.

C. Construction - We have had a number of experts look at the costs of converting parts of William and Mary Hall into a press filing and press center. The latest cost estimate was \$700,000. I've asked them to go back and give me two other alternative plans at lower costs. At the same time we will begin lower level discussions with the College of William and Mary to see if they can't assume some of these costs that will have a residual benefit. I will meet with the President of the College upon my return.

D. Private Sector Involvement - While Private Sector involvement has been fair to date, I believe we need a more aggressive approach. I would like to propose a White House reception with the President to announce the support we have received and the unique quality of private sector involvement with government activities like a Summit. I would then follow this up with a Presidential letter of thanks and Summit photo and some Summit-related memento designed exclusively for this purpose.

E. Presidential Arrival Date - With the arrival of the President on Friday, and a number of other connected factors, Williamsburg will have to turn away the Aerospace Industry Association which has been one of their most regular customers. We should call their President to explain and thank them. I will do this if you want and suggest following the call with a Presidential letter.

cc: Allen Wallis

THE WHITE HOUSE

WASHINGTON

March 8, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEAVER

FROM: MICHAEL A. McMANUS, JR. *MAA*

SUBJECT: Weekly Report on Summit Preparation #4

I wish to bring the following to your attention with regard to the operations of the Summit Task Force over the past week:

- A. Budget Update - We now have reached an agreement with USIA for an extra \$1 million bringing our total to \$2 million. We are also working with the General Counsel's Office to resolve those items which USIA can legally pay for. Joe Wright and I will continue to work this week to get an additional \$1 million from State. Once this last million is in place we should have our complete funding package.
- B. Construction - In a major breakthrough last week we reached an agreement with the Gilbane Construction Company to act as the Project Manager for all construction without a fee. This will result in a savings of more than \$100 thousand. Gilbane was the Project Manager for the construction at Lake Placid and brought that project in on time and on budget. Gilbane will be in Williamsburg this week to look at the construction requirements in the press center. The latest estimate for the construction of a press center and briefing rooms is \$750,000. We consider this to be too costly and have asked Gilbane to review the plans. We must have an agreement on a construction plan by March 18.
- C. Foreign Delegations - Five foreign delegation advance teams will visit Williamsburg this week. We have a planned presentation and site survey program set up for them. The second visit of advance teams is set for April 21 - 26.
- D. Hi-Tech Showcase - Time-Life is sending representatives to Williamsburg this week to see if they can set up their Tele Tek system for the Summit. If it can technically be done they would give us 60 screens which could carry schedules and other information in five languages. Cellular phones are becoming a problem and may not be possible. We are looking for the best company to ask to donate election chalkboards. We are also checking with the networks to determine the feasibility of showing foreign newscasts.

E. Food for the Press - I was advised last week that we may be expecting 6,000 press up from 4,500. The costs of feeding and providing beverages to this number could exceed \$1 million over the time of the Summit. We have scheduled a meeting on March 9 with members of the food industry associations. Red Cavaney says preliminary discussions indicate this group has a positive attitude in wanting to help.

F. Private Sector Involvement - In addition to Gilbane Construction and the food industry, we have compiled a list of suppliers which we will be soliciting over the next few weeks for goods and services to be contributed. We are also close to reaching a final agreement with cars, including limosines for use during the Summit.

G. Military Services - I have asked for an opinion on restrictions on use of military equipment and personnel to support the Summit. Some questions have been raised about flying Gilbane personnel and other private citizens on military choppers. There has also been a question raised about using military drivers to drive official delegations. I hope these can be resolved favorably, particularly since the Army Transportation School is at Fort Eustis, close to Williamsburg and military drivers would be most helpful to our efforts.

H. Contact with the Williamsburg Foundation - This week we will be receiving our first contract proposal from Colonial Williamsburg based upon the scope of work we have asked them to assume. We expect this may come in at about \$1.3 million based on room costs, some construction, food costs and an assessment of lost revenues from our taking over all of Williamsburg. I will review the proposal and discuss the line items with the Williamsburg people prior to asking them to make this private sector donation by reducing the contract amount.

I. State of Virginia - We are preparing a list of State of Virginia related items to take with us on a courtesy call on Governor Robb. Among these will be a request for reimbursement from William and Mary, a State school, for those permanent capital improvements we will be making to William and Mary Hall.

THE WHITE HOUSE

WASHINGTON

March 14, 1983

MEMORANDUM FOR

WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM:

MICHAEL A. McMANUS, JR.

SUBJECT:

Weekly Report on Summit Preparation #5

I wish to bring the following to your attention regarding Summit Task Force activities over the past week:

A. Budget - The budget is now becoming more finely tuned. We should have a better idea of press center costs and Williamsburg Foundation costs by next week. USIA has gone up for a reprogramming of the \$2 million they have agreed to give us for the Summit. You have also received a copy of my memo to Mr. Van Gorkom regarding the State Department portion of the budget. I strongly suggest that we refrain from using this budget as a receptacle for extraneous Summit-related expenses. It is in everyone's best interest to keep the cost of hosting the Summit to the minimum as it is these costs that the press will be most interested in.

B. Foreign Advance Team Visits - Last week we conducted briefings and tours in Williamsburg for all the delegation advance teams. Comments on preparations to date were generally very positive. A couple of comments were made by several of the teams:

- A few Heads may not want to attend the proposed Church service.
- Some felt we were moving the Heads around too much and that this would be criticized.
- The coalition governments felt that their coalition leader (usually the Foreign Minister) would not be involved in any meetings with the Heads until the expanded meeting in the afternoon of the first full day.
- The problem of the Japanese Miti Minister and the German Treasury Minister attending meetings was also raised.
- The timing of the Joint Statement to coincide with European prime time was also brought up.

C. Meeting with Governor Robb and Virginia State Officials - Next week I am hoping to schedule a meeting with Governor Robb to bring him up to date on what we are planning in his state, to thank him for his offer to help, and to mention a number of areas in which we could use help from the state. One of these areas is reimbursement for the costs of improvements to William and Mary Hall, since it is a state school. Transportation may also be an area where we could use some help from a state transportation expert.

D. Public Sector Involvement - Last week we made a presentation to the food associations regarding their possible participation in a food fair (at no charge) for the press. Reactions are due from participants this week, but we have already heard from the International Franchise Association that they wish to be involved. Since this group represents McDonald's, etc. they are the key ingredient to the success of this program. We have also just completed a list of all private sector suppliers and their key contacts and will start contacting these people the week of the 21st to get contributions of necessary equipment and services.

E. Staff Move to Williamsburg - As previously mentioned, we are planning to move the majority of the Summit staff to Williamsburg on April 18th through the end of the Summit. We had a complete briefing last week on the preparations for this move and all seems to be going well.

F. Meeting with Colonial Williamsburg Foundation and the College of William and Mary - Today Mike Deaver and I had a luncheon meeting with the President of the Colonial Williamsburg Foundation and the President of the College of William and Mary to express our interest in good community relations and to discuss other areas of mutual interest regarding the Summit. The meeting went well and we are receiving the full cooperation of the Foundation and the School.

