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February 14, 1983

Memorandum For: All Division Heads  
From: Dave Bochnovich ~~DB~~  
Subject: Critical Path Deadlines

Following are the major work items for the week of February 14, 1983:

- ° PRESS - Artwork arrangements to be initiated.
  - Action plan for Public Affairs.
  - Design contract to be negotiated for construction.
  - Draft contract printing and supplies.
  - Design criteria set for Press Construction and food service needs.
- ° ADVANCES - Interpretation equipment/personnel need study to be completed.
  - Budget data finalized.
- ° OPERATIONS - Initial Accommodation Use Plan completed.
  - Initial plan office requirements for Williamsburg.
  - Working radio paging operations plan completed.
  - Initial draft all transportation needs.
- ° MILITARY - Select aircraft requirements for the Summit.
- ° TECHNOLOGY SHOWCASE - Assessment of private industry interest and willingness to participate.

Items of work continuing to be worked on which are critical to overall progress:

- budgets
- staffing (press)
- communications plan
- construction needs plan
- accommodation arrangements.

Please channel all input to me or Kelly Sinclair as results occur. Thank you.

February 17, 1983

MEMORANDUM FOR: ALL DIVISION HEADS  
From: Dave Bochnowich  
Subject: Critical Path Deadlines

Following are the major work items to be completed by  
February 18, 1983:

- ° ADVANCE - Interpretation equipment/personnel needs study  
- Draft budget prepared  
- Identify foreign delegation liaison officers
- ° FINANCIAL - Develop budget estimates for all operating divisions  
- Define requirements for William and Mary  
- Develop schedule for tracking financial obligations
- ° MILITARY - Identify room and office requirements  
- Determine the number of subscribers requiring switchboards
- ° OPERATIONS - Assign hotels to delegations  
- Prepare initial hotel accommodations use plans  
- Prepare initial plan for office requirements in Williamsburg  
- Prepare initial working telephone operations plan  
- Prepare initial draft transportation needs plan
- ° PRESS - Plans and procedures for acquiring furnishings/supply needs  
- Budget  
- Develop plan for paper flow purchasing, travel  
- Initial accommodation assignments for participating foreign delegations  
- Initial accommodation assignments for support groups  
- Plan food service for U.S. and foreign press  
- Draft publications plan  
- Draft action plan for public affairs  
- Select assigned staffing requirements  
- Develop summit scenario/site preparation  
- Develop plan for media coverage of open/pool press events
- ° SECRET SERVICE - Establish all credential requirements  
- Accommodation and food requirements plan
- ° TECHNOLOGY SHOWCASE - Assess industry interest and willingness to participate  
- Present viability information to summit administrator



ALL DIVISION HEADS MEMO  
February 17, 1983

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Items of work continuing to be worked on which are critical to overall progress:

- budgets
- staffing (press)
- communications plan
- construction needs plan
- accommodation arrangements

Please channel all input to me or Kelly Sinclair as results occur. Thank you.

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## 1983 Summit of Industrialized Nations

50 Pennsylvania Ave., N.W.  
 Suite 200  
 Washington, D.C. 20547

Office of The Administrator  
 202/724-0611  
 Press Information  
 202/724-0911

March 11, 1983

MEMORANDUM FOR: MICHAEL A. McMANUS, JR.  
 FROM: DAVE BOCHNOWICH *AB*  
 SUBJECT: CRITICAL PATH SUMMARY - COMMENTS

Below are listed some major elements of work which are in process, however, they should be given your consideration for addressing at the upcoming staff meeting:

MASS TRANSIT

Procurement process has begun to contract with bus company to serve as the mass transit contractor. Important that we get an experienced organization. Suggest Commonwealth of Virginia mass transit expert tie into our operation. Good as a contingency.

CLOSED CIRCUIT TV SYSTEM

Time/Life Corporation system being developed to provide Time/Life text with live press pool coverage. Coverage to residence, William and Mary Hall, Williamsburg Inn and the Student Center a good possibility. Probably need to involve Warner-Amex system in order to get broader distribution. Needs to be focused upon as much coordination as necessary.

CONTRACT - WILLIAM AND MARY

Conceptual contract agreed upon - 2 to 3 workdays, letter of agreement in place, details need to be worked out later. Gilbane to start work anytime after March 15. Detail negotiations need to be wrapped up. Need to tie in schedules of C&P Telephone and Time/Life Corp. Going good.

