

RECORD OF A MEETING

MATTHEW RYCROFT, No 10

CLARE SUMNER, No 10

DANNY PRUCE, No 10

[REDACTED] No 10

[REDACTED], FCO

[REDACTED] fco

[REDACTED] fco

[REDACTED] fco

[REDACTED], MOD

JOHN SCARLETT, ISS

JULIAN MILLER, ISS

[REDACTED] ISS

cc Jonathan Powell  
David Manning  
David Omand

[REDACTED]

[REDACTED]

[REDACTED]

IRAQ DOSSIER: PUBLIC HANDLING AND BRIEFING

The following main points were agreed at a meeting held in John Scarlett's office at 13.00 on 20 September and attended by main addressees.

Schedule

- The final text of the dossier was with the printers who would now provide a printing schedule. Printers' proofs should be ready for examination at the printers' premises by Saturday morning, 21 September. Action: John Scarlett and [REDACTED]
- One hundred copies of the final printed document should be available by 16.00 on Monday, 23 September. Precise arrangements for their distribution were under consideration. Arrangements would be made to have photocopies available for Cabinet in the event of printing/delivery problems. Action: Clare Sumner
- No 10 would take delivery of 5,000 copies by 07.30 on Tuesday, 24 September for onward distribution to press gallery, etc. All callers requesting copies would be referred to websites initially (Stationery Office, FCO, MOD, No 10, Cabinet Office) though printed copies would be sent out as necessary. Action: Danny Pruce
- ISS would require 75 copies delivered to the Cabinet Office by 07.30 that day. Action: [REDACTED]. This total included copies to be passed to the ISC and to SIS. Action: [REDACTED]
- The only foreseeable production problems concerned the photographs in the dossier, both printing them and incorporating them in electronic versions. These seemed close to resolution. Action: [REDACTED]



Press Lines

- As lead department, No 10 had circulated a draft Q&A. Work on it would continue until Monday to take account of comments, additional contributions and external developments. Action: Danny Price; All
- The CIC were putting together a summary, based on the dossier's Executive Summary, for deployment at 08.01 on Tuesday, 24 September. Action: [REDACTED]

Next Meeting

- A further meeting would be held in John Scarlett's office on Monday 23 September at 13.30 [confirmed]

Cabinet Office

20 September 2002