G. Contract with the Colonial Williamsburg Foundation - We received the first draft of the proposed contract for all services from Williamsburg. It was all inclusive to the point of mentioning a \$600,000 estimated loss of income from closing Colonial Williamsburg. The total cost of the draft contract was \$1.6 million which is considerably over budget. I am confident this will be reduced to a more reasonable amount after which I will then ask them to make their private sector contribution by reducing costs to the Task Force even further.

cc: Allen Wallis
Jerome Van Gorkom

Attachment

THE WHITE HOUSE

WASHINGTON

March 28, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR. *McManus*

SUBJECT: Weekly Report on Summit Preparation #7

The following is an update on the activities of the Summit Task Force over the past week:

- A. USIA reprogramming - We have received Congressman Smith's approval for the reprogramming of the \$2 million from USIA. This was the last hurdle on the Hill and therefore our USIA financing package is complete. One half of these funds will be designated for the Gilbane Construction Company's contract for construction of the International Press Center at William and Mary Hall. The work will begin next week and payments will be made on a work actually completed and progress report basis.
- B. Meeting with Governor Robb - On Monday afternoon, I met with Governor Robb to bring him up to date on our progress, to tell him of our opening our office in Williamsburg and to request certain contacts and assistance from the State. I mentioned our improvements to William and Mary Hall, the state sales tax, a transportation department contact, permission to temporarily register Summit cars, and liquor and food permits among others. Gov. Robb was most willing to help and designated William Roland as our contact. Mr. Roland was also the contact for the Yorktown celebration and his experience will be most helpful.
- C. Williamsburg Foundation Contract - Last week Pat Malloy, Larry Eastland and I met with a few representatives of Williamsburg to negotiate the finalization of the contract. We advised them we could not and would not pay anything for lost revenues of any kind and that we expected a reduction in a number of charges cited in the proposed contract. The contract will be discussed with the President of Williamsburg and the Board of Trustees this week and is scheduled to be completed with Mr. Deaver and me this weekend.
- D. Fact Books - The plan for press information and fact books is moving forward. The Summit staff will prepare the logistical facts, and Treasury and State will do the first draft on the substantive side.

E. Schedule - The new schedule, with input from the San Diego meeting, has been completed. It will be discussed in a Sherpa meeting on Monday. We should reach agreement on the changes before distributing it among the other Sherpas.

F. State Dinner - Mr. Rosebush and Mrs. Brandon visited Williamsburg this week to review the State Dinner site and to give us their recommendation. Their work on this will begin upon receipt of additional information from us.

cc: Allen Wallis
Jerome Van Gorkom
Gil Robinson

THE WHITE HOUSE

WASHINGTON

April 4, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEAVER

FROM: MICHAEL A. McMANUS, JR. *McManus*

SUBJECT: Weekly Report on Summit Preparation #8

The following is an update on the important activities of the Task Force over the past week:

A. Williamsburg Meetings - Mr. Deaver and I attended a series of meetings in Williamsburg over the past weekend. The major result of these was a reduction of \$565,000 in the proposed contract with the Williamsburg Foundation. The line items affected were lost revenue items claimed by Williamsburg as a result of the closing of the historic area to the public. We also had good meetings with the Mayor, the Town Supervisor and the Chairman of the Williamsburg Foundation.

B. Private Sector Involvement - We have finalized a contribution of typewriters and copying machines from IBM which amounts to a savings of approximately \$25,000. In addition, COMSAT has agreed to contribute the satellite and support costs of bringing guest government news programs into Williamsburg for the Heads of State. The value of this contribution is approximately \$45,000. USIA is looking at the possibility of their supporting our requirement to receive these programs and convert them to videotape for continual showing.

C. Food For the Press - We are having a problem putting together the fast food showcase for the press. The problem is that the companies are concerned about the quality of the food they can serve in the situation and the potential number of meals involved. I have decided to negotiate a minimum service contract with the Shamrock Corporation, the caterers at William and Mary. They are capable of providing all the meals at a reasonable charge. The contract can be upgraded depending upon the level of our future success with other food companies on a complimentary basis.

The other problem in this area is that although we have a budget line item for food for the press, I am advised that none of the funds we have received to date can legally be used for this food requirement. I have discussed this problem with Joe Wright of OMB who will look for additional funds.

D. Schedule Questions - At the Sherpa meeting this afternoon a number of questions were raised concerning the schedule:

- 1.) Should we continue to show a church service on Sunday?
- 2.) Should the first meeting be a plenary session or Heads alone?
- 3.) Should the afternoon session be one plenary session or separate meetings with finance ministers and then foreign ministers?

E. State of Virginia Matters - We understand that we will be receiving a State sales tax exemption which will reduce the proposal costs on Williamsburg and William and Mary by six percent.

cc: Allen Wallis
Jerome Van Gorkom
Gil Robinson

THE WHITE HOUSE
WASHINGTON

April 11, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER✓
FROM: MICHAEL A. McMANUS, JR. *MAC*
SUBJECT: Weekly Report on Summit Preparation #9

The following is an update of the Summit Task Force over the past week:

- A. Williamsburg Foundation Contract - We have received a new proposal from Williamsburg which reflects a substantial savings. I have marked up the proposal with a number of minor changes and hope to finalize the contract this week.
- B. Construction in William and Mary Hall - The construction work in the International Press Center is proceeding on time and on budget. The cooling system and electrical work was started this week.
- C. Staff in Williamsburg - Today the entire Operations Division opened up our offices in the Student Center at William and Mary. The first of two Summit phone systems is operational and the first shipment of cars has arrived. The majority of the rest of the staff, with the exception of press, will be in place starting Monday the 18th in Williamsburg.
- D. Sherpa Meeting - This coming weekend we will host the second meeting of the Personal Representatives in Williamsburg. Among other things we will go over the schedule changes and give them a tour of the sites.
- E. Federal District - A number of people have suggested that declaring Williamsburg a Federal District for the time of the Summit would have security and state benefits. I have asked Ed Hickey to look into this for me.
- F. Private Sector - G.E. has agreed to lend us 75 televisions for our closed circuit system for the press and delegates.

G. Press Conference - I will be conducting our first local press conference on Tuesday in Williamsburg. This will begin a series of meetings I will attend to promote good local community relations and to dispell fears about the effect of the Summit on local residents.

cc: Allen Wallis
Jerome Van Gorkom
Gil Robinson

THE WHITE HOUSE

WASHINGTON

April 18, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR. *mac*

SUBJECT: Weekly Report on Summit Preparation #10

The following is an update of the Summit Task Force over the past week:

- A. Sherpa Meeting - The Sherpa group met in Williamsburg over the past weekend and the sessions generally went well. Transportation systems and communications were operational. Separate memos on various aspects of this meeting will follow.
- B. Move to Williamsburg - The entire Operations, Advance and Administrative divisions are now in place in Williamsburg. The office at the Student Center is fully operational. The new telephone number is 804/2535800.
- C. Construction in William and Mary Hall - This work is proceeding on time and on budget to date.
- D. Williamsburg Contract - We have a meeting set up for April 20 to finalize this contract. I expect this to proceed smoothly with a few minor additional savings in cost.
- E. Overall Budget - I met with Mr. Van Gorkom to explain our need to keep our State Department budget at the originally agreed upon \$2.9 million level. I believe he now understands our position. I also believe that Joe Wright and I have worked out the problem of money for food for the press. With those completed, our entire budget should now be in place.
- F. Schedule - The schedule remains essentially the same after the Sherpa meeting. We did reach agreement on the first full morning being a meeting of Heads alone and it looks as though the first afternoon will be a full plenary session.

G. Rehearsal - We will have our first rehearsal of the summit schedule and logistical movements on April 27. At this time we will go through the arrival ceremony, the meetings at the Capital, and the Inn.

cc: Allen Wallis
Jerome Van Gorkom
Gil Robinson

THE WHITE HOUSE
WASHINGTON

April 27, 1983

MEMORANDUM FOR WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR.

