

Série O 22: Special Project Office, 1978-1984, vols 1-16

The Special Projects Office files documents the Trudeau PMO's approach to organizing events which were attended by the Prime Minister and/or visiting dignitaries during the 1980-1984 period.

Until 1980, the Special Project Office section seems not to have existed at all, at least not under any special section in the PMO. It appears that prior to 1980 most of the work which encompassed organizing the PM's schedule was handled by Madeleine Lafleur, the appointments secretary. Following the Liberals return to power in 1980, a Planning Office was apparently established to oversee planning within the PMO for the Prime Minister's trips and for the state visits, The Planning Office remained responsible for such planning until the end of the second Trudeau ministry, in 1984. It appears that the Special Project Office emerged as a part of this reorganization within the PMO.

The chief officer in the Special Projects section was the co-ordinator. From 1980-1981 the position appears to have been occupied by Marie-Helen Fox, from 1981-1983 by Bea Cleary and from 1983-1984 by Pauline Isaacs. (All dates are approximate).

The Special Project Office Series is arranged in two sub-series:

Events Files, 1978-1984, vol. 1-15, file 4

Research Material/Working Papers, 1979-1983, vol. 15, file 5 to vol. 16

Sub-series: Events Files, 1978-1984, vol. 1-15, file 4

These files document the events which were attended or hosted by the Prime Minister or another representative of the Canadian government.

Sub-series: Research Material/Working Papers, 1979-1983, vol. 15, file 5 to vol. 16

These are subject files which include reports such as media analysis, information book, lists of contacts and Christmas card lists.

Série O 23: Backlog Series, 1967-1984, vols 1-14

This series includes material that was found at the end of the project and for convenience another serie was created. Similar types of documents can be found in the Correspondence Division Series, Briefing Books and Other Memoranda Series, Press Office Series, 1968-1978, Priority Correspondence Series and 1978-1979 Correspondence Series. This series is arranged according to the preceding series in five sub-series:

Briefing Books and Other Memoranda 1968-1979, vol. 1 to vol. 3, file 10
Correspondence Division, 1966-1980, vol. 3 file 11 to vol. 6
Press Office, vol. 7-12, 1981-1984
1968-1978 Priority Correspondence, 1977-1978, vol. 13, files 1-11
1978-1979 PMO Correspondence, 1978-1979 vol. 13, files 12-22

Sub-series: Briefing Books and Other Memoranda 1968-1979, vol. 1 to vol. 3, file 10

Various kinds of material are found in this sub-series. Subject files which includes material that was requested by the Prime Minister and assembled by PMO staff, as well as, the Prime Minister's copies of distributed material and material collected by the Prime Minister or his staff for research purposes.

Sub-series: Correspondence Division, 1966-1980, vol. 3 file 11 to vol. 6

Included in this sub-series are copies of the standard letters, Official Documents utilized by the PMO, as well as information on the subject classification systems adopted for PMO correspondence.

Sub-series: Press Office, vol. 7-12, 1981-1984

This sub-series includes copies and originals of news conferences, press releases, speeches, question and answers and interviews which were presented by the Prime Minister.

Sub-series: 1968-1978 Priority Correspondence, 1977-1978, vol. 13, files 1-11

Included in this sub-series are subjects files which include material relating to foreign affairs, federal government and the provincial government.

Sub-series: 1978-1979 PMO Correspondence, 1978-1979 vol. 13, files 12-22

This sub-series includes general correspondence relating to 1978 and 1979.

