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Caroline Stephens
Private Secretary to
the Prime Minister
10 Downing Street
LONDON SW1

28 September 1979

MAD
Dear Caroline,

PE1

Thank you for your letter of 13 September concerning the Prime Minister's visit to this Department on Monday 26 November.

We have considered a possible programme for the visit, and the Secretary of State has approved the outline attached.

I would be grateful to know if this is acceptable and what further information and briefing you will need.

Yours sincerely,

ANDREW HARDMAN
Private Secretary

<u>Time</u>	<u>Activity</u>	<u>DE Personnel</u>
11.00-12.30	Discussion of main policy and management problems facing the Department. (Small conference room)	Perm Sec; 4 Dep Secs; 2 or 3 Under Secs.
12.30-1300	Drinks	S of S and 3 Junior Ministers; Senior Officials as above; balance of Under Secs (5-6); selected Asst Secs (4-6)
1300-1345	Working lunch - continue morning discussion.	Perm Sec and a dozen Senior Officials down to AIS selected according to topics.
¹³⁴⁵ 1400 -1415	Walk through 1 or 2 open plan areas of Caxton House.	Perm Sec, Premises Officer
1415-1500	Meet 30-40 staff over coffee.	Cross-section by age, rank, function etc. Some staff-side representatives.

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