

I. Preparations for Advance Team

A. Method of negotiations

1. Who to negotiate with
 - a. Which branch of government - city by city, one central place
2. Counterparts
 - a. Who are they?
 - b. Are they of the same governmental organization?
 - c. Their rank.
3. Interpreters for Advance Team
4. Type of sessions
 - a. Plenary
 - b. Counterparts
5. Documentation
 - a. Schedules - who does, do we give them ours
 - b. Diagrams - who does
 - c. Background information (local color)
6. Timing of decisions
 - a. Which questions taken up first.
 - b. Understanding concerning schedule changes.
7. Inspection of sites to be visited
 - a. How arranged?
 - b. Credentials for Advance Team

B. Logistics of Advance

1. Billeting
 - a. Who arranges?
 - b. Required accommodations
 - c. Power supply/converters
 - d. Location
 - e. How paid for

- f. Food - water - booze
- g. Ya-Ha
- h. Services - Laundry?

2. Office

- a. Supplies
- b. Secretaries
- c. Equipment - typewriters, copy machines, files, safes
- d. Location
- e. Security

3. Embassy-type services (commisary)

- a. Currency exchange
- b. Guide information
- c. Restaurant information
- d. Manpower
- e. Motorpool
- f. Postal services
- g. Courier

4. Transportation

- a. Permission to move about
- b. Guides???
- c. Intra city vehicles
- d. City to city transportation - air (helicopters), rail automobile -- OURS or THEIRS

C. Organization and control of Advance Team

- 1. Daily meetings
- 2. Flow of paper work
- 3. Identification of responsibilities
- 4. Project officers

D. Contacts

- 1. Maintain contact sheet
- 2. Determine key people
- 3. Local officials
- 4. Security types

Functional areas to be negotiated.

A. Arrival/ Departure

1. Where is state arrival ceremony?
 - a. Airport
 - b. Palace, etc.
 - c. If not at airport -- what will happen at airport.
2. Who will greet the President? WHERE?
 - a. At airport -- on plane, at ramp, etc.
 - b. Other place
 - c. Are interpreters present?
 - d. Is introduction necessary?
3. Attire?
4. How greet? (Shake hands, bow, etc.)
5. Who are in Official Parties - order of precedence.
6. How exit from aircraft?
7. Who escorts:
 - a. The President
 - b. Mrs. Nixon
 - c. Official Party
 - d. Staff
 - e. Support people
8. How escorts identified - OURS and THEIRS
9. Ceremony
 - a. Movements
 - b. Honors - do we need to provide sheet music for our Anthem?
 - c. Participation of President, Mrs. Nixon, Official Party, etc.
 - (1) How does President stand during Anthem
 - (2) Movement of aides, translators, etc.
 - (3) Do Official Parties meet?

10. Crowd?

- a. Size, location, color, how close
- b. What type of barricades
- c. Crowd reaction - flags, clapping
- d. Demonstrators - how do we find out if there will be any?
- e. Can President work crowd?

11. Color

- a. Posters, billboards, flags
- b. Will public photos of President appear?

B. Motorcades

1. Vehicles

- a. Assignments - Official Party, Staff
- b. Type cars
- c. Who provides (President's car)
- d. Signs
- e. Drivers
- f. Seating of President - who with him

(1) Interpreters

(2) Flags

- g. Doctor, USSS, WHCA, etc.
- h. Route

(1) How chosen

(2) Wide streets?

- i. Escorts around President's car
- j. Escorts in front of motorcade

2. Crowds

- a. Yes/No
- b. How raised
- c. How positioned
- d. Color - confetti, flags, etc.
- e. Will they recognize President? How?

3. Control of motorcade

- a. Who, how
- b. Speed, stops

- c. Stand up, work crowd
- d. Prohibited areas
- e. Photo trucks

4. Docking

- a. How
- b. Who does it
- c. Door openers
- d. Who exits first
- e. Ceremony?

C. Official Meetings & Ceremonies

1. Place

- a. Who decides
- b. Attendees
 - (1) Head to head only
 - (2) Advisors
- c. Prohibited attendees & areas
- d. Escorts

2. Logistics

- a. Intrepreters & equipment
- b. Flags, seals, etc.
- c. Eating utensils
- d. Type of food

3. Arrangements

- a. Honors
- b. Seating
- c. Photo opportunities
- d. Activities of:
 - (1) Mrs. Nixon
 - (2) Official Party
 - (3) Staff & others
- e. Receiving lines
- f. Gifts
- g. Toasts & responses
- h. Entertainment

4. Host country customs

D. Unscheduled Events

1. Extemperaneous motorcades

- a. Who controls
- b. Where can't we go
- c. Vehicles
 - (1) Who provides
 - (2) Who assigns
 - (3) Signs, etc.

2. Unannounced drop-bys

- a. Restrictions
- b. Protocol
- c. Intrepreters
- d. Coverage

3. Last minute proposals from host government

- a. How communicated
- b. How evaluated
- c. How executed

E. Residences

1. Hotel/Palaces

- a. Who decides
- b. Assignments
 - (1) Composition of rooms
 - (2) Proximity to President
- c. Prohibitions
- d. Who greets President

2. Logistics

- a. Food and water
- b. Room service
- c. Washing and toliet facilities
- d. Power
- e. Security
- f. Entrances and exits
- g. American newspapers - News Summary

- h. Baggage
- i. Elevators
- j. Motorpool - who provides vehicles & drivers
- k. Signs - English/Chinese
- l. Liquor

F. Official Thank Yous - What is appropriate.