SUBJECT: Weekly Report on Summit Preparation #11

The following is an update of the Summit Task Force over the past week:

- A. Rehearsal - On Wednesday, April 27th we conducted our first rehearsal of the Summit schedule, including the arrival ceremony, motorcades and a walk-thru of all events. The rehearsal was quite successful with only a few minor problems.
- B. Staff in Williamsburg - The press staff will move into its offices in Williamsburg on Monday, May 2. At that time the entire Task Force will be in place.
- C. Construction in William and Mary Hall - This work in the International Press Center is proceeding on time and on budget.
- D. Budget - I spoke with Tom Tracy in Mr. Van Gorkom's absence and asked if the question of funding at \$2.9 million as originally agreed upon could be settled by next week.
- E. Accommodations - A memo went out last week to try to get a fix on the number of personnel from the White House, State, Treasury and other agencies that may be in Williamsburg. It is important to get this finalized by next week.
- F. Guests - In view of the negative responses we have received to a survey of spouses attendance I suggest we now discourage any wives attending. I also understand that the policy is not to invite U.S. Ambassadors. Amb. Galbraith has called on this matter and I referred him to R. Burt.

cc: Allen Wallis
Jerome Van Gorkom
Gil Robinson

THE WHITE HOUSE

WASHINGTON

May 13, 1983

MEMORANDUM FOR: WILLIAM P. CLARK
MICHAEL K. DEEVER

FROM: MICHAEL A. McMANUS, JR. *MBM*

SUBJECT: Weekly Report on Summit Preparation #13

The following is a report of the Summit Task Force. It is late so it could include the results of the Sherpa meeting in Paris.

- A. Paris Sherpa Meeting - The meeting went well with only a few schedule changes. We talked about a possible meeting with Heads of State and Foreign Ministers for coffee after dinner at Carter's Grove to discuss a release on INF. The time for the joint statement was changed to 3 PM. The afternoon session on Sunday will now be a full plenary session instead of two separate sessions with Finance and then Foreign Ministers.
- B. Comsat Television News Feed - Each of the Sherpas agreed on desirability of having their country news available to their Head of State in Williamsburg. We will be working this week with our Foreign Liaison people to finalize this service.
- C. Dress Rehearsal - There will be a final dress rehearsal of the Summit schedule on Wednesday, May 18th. We have also done a talk through of a rain schedule for the Summit.
- D. Construction - The construction in William and Mary Hall was interrupted this weekend for the College graduation. It will continue starting Monday and is on time and on budget.
- E. Accommodations - This coming week we will begin to assign rooms to the official Delegation and to the rest of the U.S. Party.

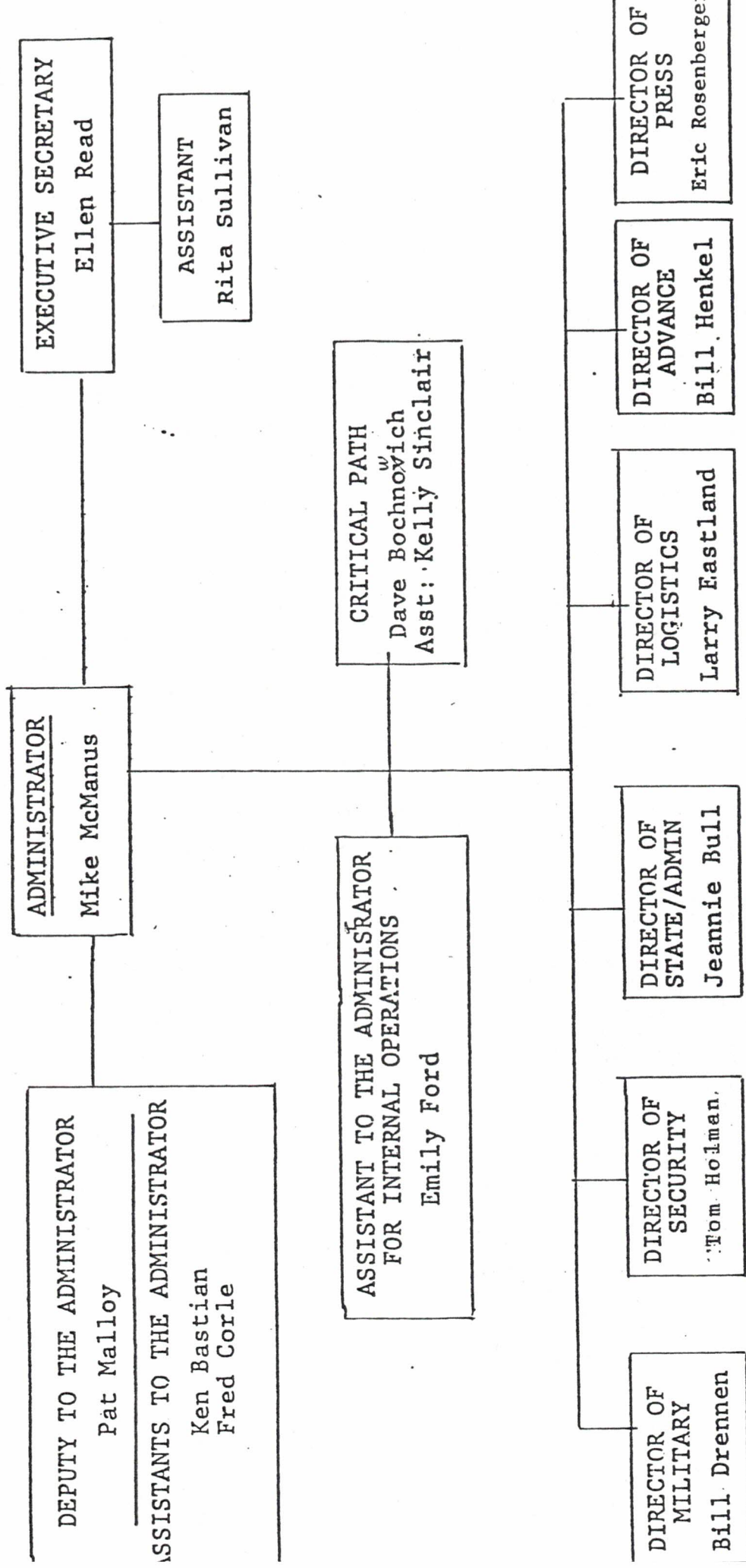
cc: Allen Wallis
Jerome Van Gorkom
Gil Robinson

TABLE OF CONTENTS

- A. Organization Chart
 - B. Telephone and Location Directory
 - C. Funding Memo
 - D. Status of Funds
 - E. Minutes of Weekly Staff Meetings
 - F. Proposed Draft Schedule with Diagrams
 - G. Scheduling Questions
 - H. Asset Requirements
 - I. Critical Path
-
-