MG 26 O 22

Vol.	File	Subject	Date
Special Projects 1978-1984			
1	1	Events - 18 January 1978 - Mondale Reception - Plaza Hotel, Edmonton	1978
1	2	Events - November 1978 - Begin Luncheon	1978
1	3	Events - 9 November 1978 - Dinner for Prime Minister Begin - Toronto	1978
1	4	Events - 6 March 1980 - National Gallery Dinner	1980
1	5	Events - 30 March-3 April 1980 - Visit of His Royal Highness, The Prince of Wales	1980
1	6	Events - 25 April-4 May 1980 - Visit of Princess Alexandra	1980
1	7	Events - 29 April 1980 - National Indian Brotherhood Banquet	1980
1	8	***Events - May 1980 - Funeral of President Tito of Yugoslavia	1980
1	9-10	Events - 4-7 May 1980 - Visit of Prime Minister Ohira of Japan	1980
1	11-12	Events - 6-7 May 1980 - Visit of Prime Minister Ohira of Japan - Dinner - Vancouver, B.C.	1980
1	13	Events - 6-7 May 1980 - Visit of Prime Minister Ohira of Japan - Vancouver, B.C.	1980
1	14	Events - 17 May -6 June 1980 - Visit of Prince Philip	1980
1	15-16	Events - 26 May 1980 - Visit of President Portillo of Mexico - State Dinner	1980
1	17	Events - 26 May 1980 - Visit of President Portillo of Mexico - State Dinner - Gala Report	1980
1	18	Events - 26 May 1980 - Visit of President Portillo of Mexico - State Dinner - Guest Lists	1980
1	19	Events - 17 July 1980 - Eileen Bond Reception	1980
1	20	Events - 18-27 July 1980 - Visit of Princess Margaret	1980
1	21	Events - 6-7 October 1980 - Visit of President Ceausescu of Romania	1980

Vol.	File	Subject	Date
1	22-23	Events - 6-7 October 1980 - Visit of President Ceausescu of Romania - Reception	1980
1	24	Events - 21 October 1980 - Visit of the President of Rwanda - Dinner	1980
2	1	Events - 1981- Royal Visits (Pending)	1980
2	2	Events - 19 February 1981 - Vancouver Liberal Reception - Guest List	1981
2	3	Events - 23 February 1981 - MacDonald Reception	1981
2	4-6	Events - 10 March 1981 - Visit of President Reagan of the United States - Gala	1981
2	7-8	Events - 10 March 1981 - Visit of President Reagan of the United States - Gala - Guest List	1981
2	9-10	Events - 10 March 1981 - Visit of President Reagan of the United States - Gala - Report	1981
2	11	Events - 10-11 March 1981 - Visit of President Reagan of the United States - Senate Order Papers	1981
2	12	Events - 10-11 March 1981 - Visit of President Reagan of the United States - State Dinner	1981
2	13	Events - Spring 1981 - Government House Spring Ball	1981
2	14	Events - May 1981 - 24 Sussex Reception	1981
2	15	Events - May 1981 - Visit of Prime Minister Suzuki of Japan	1981
3	1	Events - May 1981 - Visit to Montebello with Summit Task Force People	1981
3	2	Events - 22 May 1981 - Press Reception	1981
3	3-4	Events - July 1981 - Visit of Chancellor Schmidt of the Federal Republic of Germany	1981
3	5-6	Events - July 1981 - Visit of Chancellor Schmidt of the Federal Republic of Germany - Dinner - Briefing Book	1981
3	7	Events - July 1981 - Visit of Chancellor Schmidt of the Federal Republic of Germany - Dinner - Guest List	1981
3	8-10	Events - 19-21 July 1981 - Ottawa Summit	1980-1981
3	11	Events - 19-21 July 1981 - Ottawa Summit - Correspondence	1981

