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10 DOWNING STREET

LONDON SW1A 2AA

From the Private Secretary

13 April 1989

Dear Kate

The main letter is underneath. This is just a covering note for: your copy of the programme/annotated agenda as it has gone out, plus the lapel badges and, where necessary, admit cards for Ministers and officials.

A copy of this covering letter and appropriate enclosures goes to Stephen Wall (Foreign and Commonwealth Office), Neil Thornton (Department of Trade and Industry), Shirley Stagg (Ministry of Agriculture, Fisheries and Food), Malcolm Buckler (Office of the Paymaster General), Myles Wickstead (Overseas Development Administration), Andrew Lean (Office of the Minister for Housing, Environment and Countryside), Paul Grice (Office of Mrs. Bottomley), Peter Haslam (Mr. Spicer's Office, Department of Energy), John Fairclough (Chief Scientific Adviser, Cabinet Office) and to Trevor Woolley (Cabinet Office).

*Yours ever
Dominic*

Dominic Morris

Miss Kate Bush,
Department of the Environment.

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LONDON SW1A 2AA

From the Private Secretary

12 April 1989

GLOBAL CLIMATE SEMINAR: 26 APRIL

The Prime Minister was grateful for the revised note which you provided and has approved a slightly amended version of it for issue. This has now gone out to the participants in the seminar. I enclose the packs for Martin Holdgate, Bob Watson and Mr. Oppenheimer. You very kindly arranged to forward these as they are moving around a lot.

We spoke about the other material the Prime Minister would need for the seminar. I think she will need the following:

- points for opening and closing remarks (not more than half a dozen in each case);
- a steering brief for handling the seminar: you have already indicated that your Secretary of State might want to speak after Dr. Currie's opening; on what lines would he speak? How, if at all, are other participants to be stage-managed during the day and the possible conclusions/summing up points for each section of the day's discussion;
- a note on facts and issues for each of the three main subject areas for the day (you may need, of course, to have FCO help with the international section).

I should be grateful if you could let me have this briefing please by close of play on Thursday 20 April. This should be able to take on board any points which emerge from the Ministerial meeting the day before.

I am copying this letter to Bob Pierce (Foreign and Commonwealth Office), and to Richard Wilson (Cabinet Office).

DOMINIC MORRIS

Miss Kate Bush,
Department of the Environment