WILLIAMSBURG

Expedite finishing of all arrangements for contracts to set in motion phase II of Williamsburg efforts.

SHERPA MEETING

Logistics for upcoming Sherpa meeting and then Williamsburg visit. Need to finalize details in preparation for these meetings re: food, lodging, etc.

ACCOMMODATIONS

From list of hotels surveyed, need effort to put holds on blocks of space for support groups, staff, any other groups associated with Summit.

INDUSTRY CONTRIBUTION EFFORT

Need to develop potential sources into a firm schedule for timely follow-up. Suggest as major topic in Division Staff Meeting.

BUDGET

Important to finalize all operation budgets and initiate funding requests. Potential bind in USIA area unless funds are identified within next 2 weeks. Need firm milestone dates of what is to be accomplished and when contingency plan necessary.

ORGANIZATION

Some operations still floundering; overlap of responsibilities appears to be resolved by Operations (Eastland) assuming more total control. Must be careful as some noses are out of joint. Could go either way, i.e., positive or negative.



## 1983 Summit of Industrialized Nation

1750 Pennsylvania Ave., N.W.  
Suite 200  
Washington, D.C. 20547

Office of The Administrator  
202/724-0611  
Press Information  
202/724-0911

March 18, 1983

MEMORANDUM FOR: MICHAEL A. McMANUS, JR. ✓  
FROM: DAVE BOCHNOWICH *DB*  
SUBJECT: CRITICAL PATH SUMMARY - COMMENTS

Below are listed some major elements of work which are in process. They should, however, be given your consideration for addressing at the upcoming staff meeting.

WILLIAMSBURG CONTRACT

Talks are in process. Negotiations are coming along satisfactorily. Major issues: 1) Reluctance of Colonial Williamsburg Foundation to budge on "lost revenue" issue. 2) Colonial Williamsburg Foundation's conviction that some accommodation, food and beverage costs are not negotiable. 3) Colonial Williamsburg Foundation's perception that they would not be concerned about potential negative publicity. Negotiations should be continued next week and some major turn-around on their position appears possible - plan is to go time and materials on all site preparations.

SITE CHANGES

Impacting inversely on budget are lack of specificity with regard to finite site requirements. Example: Road to the Capitol - needs Advance and yourself to make decision on this matter. Other changes should be identified.

VEPCO

Surprise budget requirement of about \$300,000 for power is being discussed by Colonial Williamsburg (heresay from VEPCO). Need to set up meeting with VEPCO, Press and Operations to define scope and begin contract process - urgent we get this matter under control and focused upon.

EMERGENCY ELECTRICAL REQUIREMENTS

Advance and yourself should make decision this week on the various alternatives available and extent of "emergency" service which should be provided. Decision will have big impact on cost and lead time necessary for construction.

(cont.)

### TRANSPORTATION

Progress is more defined this week - selection committee group should be formed and urged to meet to begin internal planning process with Secret Service in on meeting in advisory capacity. Selection Committee should be Summit, local, William and Mary, Colonial Williamsburg, expert from Commonwealth of Virginia, etc. This effort needs to give more attention to detail.

### COMMUNICATIONS

Progress is satisfactory at this time. Slippage is tolerable - more expediting by C&P and vendors is needed - should be pushed to get back on track. Reminder is necessary to work within requirements of USIA and State Department (as personal initiatives to negotiate lower costs can actually cause delays and problems).

### INTERNAL OPERATIONS

Eric's return has been very beneficial to smoother operations in press -- overlaps are working themselves out - still "us and them" syndrome, but not as bad as last week.

### SECRET SERVICE AND MILITARY

More closer coordination necessary with operating divisions, i.e., Press and Operations - they should be urged to be more aggressive in initiating communications with various elements of Secret Service and Military.

### PRIVATE SECTOR INITIATIVES

Picture as presented is still "pie in the sky" - need to develop schedule to put time perspectives into this effort - more definition about what has to be done administratively to cut some deals is needed. Has obvious implications.

### CRITICAL PATH DIVISIONS

Tool is in place to track all operations -- picture presently shows much slippage - division heads should be reminded of importance and consequences - both budget and lead time.