1983 SUMMIT OF INDUSTRIALIZED NATIONS

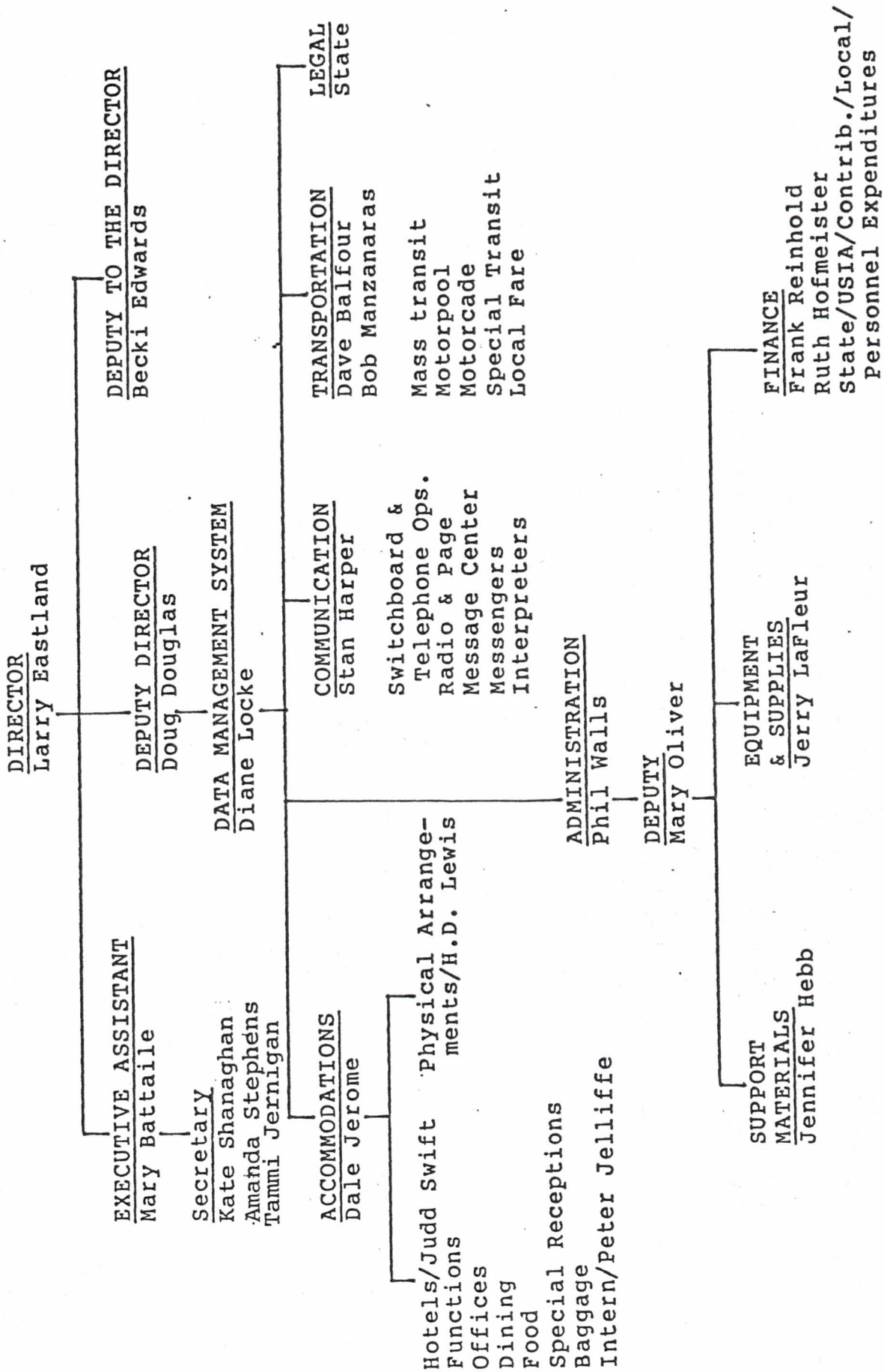
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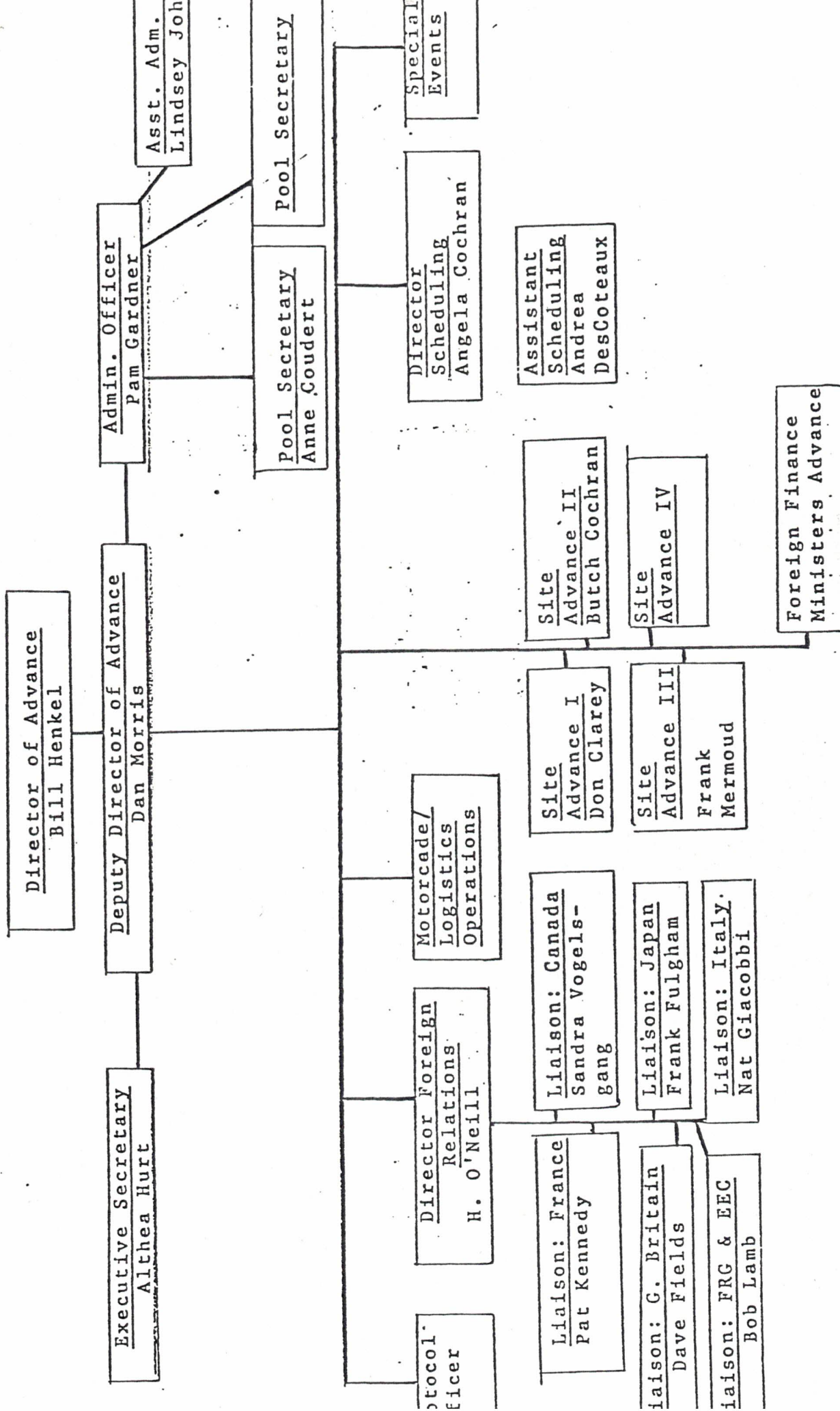
1983 SUMMIT OF INDUSTRIALIZED NATIONS

OPERATIONS TEAM



As Of

3/16/83



DIRECTOR, PRESS OPERATIONS

Eric Rosenberger

SECRETARY
Heide Kingsbury

STAFF ASSISTANT
Jan Barbieri

RECEPTIONIST
Frankie Scott

LIAISON WITH USIA
Chris Henze

EXECUTIVE SECRETARIAT
Jane Donaldson

ASSISTANT
Carol McGlone

DEPUTY DIRECTOR FOR MANAGEMENT AND FACILITIES

Dan Denning

SECRETARY
Veronica Krecidlo

DEPUTY, CONSTRUCTION COORDINATION

AND LOGISTICS

Tom Peacock

TRANSPORTATION

SPECIAL ASSISTANT
Nancy Pirkle

SPECIAL EVENTS COORDINATOR
Susie Trees

FOOD & BEVERAGE COORDINATOR
(Koo/White)