Vol.	File	Subject	Date
4	1	Events - 19-21 July 1981 - Ottawa Summit - Garden Party - Briefing Book	1981
4	2	Events - 19-21 July 1981 - Ottawa Summit - Garden Party - Guest List	1981
4	3-6	Events - 19-21 July 1981 - Ottawa Summit - Reception	1981
4	7-8	Events - 29 July 1981 - Royal Wedding	1981
4	9-10	Events - 29 July 1981 - Royal Wedding - Gifts	1981
4	11	Events - 1 September 1981 - Energy Agreement Reception	1981
4	12	Events - 14 September 1981 - Team Canada - Chateau Champlain	1981
4	13	Events - 28-31 October 1981 - Visit of President Houphouet-Boigny of Ivory Coast	1981
5	1-2	Events - November 1981 - Visit of King Hussein of Jordan - Briefing Book	1981
5	3	Events - November 1981 - Visit of King Hussein of Jordan - Prime Minister	1981
5	4	Events - November 1981 - Visit of King Hussein of Jordan - Programme	1981
5	5	Events - November 1981 - Visit of King Hussein of Jordan - State Dinner	1981
5	6	Events - December 1981 - Visit of Prime Minister Seaga of Jamaica	1981
5	7	Events - 8 December 1981 - Transmittal of Constitution	1981
5	8	Events - 1981/1982 - Budget Night	1981-1982
5	9	Events - 1982 - Possible Head of Government Visits Concerning India	1982
5	10	Events - 1982 - Possible Visit of the Prime Minister of Tunisia	1982
5	11	Events - 1982 - Prime Minister's Travel	1982
5	12	Events - 1982 - Visit of Premier Swan of Bermuda	1982
5	13	Events - February 1982 - First Minister's Conference	1982
5	14	Events - February 1982 - State Dinner for the Prime Minister of Dominica	1982

Vol.	File	Subject	Date
5	15	Events - March 1982 - Visit of His Excellency, Major General Mohamed Siad Barre, President of the Somali Democratic Republic	1982
5	16	Events - March 1982 - Visit of President Herrera of Venezuela	1982
5	17	Events - April 1982 - Parliamentarians Reception	1982
5	18-19	Events - April 1982 - Visit of Prime Minister Mauroy of France - Briefing Book	1982
5	20	Events - 15-18 April 1982 - Royal Visit - Briefing Book	1982
5	21	Events - 15-18 April 1982 - Royal Visit - Canadian Achievers Dinner - Correspondence	1982
5	22	Events - 15-18 April 1982 - Royal Visit - Canadian Achievers Dinner - Expenses	1982
6	1	Events - 15-18 April 1982 - Royal Visit - Canadian Achievers Dinner - First Lists	1982
6	2-3	Events - 15-18 April 1982 - Royal Visit - Canadian Achievers Dinner - Lists	1982
6	4	Events - 15-18 April 1982 - Royal Visit - Canadian Achievers Dinner - Thank-you Letters	1982
6	5	Events - 15-18 April 1982 - Royal Visit - Chretien's Dinner	1982
6	6	Events - 15-18 April 1982 - Royal Visit - Constitution - Proclamation Package Requests	1982
6	7	Events - 15-18 April 1982 - Royal Visit - Costs	1982
6	8	Events - 15-18 April 1982 - Royal Visit - Entertainment	1982
6	9	Events - 15-18 April 1982 - Royal Visit - External Correspondence	1982
6	10	Events - 15-18 April 1982 - Royal Visit - Flowers	1982
6	11	Events - 15-18 April 1982 - Royal Visit - Gala	1982
6	12-13	Events - 15-18 April 1982 - Royal Visit - Gala - Briefing Book	1982
6	14	Events - 15-18 April 1982 - Royal Visit - Gala - Lists	1982
6	15	Events - 15-18 April 1982 - Royal Visit - Internal - PMO Staff	1982
6	16	Events - 15-18 April 1982 - Royal Visit - Invitations	1982
6	17	Events - 15-18 April 1982 - Royal Visit - Kirby	1982