### CARS/BUSES/VANS

Need donated or GSA vehicles for ferrying around staff while in Williamsburg - or to and from D.C.

### ADVANCE

Just completed walk-through of Colonial Williamsburg with foreign advance teams and will now gear up for meeting the changes suggested by this week's SHERPA meeting. Focus on these changes immediately.

### PUBLICATIONS

Preliminary drafting of press publications should begin. Schedule



*Mr. Deane*

DATE: March 24, 1983

DUE DATE:

SUBJECT: Power Critical Path

FROM: OFFICE OF THE ADMINISTRATOR

|             | <u>FYI</u> | <u>ACTION</u> |
|-------------|------------|---------------|
| TO: Bastian | ___        | ___           |
| Bechnowich  | <u>X</u>   | ___           |
| Bull        | ___        | ___           |
| Corle       | <u>X</u>   | ___           |
| Denning     | ___        | ___           |
| Douglas     | ___        | ___           |
| Drennen     | ___        | ___           |
| Eastland    | <u>X</u>   | ___           |
| Henkel      | ___        | ___           |
| Holman      | ___        | ___           |
| LaCovey     | ___        | ___           |
| Malloy      | <u>X</u>   | ___           |
| Morris      | ___        | ___           |
| O'Neill     | ___        | ___           |
| Rosenberger | ___        | ___           |
| Sinclair    | ___        | ___           |
| Walls       | ___        | ___           |
| Lewis       | <u>X</u>   | ___           |
| _____       | ___        | ___           |
| _____       | ___        | ___           |
| _____       | ___        | ___           |

Remarks:

Comments:

Please return a copy of response and/or comments to Emily Ford by due date.

POWER CRITICAL PATH

| <u>ACTION ITEMS</u>   | <u>DUE DATE</u> | <u>ACTION PERSON</u> |
|---|-----------------|----------------------|
| Correspondence from VEPCO re: scope of power requirements to be furnished for Summit    | Thurs. 3/24     | H.D. Lewis           |
| Power Needs and yes/no decisions-Emergency Generator                                    | Mon., 3/28      | Bochnowich           |
| Bochnowich/Lewis meet with VEPCO to review their estimates                              | Tues., 3/29     | Bochnowich/Lewis     |
| Meeting with Reps. from VEPCO/Gilbane, CWF Press and Operations                         | Wed., 3/30      | Bochnowich/Lewis     |
| VEPCO officials meet with Eastland, Bochnowich to discuss contributors to Summit effort | Thurs., 3/31    | Bochnowich/Eastland  |
| McManus to meet with President of VEPCO continue/finalize from VEPCO                    | T.B.A.          | McManus/Eastland     |





STAFFING MEMORANDUM  
1983 SUMMIT OF INDUSTRIALIZED NATIONS

*M. Sean*

DATE: March 29, 1983

DUE DATE:

SUBJECT:

FROM: OFFICE OF THE ADMINISTRATOR

|                    | <u>FYI</u> | <u>ACTION</u> |
|--------------------|------------|---------------|
| TO: Bastian        | —          | —             |
| Bechnowich         | X          | —             |
| Bull               | X          | —             |
| Corle              | X          | —             |
| Denning            | —          | —             |
| Douglas            | —          | —             |
| Drennen            | —          | —             |
| Eastland           | X          | —             |
| Henkel             | —          | —             |
| Holman             | X          | —             |
| LaCovey            | —          | —             |
| Malloy             | —          | —             |
| Morris             | X          | —             |
| O'Neill            | X          | —             |
| Rosenberger        | X          | —             |
| Sinclair           | —          | —             |
| Walls              | —          | —             |
| <u>Balfour</u>     | X          | —             |
| <u>Lewis</u>       | X          | —             |
| <u>F. Fielding</u> | X          | —             |
| <u>C. Whitman</u>  | X          | —             |

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Remarks: If you have any questions, please see Ken Bastian.

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Comments:

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Please return a copy of response and/or comments to ~~Emily Ford~~  
by due date. Ken Bastian.