HOUSING COORDINATOR
Mary Del Gaiser

DEPUTY DIRECTOR FOR PRESS

Jack LaCovey

DIRECTOR, SCHEDULING
Alden Lang

PRESS CENTER COORDINATION
Tom Andrews

LIAISON WITH DELEGATIONS
Jack Shellenberger

PRESS/RADIO/TELEPHONE/TELEX
WHCA

CREDENTIALS DIRECTOR
Kim Phillips

ASSISTANT

SECRETARY

SUMMIT INFORMATION DIRECTOR
Anne Haskell

DEPUTY DIRECTOR
Jenny Hillings

DEPUTY DIRECTOR
Barbara Cebuher

INFORMATION ANALYST
Susan Sachs

BUSINESS MANAGER
Jerry Hunsaker

SECRETARY

Helen Nakki

SPECIAL ASSISTANT
Marshell Brown

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Summit Press - 202-724-0911*

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Andrews, Marianne	Receptionist	Summit 220	724-0611	68	703-549-3160
Balfour, Dave	Trans. Dir.	Summt 214	724-9048	39	202-546-8391
Barbieri, Jan	Press/Asst.Dir.	Summit 200C	724-2990	57	202-333-8545
Bastian, Ken	Asst. to Admnstr	Summit 10	724-1657	32	202-395-2000
Battaile, Mary	Ex-Secy to Dir. OPS	Summit 220	724-0906	78	202-342-9887
Bochnovich, Dave	Critical Path	Summit 15	724-0909	37	703-920-1567
Brown, Marshall	Press/Staff Asst	Summit 206D	724-2990	67	202-584-1424
Bull, Jeannie	State/Admin.	DOS 3800	632-9414		
Cebuhar, Barbara	Info. Office	Summit 206	724-2990	54	202-342-1762
Clarey, Don	Adv/Site	Summt 4	724-9035	74	703-548-0175
Cochran, Angela	Adv/Schdle & Flow	Summit 4	724-9028	74	301-320-4876
Cochran, Butch	Admin/Site	Summit 2	724-9586	28	301-320-4876
Corle, Fred	Asst to Admnstr	Summit 14	724-0910	33	202-333-8156
Coudert, Anne	Advance	Summit 220	724-9586	76	703-522-8586
Crawford, Margie	Ex Asst/Admnstr	White House	456-6687		202-456-1414
Denning, Dan	Deputy Press Dir.	Summit 206	724-2990	64	703-759-3149
DesCoteaux, Andrea	Ex.Sec./Advance	Summit 220	724-9028	77	202-544-0329
Donaldson, Jane	Ex Press Secretariat	Summit 200A	724-2990	60	703-536-6811
Douglas, Doug	Deputy Dir. of OPS	Summit 12	724-0907	43	703-524-4000
Drennen, Bill	Military Office	White House	456-2150		202-456-1414

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Durkin, Tom		Summit 220	724-0611		202-965-3817
Eastland, Larry	Dir. of OPS	Summit 11	724-0906	42	301-261-6335
Edwards, Becki	Ex-Assst/Dir. OPS	Summit 11	724-0906	27	703-998-5825
Ford, Emily	Asst to Admin/Int	Summit 220	724-1655	46	703-683-2727
Fox, Jack	USSS/Identification	1310 L. St.	566-4403		
Gaiser, Marydel	Press		724-2990		
Gardner, Pam	Adv Admn Off	Summit 4	724-9035	74	703-998-8254
German, Ed	USSS/Depty Coordinator	1310 L. St.	566-4403		
Harper, Stan	Communications	Summit 212	724-9365	41	703-892-8789
Haskell, Anne	Info/Dir	Summit 206	724-2990	70	703-931-2217
Hebb, Jennifer	Admin/Support	Summit 213	724-9026	35	703-683-0795
Henkel, Bill	Dir. of Advance	EOB 179	456-7565		
Henze, Chris	Liason USA/Press	Summit 206E	724-2990	63	202-364-8929
Hillings, Jennifer	Dep. Dir/Summit Info		724-2990	53	703-683-5041
Hofmeister, Ruth	Budget/Fiscal	Summit 210	724-9048	45	202-362-6437
Holman, Tom	USSS/Coordinator	1310 L. St.	395-4117		
Huggins, Tom	USSS/Motorcades &	1310 L. St.	395-4117		703-556-4403
	Vehicle Access				
Hunsaker, Jerry	USIA Press/Finance	Summit 206D	724-2990	62	703-276-114
Hurt, Althea	Adv Asst	Summit 220	724-1653	36	202-244-5920
Jelliffe, Peter	Accommodations	Summit 211	724-0046		202-232-5496
Jernigan, Tammi	Admin.	Summit 213	724-9026	47	301-773-3844
Jerome, Dale	Accommodations	Summit 18	724-0045	48	202-296-6860
Johnson, Lindsey	Adv. Asst	Summit 220	724-9343	51	202-547-9324

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Kingsbury, Heidi	Press	Summit 200A	724-2990	55	202-333-1191
Krecidlo, Veronica	Press	Summit 220	724-2990		703-524-3719
LaCovey, Jack	Deputy Press Dir.	Summit 200B	724-2990	56	703-821-8209
La Fleur, Jerome	State/DSD	Summit 213	724-9335	48	301-268-6057
Lang, Alden	Press	Summit 206A	724-2990	52	703-683-5149
Lejins, Nora	Interp. Supervisor	State Dept.	632-1528.		
Lewis, H.D.	Accommodations	Summit 211	724-0045	29	
Locke, Diane	OPS/Computer	Summit 17	724-9027	30	703-836-1997
Malloy, Patrick	Deputy to Admnstr	Summit 9	724-1657	22	202-456-1414
Manzanaras, Bob	Trans Asst	Not on staff yet			
McGlone, Carol	Press Asst.	Summit 220-B	724-2990	72	703-548-5375
McManus, Mike	Administrator	Summit 8	724-1654	23,40	202-456-1414
		White House	456-6687		
Mermoud, Frank	Adv/Forgn Min.	Summit 2	724-9287	28	202-338-1316
Morris, Dan	Deputy Advance Dir.	Summit 6	724-1651	25	703-998-5943
Nakki, Helen	Press/Sec	Summit 220D	724-2990	61	703-683-2337
O'Neill, Hugh	Adv/Forgn Del/Liaison	Summit 7	724-1651	24	703-548-5375
Oliver, Mary	Admin Deputy	Summit 213	724-9027	30	301-868-9383
Owens, Sandy	Comm.	Summit 220	724-0909	29	703-684-7687
Phillips, Kim	Credential/Dir	Summit 200A	724-2990	59	703-683-0207
Pirkle, Nancy		Summit 220	724-2990	65	
Potosky, Hank	USSS/OPS & Adv.	1310 L. St.	566-4403		
Quinn, Tom	USSS	OEOB 12	395-4011		

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>TELEPHONE</u>	<u>INT</u>	<u>AFTER HOURS</u>
Read, Ellen	Exec. Sec/Admin	Summit 220	724-1655	44	202-223-6009
Reinhold, Frank	State/Controller	Summit 210	724-9048	45	703-978-4939
Rosenberger, Eric	Dir. of Press	Summit 200C	724-2990	57	301-229-5807
Sachs, Susan	Summit Info	Summit 200A	724-2990	73	703-549-5218
Shanaghan, Kate	OPS Sec	Summit 13	724-9028	38	703-548-0895
Shanahan, Kathleen	Advance	Summit 220	724-1651	26	703-892-2169
Shellenburger, Jack		Summit 206E	724-2990	63	
Sinclair, Kelly	Critical Path/Asst	Summit 211	724-0045	29	202-347-5399
Stephens, Amanda	Operations	Summit 13	724-0906	38	703-920-0974
Sullivan, Rita		Summit 220	724-1654	69	202-544-7394
Sutten, Chuck	WHCA	OEOB 595	395-4040		202-456-1414
Swift, Judd	Accom/Hotels	Summit 211	724-0045	31	703-548-5711
Terry, Kathy	Press/Asst	Summit 3	724-2990	75	
Thomas, Hal	USSS	1310 L.D.C.	395-4117		202-456-1414
Trees, Susan	Special Events	Summit 3	724-2990	75	703-821-3041
Ullrich, Dan	State/OC	DOS 44A21	632-3868		703-569-9332
Wallis, Mary	Press	Summit A	724-2990	73	
Walls, Phil	Admin Dir.	Summit 16	724-9027	21	703-527-2638
White, Pam	Press		724-2990		
Whitman, Chuck	USSS/Ast. Coord.	WH/Gr.Fl./W16	395-4112		
Young, Art	Interpr. Equip.	State Dept.	632-1634		
Summit Conference Room			724-0611	33,34,37	



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

MEMORANDUM FOR: JOSEPH R. WRIGHT

AL

~~FROM:~~

~~Philip A. DuSault (Nygard)~~

SUBJECT: Funding for the Williamsburg Economic Summit

Following up on your meeting of yesterday with Mike McManus, we have examined USIA's 1983 funding situation as well as the other possible sources of funds discussed at the meeting. A summary of USIA's situation is at Attachment A, and the details on Commerce, AID and Treasury are at Attachment B.

