

- (b) Procedures Details of the President's visit were arranged directly between the US Embassy in Ottawa and the Prime Ministers Office (See memorandum of October 2, 1957 on file 11912-40). US Ambassador Stuart "firmed up" the programme at a meeting with the President in Washington.

Early in October, USA Division began making plans for the establishment of an Interdepartmental Committee after/USSEA the designated that Division as the focal point for arrangements. A letter of October 6, 1953, signed by Assistant Under-Secretary R.M. Macdonnell was sent out asking the following persons/departments/agencies to send representatives to the committee's first meeting on October 13: Under-Secretary of State; D/M of National Defence; Secretary to the Governor-General; Commissioner of the R.C.M.P.; D/M of Public Works; Secretary to the Prime Minister; Clerk of the Senate (by a special letter from the Committee's chairman, Mr. Macdonnell) and Clerk of the House of Commons (by a special letter from the Committee's chairman, Mr. Macdonnell). In addition to the Chairman, DEA had two persons on the Interdepartmental Committee - Head of USA Division and the Department's Press Officer - and also provided a secretary for the Committee.

The Interdepartmental Committee set up a sub-committee for press arrangements with Mr. Freifeld as chairman and membership from RCMP, NFB, CBC AND others as required. Another decision, taken at the Committee's first meeting, in addition to setting up the sub-committee, was that while Government House would invite guests to the State dinner, and the Parliamentary authorities would be in charge of the President's visit to Parliament, and the US Embassy would issue invitations to the President's dinner, insofar as Canadian government departments were concerned, Mr. Howard Measures of the Secretary of State Department should have the main responsibility for ceremonial arrangements and the drawing up of a detailed programme. The second meeting of the Interdepartmental Committee was held on October 16; the third on October 23; the fourth on October 28 (at which three CNR officials were present); the fifth on November 6 (at which two officer of the US Embassy were present); and the sixth meeting on December 1, 1953.