Vol.	File	Subject	Date
6	18	Events - 15-18 April 1982 - Royal Visit - Lists	1982
7	1-2	Events - 15-18 April 1982 - Royal Visit - Lists	1982
7	3	Events - 15-18 April 1982 - Royal Visit - Luncheon - 24 Sussex	1982
7	4	Events - 15-18 April 1982 - Royal Visit - Operation Group Meeting	1982
7	5	Events - 15-18 April 1982 - Royal Visit - Press	1982
7	6	Events - 15-18 April 1982 - Royal Visit - Press Releases	1982
7	7	Events - 15-18 April 1982 - Royal Visit - Prime Minister's Briefing	1982
7	8	Events - 15-18 April 1982 - Royal Visit - Proclamation	1982
7	9	Events - 15-18 April 1982 - Royal Visit - Program	1982
7	10	Events - 15-18 April 1982 - Royal Visit - Protocol	1982
7	11	Events - 15-18 April 1982 - Royal Visit - Regan Dinner	1982
7	12	Events - 15-18 April 1982 - Royal Visit - Regrets	1982
7	13	Events - 15-18 April 1982 - Royal Visit - Secretary of State	1982
7	14	Events - 15-18 April 1982 - Royal Visit - State Dinner	1982
7	15	Events - 15-18 April 1982 - Royal Visit - Thank-you Letters	1982
7	16	Events - 22 April 1982 - Visit of Prime Minister Mauroy of France - Dinner	1982
7	17	Events - 22 April 1982 - Visit of Prime Minister Mauroy of France - Menus, Music and Guest Lists	1982
7	18-19	Events - May 1982 - Visit of President Ahmadou Ahidjo of the United Republic of Cameroon - Briefing Book	1982
8	1-2	Events - May 1982 - Visit of President Ahmadou Ahidjo of the United Republic of Cameroon - Reception/Dinner	1982
8	3	Events - May 1982 - Visit of Prime Minister Fraser of Australia	1982
8	4	Events - 11-13 May 1982 - Visit of Prime Minister Adams of Barbados	1982
8	5	Events - June 1982 - PMO Staff Meeting - Meech Lake	1982
8	6	Events - 28 June 1982 - Budget Night	1982

Vol.	File	Subject	Date
8	7	Events - 1 July 1982 - Canada Day	1982
8	8-9	Events - 4-17 July 1982 - Visit of Her Royal Highness, The Princess Anne	1982
8	10	Events - 4-17 July 1982 - Visit of Her Royal Highness, The Princess Anne - Luncheon	1982
8	11	Events - 12-13 July 1982 - All Star Baseball Game	1982
8	12	Events - 16 July 1982 - Luncheon in Honour of Mr. Mario Bernardi	1982
8	13-14	Events - 18-22 July 1982 - Visit of His Excellency Joao Baptista de Oliveira Figueiredo, President of the Federative Republic of Brazil	1982
8	15-16	Events - 19 July 1982 - Visit of His Excellency Joao Baptista de Oliveira Figueiredo, President of the Federative Republic of Brazil - Reception/Dinner	1982
8	17	Events - 22 July 1982 - Canadian Labour Congress Meeting	1982
9	1	Events - 28 July 1982 - International Conference on Research and Teaching Related to Women - Reception	1982
9	2-3	Events - 28-31 August 1982 - Visit of President Chun of the Republic of Korea	1982
9	4-5	Events - 28-31 August 1982 - Visit of President Chun of the Republic of Korea - Briefing Book	1982
9	6	Events - September 1982 - Visit of Prime Minister Muldoon of New Zealand	1982
9	7-9	Events - 3-5 October 1982 - Visit of Prime Minister Balsemao of Portugal	1982
9	10	Events - 3-5 October 1982 - Visit of Prime Minister Balsemao of Portugal - Copies of telexes	1982
9	11-12	Events - 3-5 October 1982 - Visit of Prime Minister Balsemao of Portugal - Guest List by Category	1982
9	13	Events - 3-5 October 1982 - Visit of Prime Minister Balsemao of Portugal - Invitations and Menus	1982
9	14	Events - 3-5 October 1982 - Visit of Prime Minister Balsemao of Portugal - Toronto Event	1982