Briefly, USIA is in good shape, but is counting on program and pay supplementals totalling \$40 million now pending on the Hill. The agency finances a broad range of projects, and funding for the Summit depends on the priority that Wick accords that activity vis a vis all others. There are questions of legal authority as well, and the agency may be unable to cover costs relating directly to U.S. press.

Of the other possible sources, only Commerce seems a likely candidate. AID and Treasury are both restricted by their legal authorities (Treasury has a limited amount of funding excess to essential needs this year, but it is in the wrong accounts and would require Congressional transfer authority). Commerce could have up to \$1 million in ITA administrative funds that might be used for the Summit.

ATTACHMENT A

United States Information Agency
1983 Funding Situation

Total Available:

- 1983 appropriation \$492 million
- Pending Supplementals:
 - Pay Act \$9 million
 - Programs \$31 million

TOTAL \$532 million

- The agency received a "windfall" of \$10-14 million in overseas costs because of the strengthening of the dollar against foreign currencies from original estimates. Congress captured \$6 million through appropriation reductions. The balance, \$4-8 million, was considered by OMB in denying the supplemental request for costs relating to the move to the agency's new headquarters building.
- The pay act supplemental covers the total requirements for the 1983 pay raise and the cap increase, whereas most federal agencies had to absorb up to 50% of these costs.
- The pending program supplemental covers two high priority Administration activities, e.g., the Democracy Initiative (\$20 million) and VOA staff increases and strengthening (\$11 million). The agency has begun hiring for the latter purpose, although the supplemental has not yet passed Congress. Delaying some of this hiring by 1-2 months could yield \$1 million, assuming passage of the supplemental.
- USIA funds a host of small program elements. The agency's ability to fund a particular element, such as the Summit, depends on the priority given the project by agency management.
- If pending supplementals are approved, USIA will have 18% more funds in its S&E account in 1983 than it did last year. The agency would be in better shape financially than at any time in the last 15 years.

Possible Funding from Other Agencies

Commerce

- Trade Adjustment Assistance. Of \$27.5 million available for 1983, the Administration has proposed transfer of \$20 million to SBA to pay off defaulted loans. The balance of \$7.5 million is already committed.
- Trade Expositions. \$9.0 million was carried unobligated into 1983; the entire amount is committed for the New Orleans exposition.
- ITA Administration. An unobligated balance of \$11 million was carried into 1983. There are claims against the full amount (\$4 million for the pay raise, \$3.5 million for export controls, \$2 million for computer systems, \$1 million for studies and \$1 million for FCS contingencies), but the budget examiner's judgement is that at least \$.5 million could be obtained from the total without significantly affecting the programs. This would require policy level discussions with Commerce officials.

Agency for International Development

- AID's legislation limits the use of funds to purposes specified by the Foreign Assistance Act (FAA). There is a Presidential waiver authority, but it is limited to reasons of national security. AID's lawyers conclude that it would not be possible to use FAA funds for the Summit.

Treasury

The only Treasury funds that could legally be used for the Summit are those available to the Office of the Secretary, and funding is extremely tight this year. Congress has removed transfer authority from Treasury, so obtaining funds from other Treasury accounts (where OMB staff believe there is flexibility in the range of \$1 million this year) would require requesting transfer authority (or a supplemental) from the Hill. Previous guidance given to us has been to avoid going to Congress for funding for Williamsburg.

STATUS OF FUNDS

1983 SUMMIT OF INDUSTRIALIZED NATIONS

as of COB February 9, 1983

<u>Cost Category</u>	<u>Amount of Obligations</u>		
	<u>Prior to 2/5</u>	<u>2/5-9</u>	<u>Total</u>
Office Equipment Rental (Thru June 10 - Xerox, Typewriters)	\$ 7,865	-	\$ 7,865
Word Processing Rental (Thru May 30)	13,638	-	13,638
Office Furnishings (Purchase of desks, sofas, chairs)	9,202	-	9,202
Contractors' Costs (Thru June 10) Eastland, Bastian, Corle, O'Neill, Harper, Battaile, Morris Ford, Hurt, Douglas, Hebb	123,447	\$ 39,838	163,285
Miscellaneous Services Moving Xerox & Furniture	1,629	-	1,629
Telephone Installation	1,081	-	1,081
Supplies/Xerox	113	-	113
TOTAL OBLIGATIONS	\$156,975	\$ 39,838	\$196,813

STATUS OF FUNDS

1983 SUMMIT OF INDUSTRIALIZED NATIONS

as of COB February 16, 1983

AMOUNT OF OBLIGATIONS

<u>COST CATEGORY</u>	<u>PRIOR TO 2/9</u>	<u>2/10-2/16</u>	<u>TOTAL</u>
Salaries and FICA for payrolled temporary employees 2/6 thru 3/5 (Andrews, Battaile, Hebb, Hurt, Johnson, Locke, Read)	-	\$ 12,035	\$ 12,035
Travel Authorizations 390500-390507	-	1,001	1,001
Williamsburg Contract, Phase 1	-	2,500	2,500
Office Equipment Rental (thru June 10 - Xerox, Typewriters)	\$ 7,865	-	7,865
Word Processing Rental (thru May 30)	13,638	-	13,638
Contractors' Costs (thru June 10) Eastland, Bastian, Corle, O'Neill, Harper, Morris, Ford, Douglas	- 134,287	-	-
Cochran, Swift, Gardner	-	32,494	166,781
Miscellaneous Services Moving Xerox & Furniture	1,629	-	1,629
Telephone Installation	1,081	-	1,081
Supplies/Xerox	<u>113</u>	<u>-</u>	<u>113</u>
TOTAL OBLIGATIONS	\$158,613	\$ 48,030	\$206,643

STATUS OF FUNDS

1983 SUMMIT OF INDUSTRIALIZED NATIONS

as of COB March 2, 1983

<u>COST CATEGORY</u>	<u>AMOUNT OF OBLIGATIONS</u>		
	<u>PRIOR TO 2/23</u>	<u>2/24-3/2</u>	<u>TOTAL</u>
Salaries and FICA for payrolled temporary employees, 2/6 thru 3/5 (Andrews, Battaile, Hebb, Hurt, Johnson, Locke, Read)	\$ 12,035	-	\$ 12,035
Thru 4/2 (Above names plus Coudert, DesCoteaux, Durkin, Shanaghan)	-	22,176	22,176
Travel Authorizations 390500-390507	1,001	-	1,001
390508-390525 (includes overseas travellers)	-	11,065	11,065
Installation/lease of phone equipment	1,695	-	1,695
Williamsburg Contract, Phase 1	2,500	-	2,500
Office Equipment Rental Xerox, typewriters, Wang (thru June 10)	\$ 42,708	310	43,018
QuoData Corporation, ADP	-	23,000	23,000
Contractors' Costs (thru June 10) Eastland, Bastian, Corle, O'Neill, Harper, Morris, Ford, Douglas, Cochran, Swift, Gardner, Clarey, Sinclair	188,399	-	188,399
Balfour, Jerome	-	16,000	16,000
Miscellaneous Services Moving Xerox & Furniture	3,419	224	3,643
Supplies (Xerox, Wang)	1,935	-	1,935
TOTAL OBLIGATIONS	\$253,692	\$ 72,775	\$326,467

