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. Courrier

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. Interpreters & 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. Interpreters
   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 toilet 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.