Vol.	File	Subject	Date
10	1	Events - 3-5 October 1982 - Visit of Prime Minister Balsemao of Portugal - Toronto Event - Bills	1982
10	2	Events - 14-18 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - Bills	1982
10	3	Events - 14-18 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - Briefing Books	1982
10	4	Events - 14-18 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - General	1982
10	5-7	Events - 14-18 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - Guest List A-Z et al admin	1982
10	8	Events - 14-18 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - Reception/Dinner - Guest List by Category	1982
10	9	Events - 15 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - State Dinner - Guest List	1982
10	10	Events - 15 October 1982 - Visit of Constantine Karamanlis of the Hellenic Republic - State Dinner - Invitations and Menus	1982
10	11	Events - 1 November 1982 - Visit of President Touré of Guinea	1982
10	12	Events - 1 November 1982 - Visit of President Touré of Guinea - Briefing Book	1982
10	13	Events - 5-7 November 1982 - National Liberal Convention - Ottawa, Ontario	1982
10	14	Events - December 1982 - Visit of President Zia of Pakistan - Briefing Book	1982
11	1	Events - December 1982 - Visit of President Zia of Pakistan - Briefing Book	1982
11	2-3	Events - December 1982 - Visit of President Zia of Pakistan - Reception/Dinner	1982
11	4	Events - 13 December 1982 - VIP Security Party - 24 Sussex	1981-1982
11	5	Events - January 1983 - Association of Southeast Asian Nations (ASEAN) Tour - Gifts	1982
11	6-8	Events - 31 January -1 February 1983 - Visit of President Mubarak of Egypt	1982-1983

Vol.	File	Subject	Date
11	9-10	Events - 31 January -1 February 1983 - Visit of President Mubarak of Egypt - Guest Lists	1982-1983
11	11-12	Events - 24 February 1983 - Kurelek Vernissage and Reception	1983
11	13	Events - 23-24 March 1983 - Visit of Vice President Bush of the United States - Dinner	1983
11	14	Events - 23-24 March 1983 - Visit of Vice President Bush of the United States - Guest List	1983
12	1-3	Events - 28-29 March 1983 - Visit of His Excellency Andreas Papandreou, Prime Minister of the Hellenic Republic - Toronto and Montreal - Source Book	1983
12	4	Events - 28-29 March 1983 - Visit of His Excellency Andreas Papandreou, Prime Minister of the Hellenic Republic - Reception/Dinner - Toronto, Ontario - Guest List	1983
12	5	Events - 18 May 1983 - Prime Minister's Reception for Prime Minister's Office (PMO), Privy Council Office (PCO), Federal-Provincial Relations Office (FPRO) - Guest List	1983
12	6	Events - 15 June 1983 - Visit of Prince and Princess of Wales - Halifax, Nova Scotia - Guest List	1983
12	7-8	Events - 15 June 1983 - Visit of Prince and Princess of Wales - Halifax, Nova Scotia - Source List	1983
12	9	Events - 16 June 1983 - Visit of His Excellency Félix Houphouët, President of Republic of Ivory Coast - Dinner - Prime Minister's Guest List	1983
12	10	Events - 21 June 1983 - Visit of Prince and Princess of Wales - Barbecue - Prime Minister's Guest List	1983
12	11-12	Events - 15 June 1983 - Visit of Prince and Princess of Wales - Ottawa, Ontario - Source Lists	1983
12	13	Events - 16 September 1983 - Visit of Prime Minister Robert Gabriel Mugabe of the Republic of Zimbabwe - Dinner - Guest List	1983
12	14	Events - 16-20 September 1983 - Visit of Prime Minister Mugabe of Zimbabwe - Dinner - Source List	1983
13	1	Events - 25-27 September 1983 - Visit of Prime Minister Thatcher of Great Britain - Dinner - Prime Minister's Guest List	1983