DEPARTMENT OF STATE
STATUS OF ALLOTMENT 1043
1983 SUMMIT OF INDUSTRIALIZED NATIONS
as of COB March 9, 1983

<u>COST CATEGORY</u>	<u>PRIOR TO 3/3</u>	<u>3/3-3/9</u>	<u>TOTAL</u>
<u>Personnel Services/Benefits</u>			
Salaries/FICA for 12 payrolled temporary employees, including Durkin (thru April 2)	\$ 34,211	\$ 734	\$ 34,945
<u>Travel/Transportation</u>			
Travel Authorizations	12,066	2,380	14,446
<u>Rents/Communications/Utilities</u>			
Installation/lease of phone equipment	1,695	-	-
Williamsburg (\$36,000 estimated); 1750 PA Ave. (\$38,500 estimated)	-	74,500	76,195 ✓
Williamsburg Contract, Phase 1	2,500	-	2,500 ✓
Office Equipment Rental Xerox, typewriters, Wang, ADP (thru June 10)	\$ 66,018 ✓	3,775	69,793 ✓
<u>Other Services</u>			
Contractors' Costs (thru June 10)	205,380	9,229	214,609
Miscellaneous Services Moving Xerox & Furniture	3,643	-	3,643
<u>Supplies/Materials</u>			
Supplies (Xerox, Wang)	1,935	262	2,197
TOTAL OBLIGATIONS	\$327,448	\$ 90,880	\$418,328 ✓

DEPARTMENT OF STATE
STATUS OF ALLOTMENT 1043
1983 SUMMIT OF INDUSTRIALIZED NATIONS
as of COB March 16, 1983

<u>COST CATEGORY</u>	<u>AMOUNT OF OBLIGATIONS</u>		<u>TOTAL</u>
	<u>PRIOR TO 3/9</u>	<u>3/9-3/16</u>	
<u>Personnel Services/Benefits</u>			
Salaries/FICA for 12 payrolled temporary employees (thru April 2)	\$ 34,945	\$ -	\$ 34,945
<u>Travel/Transportation</u>			
Travel Authorizations	14,446	675	15,121
<u>Rents/Communications/Utilities</u>			
Installation/lease of phone equipment	76,195	-	76,195
Williamsburg Contract, Phase 1	2,500	-	2,500
Office Equipment Rental Xerox, typewriters, Wang, ADP (thru June 10)	69,793	770	70,563
<u>Printing/Reproduction</u>			
Letterhead	-	800	800
<u>Other Services</u>			
Contractors' Costs (thru June 10)	214,609	-	214,609
Miscellaneous Services Moving Xerox & Furniture, Wang/computer cables	3,643	5,780	9,423
<u>Supplies/Materials</u>			
Office Supplies	2,197	11,200	13,397
TOTAL OBLIGATIONS	\$418,328	\$ 19,225	\$437,553

DEPARTMENT OF STATE
STATUS OF ALLOTMENT 1043
1983 SUMMIT OF INDUSTRIALIZED NATIONS
as of COB March 23, 1983

	<u>AMOUNT OF OBLIGATIONS</u>		
<u>COST CATEGORY</u>	<u>PRIOR TO 3/16</u>	<u>3/16-3/23</u>	<u>TOTAL</u>
<u>Personnel Services/Benefits</u>			
Salaries/FICA for 12 payrolled temporary employees (thru April 2)	\$ 34,945	\$ -	\$ 34,945
<u>Travel/Transportation</u>			
Travel Authorizations	15,121	740	15,861
<u>Rents/Communications/Utilities</u>			
Installation/lease of phone equipment	76,195	-	76,195
Williamsburg Contract, Phase 1	2,500	-	2,500
Office Equipment Rental Xerox, typewriters, Wang, ADP (thru June 10)	70,563	463	71,026
<u>Printing/Reproduction</u>			
Letterhead	800	151	951
<u>Other Services</u>			
Contractors' Costs (thru June 10)	214,609	-	214,609
Miscellaneous Services Moving Xerox & Furniture, Wang/computer cables	9,423	665	10,088
<u>Supplies/Materials</u>			
Office Supplies	13,397	2,082	15,479
TOTAL OBLIGATIONS	\$437,553	\$ 4,101	\$441,654

DEPARTMENT OF STATE
STATUS OF ALLOTMENT 1043
1983 SUMMIT OF INDUSTRIALIZED NATIONS
as of COB March 30, 1983

	<u>AMOUNT OF OBLIGATIONS</u>		
<u>COST CATEGORY</u>	<u>PRIOR TO 3/23</u>	<u>3/23-3/30</u>	<u>TOTAL</u>
<u>Personnel Services/Benefits</u>			
Salaries/FICA for 12 payrolled temporary employees (thru April 2)	\$ 34,945	\$ -	\$ 34,945
<u>Travel/Transportation</u>			
Travel Authorizations	15,861	12,621	28,482
<u>Rents/Communications/Utilities</u>			
Telephone and other commu- nications facilities	76,195	25,380	101,575
Williamsburg Contract, Phase 1	2,500	1,500	4,000
Office Equipment Rental Xerox, typewriters, Wang, ADP (thru June 10)	71,026	235	71,261
<u>Printing/Reproduction</u>			
Letterhead	951	-	951
<u>Other Services</u>			
Contractors' Costs (thru June 10)	214,609	-	214,609
Miscellaneous Services Moving Xerox & Furniture, Wang/computer cables	10,088	-	10,088
<u>Supplies/Materials</u>			
Office Supplies	15,479	2,379	17,858
TOTAL OBLIGATIONS	\$441,654	\$ 42,115	\$483,769

DEPARTMENT OF STATE
STATUS OF ALLOTMENT 1043
1983 SUMMIT OF INDUSTRIALIZED NATIONS
as of COB April 6, 1983

	<u>AMOUNT OF OBLIGATIONS</u>		
<u>COST CATEGORY</u>	<u>PRIOR TO 3/30</u>	<u>3/31-4/6</u>	<u>TOTAL</u>
<u>Personnel Services/Benefits</u>			
Salaries/FICA for 12 payrolled temporary employees (thru June 11)	\$ 34,945	\$ 53,071	\$ 88,016
<u>Travel/Transportation</u>			
Travel Authorizations	28,482	(812)	27,670
Foreign Advance Visit-Vehicles	--	2,188	2,188
<u>Rents/Communications/Utilities</u>			
Telephone and other communications facilities	101,575	--	101,575
Williamsburg Contract, Phase 1	4,000	--	4,000
Accommodations-Harper		4,000	4,000
Office Equipment Rental Xerox, typewriters, Wang, ADP (thru June 10)	71,261	708	71,969
<u>Printing/Reproduction</u>			
Letterhead	951	1,039	1,990
<u>Other Services</u>			
Contractors' Costs (thru June 10)	214,609	-	214,609
Miscellaneous Services Moving Xerox & Furniture, Wang/computer cables	10,088	677	10,765
Management Svc-Auto Trans Sys		12,000	12,000
<u>Supplies/Materials</u>			
Office Supplies	17,858	470	18,328
TOTAL OBLIGATIONS	\$483,769	\$ 73,341	\$557,110

MINUTES
WEEKLY STAFF MEETING
FRIDAY, FEBRUARY 4, 1983

SCHEDULE PROPOSAL

Mike Deaver and Judge Clark have discussed proposed schedule. The following is a summation of the discussion (times are tentative and approx.):

Arrival:

Preference to use carriages (colonial/Williamsburg type) as opposed to limos.