Critical Path

| <u>ACTION ITEMS</u>   | <u>DUE DATE</u>                       | <u>ACTION PERSON</u>         |
|---|---------------------------------------|------------------------------|
| Private Sector Categories   | Close of Business<br>Monday, March 28 | Fred Corle to<br>McManus     |
| Set up meeting with McManus,<br>Corle and Robinson re:COMSAT                          | Close of Business<br>Monday, March 28 | Fred Corle to<br>McManus     |
| "Fact Sheet" from Press<br>Logistics  | Close of Business<br>Monday, March 28 | E.Rosenberger<br>to McManus  |
| Summit Printing Plan, Critical<br>Path and Estimate                                   | Close of Business<br>Tues., March 29  | Larry Eastland               |
| Private Sector Responsibility-<br>ies Delegation                                      | Close of Business<br>Wed., March 30   | Corle /<br>McManus           |
| Meeting with Repls. from<br>VEPCO/Gilbane,CWF, Press<br>and Operations                | Close of Business<br>Wed., March 30   | Bochnowich/<br>Lewis         |
| Food and Beverage Plan Critical<br>Path and estimate                                  | Close of Business<br>Wed., March 30   | Fred Corle                   |
| Telephone call to Xerox<br>and IBM  | Close of Business<br>Wed., March 30   | Mike McManus                 |
| Memo to State requesting pass-<br>port/visa requirements for<br>press and delegations | Close of Business<br>Wed., March 30   | Hugh O'Neill<br>to Jean Bull |
| Copywrite for Williamsburg<br>logo  | Close of Business<br>Wed., March 30   | McManus to<br>Fred Fielding  |

Critical Path

ACTION ITEMS

DUE DATE

ACTION PERSON

Part II of transportation document re: transporting of delegation support staff

Close of Business Wed., March 31

Eastland/  
Balfour to  
McManus

Contingency questions prepared for Countdown Meetings

Countdown Mtg. Thurs., March 31

H. O'Neill,  
C. Whitman,  
T. Holman to  
Dan Morris

VEPCO officials meet with Eastland, Bochnowich, Lewis to discuss contribution to Summit effort

Close of Business Thurs., March 31

Bochnowich/  
Eastland

Weekly combined budget figures due

Close of Business Friday, April 1

Bochnowich  
to McManus

Part II presentation of transportation plan

Div. Head Mtg. Monday, April 4

Eastland/  
Balfour

Proposal/Plan for press coverage for arrivals

Div. Head Mtg. Monday, April 4

E. Rosenberger  
/Mike McManus





# 1983 Summit of Industrialized Nations

1. Pennsylvania Ave., N.W.  
Suite 200  
Washington, D.C. 20547

Office of The Administrator  
202/724-0611  
Press Information  
202/724-0911

April 4, 1983

TO: Mike McManus  
Pat Malloy ✓  
Dave Bochnowich  
Fred Corle  
Dan Denning  
Eric Rosenberger  
Pam White

FROM: Ken Bastian

SUBJECT: Food & Beverage Critical Path April 4 - April 15

Attached, as a result of the Monday afternoon food and beverage meeting, is a list of deadlines that must be followed. On April 15, the final deadline date appearing on this memo, we will be only forty days away from lift off. Fire up!

| <u>ACTION ITEM</u>   | <u>DUE DATE</u>                       | <u>ACTION PERSON</u>                                   |
|--|---------------------------------------|--|
| Decision yes/no<br>re: Shamrock  | Close of Business<br>Tues., April 5   | F. Corle/D. Bochnowich<br>P. White to McManus          |
| Decision on meeting<br>time for Executive<br>V.P. with Summit staff                                  | Close of Business<br>Tues., April 5   | F. Corle/D. Bochnowich<br>to McManus                   |
| Marching orders to<br>A. Letendre for private<br>sector contacts re: food<br>& beverage associations | Meeting 9:00am<br>Tues., April 5      | P. Malloy, Rosenberger<br>F. Corle with<br>A. Letendre |
| List of every item that<br>needs to be donated and<br>those who have given<br>a definite yes         | Close of Business<br>Tues., April 5   | F. Corle to McManus                                    |
| Contract negotiated,<br>finalized with contin-<br>gencies with Shamrock                              | Close of Business<br>Friday, April 15 | Bochnowich, Corle,<br>Denning to McManus               |
| Final list of private<br>sector contributors<br>to food & beverage<br>program                        | Close of Business<br>Friday, April 15 | A. Letendre to<br>McManus                              |