Vol.	File	Subject	Date
13	2	Events - 25-27 September 1983 - Visit of Prime Minister Thatcher of Great Britain - Dinner - Toronto, Ontario - Guest List	1983
13	3-4	Events - 25-27 September 1983 - Visit of Prime Minister Thatcher of Great Britain - Source List	1983
13	5	Events - 8-13 October 1983 - Visit of His Excellency Abou Diouf, President of the Republic of Senegal - Prime Minister's Guest List	1983
13	6-7	Events - 8-13 October 1983 - Visit of His Excellency Abou Diouf, President of the Republic of Senegal - Source List	1983
13	8	Events - 30 October 1983 - Conference of National Women's Groups - Welcoming Reception - Guest List	1983
13	9	Events - 30 October 1983 - Conference of National Women's Groups - Source List	1983
13	10	Events - 13 January 1984 - Visit of Prime Minister Mahathir of Malaysia - Prime Minister's Guest List	1984
13	11	Events - 13 January 1984 - Visit of Prime Minister Mahathir of Malaysia - Source Book	1983-1984
13	12-14	Events - 17 January 1984 - Visit of Premier Zhao Ziyang of the People's Republic of China - Gala and Dinner - Source Book	1983-1984
13	15	Events - 17 January 1984 - Visit of Premier Zhao Ziyang of the People's Republic of China - Gala and Reception	1984
14	1-2	Events - 17 January 1984 - Visit of Premier Zhao Ziyang of the People's Republic of China - Vancouver, B.C. - Source List	1983-1984
14	3	Events - 11 April 1984 - Visit of Prime Minister General Prem Tinsulaonda of Thailand - Ottawa - Source Book	1984
14	4	Events - 11 April 1984 - Visit of Prime Minister General Prem Tinsulaonda of Thailand - Prime Minister's Guest List	1984
14	5	Events - 17 April 1984 - Visit of President Eanes of Portugal - Toronto - Prime Minister's Guest List	1984
14	6-8	Events - 17 April 1984 - Visit of President Eanes of Portugal - Toronto - Source Book	1984

Vol.	File	Subject	Date
14	9	Events - 7-9 May 1984 - Visit of President Miguel de la Madrid Hurtado of Mexico - Prime Minister's Guest List	1984
14	10-11	Events - 7-9 May 1984 - Visit of President Miguel de la Madrid Hurtado of Mexico - Source List	1984
14	12	Events - 10 May 1984 - Governor General's Farewell Dinner	1984
15	1	Events - 14 May 1984 - Gala on the Occasion of the Investiture of the Governor General of Canada	1984
15	2	Events - 14 May 1984 - Gala on the Occasion of the Investiture of the Governor General of Canada - Source Book	1984
15	3	Events - 5 July 1984 - Visit of Prime Minister Mauroy of France - Dinner - Source Book	1984
15	4	Events - 5 July 1984 - Visit of Prime Minister Mauroy of France - Proposed Guest List	1984
Research Material/Working Papers			
15	5	Businesses - Lists	1980
15	6	Canada Tomorrow	1983
15	7	Canadian Folk Arts Council	1981
15	8	Chamber of Commerce - Ottawa Members - 31 March 1983	1983
15	9-11	Christmas Card List Index - Sources	1979
15	12	Christmas Card Portraits - Prager	1981
15	13-14	Christmas Card Project	1981
15	15	Christmas Card Sample - Correspondence	1981
15	16	Christmas Cards	1982
15	17	Christmas Cards	1983
15	18	Christmas Cards - Special Requests	1981
16	1-2	Communications	1981-1982
16	3	Constitution	1981
16	4	Focus on Business 1981/1982	1981-1982
16	5	Liberal Communications Group	1981

Vol.	File	Subject	Date
16	6	Liberal Party of Canada	1981
16	7	Media Analysis - Manitoba	1981
16	8	Media Analysis - Newfoundland and Labrador	1981
16	9	The Ministry	1982
16	10	National Youth Convention	1982
16	11	Native Groups	1980
16	12	Official Photographer - Cooper, Bob - Retrieval System	1968-1981
16	13	Prime Minister - Business Meetings	1982
16	14	Prominent Olympic Calibre Athletes (Local)	n.d.
16	15	Reports of the Electoral Boundaries Commission for the Provinces	1983
16	16	Special Projects - Staff Notes	1983
16	17	Summer Intern Program Information Book	1981
16	18	Women`s Liberal Commission - Contacts	n.d.