Sunday:

(Morning Service--8:00A in the Bruton Parish)

The President to invite Heads of State and Finance Ministers to "hope for peace and success of the Summit."

(First Morning Meeting--9:30A-10:30A in the House of Burgess)
Heads of State only. (Need to decide if Jim Baker and Judge Clark equals in other countries, i.e., Germany and Japan, need to be included in Head of State only events.)

(Second Morning Meeting--10:30A-noon in the East Lounge)
Heads of State and Finance Ministers.
Following Meeting, walk from East Lounge to Raleigh Tavern.

(Lunch--12:30P-2:00P in Raleigh Tavern)
Heads of State only. (Finance Ministers, et. al. to lunch elsewhere.)

(Carriage Tour/Walk--2:00P-2:30P on walk route)

(First Afternoon Meeting--2:30P-3:30P)
Heads of State only.

(Second Afternoon Meeting--3:30P-5:00P)
Heads of State and Finance Ministers.

(Sunday Evening Dinner/Reception--7:30P-10:30P in the Governor's Palace)
Heads of State to invite Finance Ministers and personal representatives to reception preceding dinner.
Two dinners to be held. Dinner for Heads of State only at the Governor's Palace. Dinner for Finance Ministers, et. al. to be held elsewhere.

Monday:

(State Dinner--7:00P-10:30P at the Palace Green)
Originally proposed to have dinner at inside site. Bill Henkel proposed State Dinner site to be at the Palace Green (outside mall backing to the Governor's Palace). Entertainment will be outside and similar to entertainment at a White House State Dinner.

SPECIAL PROJECTS

Bob Lesko--Will provide potential for a telecommunications showcase.

Joe Canzeri--Will provide suggestions for entertainment. Entertainment similar to White House State Dinners for Summit State Dinner and low-keyed, Williamsburg type entertainment for other events.

(cont.)

SPECIAL PROJECTS (cont.)

Mementos-John Rogers working with design/possible items for gifts for Heads of State.

Norm Beatty working with ideas also.

Figure of \$200.00 raised for limit of cost for each Head of State gift.

Program-The program for the Summit will probably be written in two languages (English and French).

Doug Douglas and Phil Walls to meet and look at State Department reproduction/printing operation and cost and find out if bids are necessary for the reproduction/printing operation.

WILLIAMSBURG CONTRACTS

Three separate contracts

- 1) contract with Colonial Foundation of Williamsburg and Dept. of State.
- 2) contract with Colonial Foundation of Williamsburg and USIA.
- 3) contract with William and Mary and USIA.

Phil Walls in first stage of negotiating contract for State.

Ken Bastian to discuss next stage of contract for State with Phil Walls.

Fact that additional contract needed for USIA with William and Mary for construction raised by Norm Beatty and discussed with Eric Rosenberger.

PERSONNEL

Processing of State Contracts for new personnel for Summit may take two weeks for State processing for a total of four weeks for actual first payment. Contracts for initial personnel (total of five) to be received and signed today.

USIA budget not yet finalized for personnel needs and other expenditures. Eric Rosenberger concerned with length of USIA security check. State security may be contacted for assistance through Bill D'Urso. Possible contact with Charles Wick or other USIA official to expedite security clearances once USIA can provide monies for Summit.

OUTCOME: Mon., Feb. 7, 4:30P - Mtg. w/McManus, Rosenberger and Wick.
Tues., Feb. 8, 3:00P - Mtg. w/McManus, Rosenberger and
Joe Wright (Dep. Dir., OMB)

Advance Division not filling 1 pool secretary slot and 1 advance person slot at present time. Mike McManus suggested possible use of the 1 vacant secretarial slot to fill with White House/Presidential Personnel request.

INTERNAL OFFICE OPERATIONS

Emily Ford is trying to obtain parking from WH, State and USIA for Summit staff.

Internal telephone directory being worked on and distributed today. Complete residential and office telephone numbers and addresses for Summit staff being obtained and updated throughout Summit.

(cont.)

HOTELS

February 19, 1983 set for deadline for all sites*

Presently 1,400 rooms assigned. Total of 5,000 rooms available/reserved. Each delegation to have 15 rooms for staff in addition to possible needs for 1 or 2 rooms for offices and security (Heads of State to stay in private quarters).

Hugh O'Neill is to continue direct contact with embassy liaisons. This contact should continue and be restricted to O'Neill for an efficient operation with the delegations. O'Neill is to immediately inform the embassy liaisons of hotel arrangements and have them deal directly with the innkeepers. Norm Beatty is to be kept informed of arrangements and contacts.

Doug Douglas, Eric Rosenberger, Dan Morris and Hugh O'Neill are to decide today on projected number of rooms and assigned (Summit staff, WH staff, foreign delegations, foreign press, domestic press).

February 9, 1983 (close of business) set for deadline for number of rooms and assignments*

TRAVEL

Trips to Williamsburg to be scheduled to be kept to a minimum, and to be restricted to Tuesdays and Wednesdays if possible. Emily Ford to be notified immediately of any planned travel with numbers and dates. Emily Ford to notify Bill Drennan and Norm Beatty for transportation and other arrangements.

No per diem will be paid for day trips (only for overnights). Allowable outside approved expenses will be paid for one day trips such as transportation expenses for one person day trips.

Walk-through/site survey day trip to Williamsburg planned for Tuesday, Feb. 8 for advance. Dan Morris to provide Emily Ford with list of individuals traveling, and division heads to provide additional names if traveling this day.

MEETINGS

Ken Bastian and Emily Ford will provide weekly block schedule to Mike McManus with all internal meetings scheduled throughout the week. All division heads to notify Bastian or Ford with planned meetings to include on block.

Morris suggested having Monday weekly scheduling meetings to prepare for any travel to Williamsburg on Tuesdays and Wednesdays.

Mon., Feb. 7,	Mon., Feb. 7	Wed., Feb. 9
McManus	Oper. Div.	Oper. Div.
Security/Credential- ing Mtg.	Communications Mtg.	Transportation Mtg.
(Rosenberger, O'Neill Holman)		

(cont.)

CRITICAL PATH

Dave Bochnovich will distribute tracking system of proposed schedule and deadlines today. Division heads to review and discuss any necessary and desired changes and provide to Bochnovich by Friday, Feb. 11.

(DEADLINE REVISION: Necessary and desired changes should be provided to Bochnovich by c.o.b. Wed., Feb. 9 in order to discuss in Thursday staff meeting*) Deadline dates in proposal should particularly be reviewed. Eric Rosenberger to provide Bochnovich with revised schedule and deadline proposal for the press operation today. Bochnovich will provide Mike McManus a summary of critical path report next week*

BUDGET

State Department budget finalized.

USIA budget still under review. Need to finalize soon. (SEE: Personnel heading in these minutes).

Phil Walls to provide on a weekly basis a summary of monies spent to date and monies obligated to date to Mike McManus.

- Phil Walls stated that the turn-around for Purchase Orders from the Department of State is 1 or 2 days.

Expenditure figures for approval needed from Mike McManus discussed. Phil Walls suggested \$2,500 and above and Mike McManus suggested \$500 and above. Decision needed on amount required for Mike McManus approval.

MISCELLANEOUS

Mike McManus to have memo sent from Mike Deaver to Ed Hickey stating the status of the Economic Summit as a White House function so that provisions can be made for White House Military support and White House Communications Agency support.

-END-

* Indicates deadline.