

STATE VISIT OF THE QUEEN AND THE DUKE OF EDINBURGH

TO THE PRESIDENT OF THE REPUBLIC OF PORTUGAL

18th to 21st FEBRUARY, 1957

PROGRAMME OF ARRANGEMENTS FOR THE RETURN OF THE QUEEN

AND THE DUKE OF EDINBURGH TO LONDON BY AIR

ON THURSDAY THE 21st FEBRUARY, 1957

The following detail of arrangements for the return by air of The Queen and The Duke of Edinburgh on Thursday, 21st February, 1957, is issued on behalf of the Airport Commandant and is based on the directions given to him by the Comptroller of the Lord Chamberlain's Office.

The Control Authorities and the Station Manager, British European Airways, have been consulted in the compilation of this detail.

RETURN

Action

21st Feb. '57

1200 hrs.	Channel No. 12 is taken out of service for passenger movements and made available for cleaning. Buffet tables for Household staff and friends and relations who will greet them on arrival, set up by Forte's Ltd.	<u>C.T.M.</u> <u>Forte's Ltd.</u>
1400 hrs.	All barriers and notices to be in position. (a) Press areas on Roof Gardens as required by P. & P.R.O. (b) Roadways as required by Chief Constable (c) South-east apron, east and west of Stands Nos. 9 and 11. (Stand No. 11 is reserved for the Royal Aircraft and Stand No. 9 for the aircraft conveying members of the Household.) (d) In front of 'D' bridge to provide a viewing enclosure for the friends and relations of the Household.	<u>General Services</u> <u>C.T.M.</u> <u>P. & P.R.O.</u> <u>Chief Constable</u>

21st Feb. '57

Action

1400 hrs.

(e) Road between Queen's Building and Passenger Building closed to all traffic except that connected with the arrival.

Staff permitted to view the arrival will only be allowed on to the Roof Gardens through the main Exhibition Hall entrance.

C.T.M.

The General Public will be allowed on the Roof Terraces under normal paying admission arrangements.

C.T.M.

The public will not be allowed into areas reserved for the Press.

C.T.M.

Free areas for the public at roundabout in front of the Queen's Building permitting a view of the departure of The Queen and The Duke of Edinburgh from the Central Terminal will be arranged as agreed with the Chief Constable.

General Services

Chief Constable

1430 hrs.

Reserved areas on Roof Terraces of the Queen's Building opened to Press, B.B.C., Newsreel Cameramen, etc.

C.T.M.

P. & P.R.O. to arrange for reception of Press and supervision of all facilities in collaboration with Officer i/c Queen's Building.

P. & P.R.O.

No access to restricted areas except for Rota Press as notified to Chief Constable by Chief Information Officer.

Chief Constable

P. & P.R.O.

21st Feb. '57

Action

1600 hrs. All arrangements by B.E.A. and M.T.C.A. in Commandant's Suite to be completed. Central Terminal Manager responsible, in collaboration with Station Manager, B.E.A. for completion of preparations e.g., cloakroom arrangements, provision of service room adjacent to Commandant's Suite for use of B.E.A. Catering Branch (at present occupied by H.M. Immigration). Floral decorations, refreshments; also for reception at the entrance to Channel No. 12 of friends and relations who are to greet arriving Household staff.

C.T.M.

Station
Manager
B.E.A.

Catering
Branch
B.E.A.

1700 hrs. Barrier placed across roadway at "D" ramp.

Apron traffic may continue to use the Service Road except when stopped during the movement of Royal cars to and from the apron.

C.T.M.

Household staff and others (total 35) who are to greet friends and relations arriving in the Royal aircraft begin to arrive in motor cars bearing label showing black "H" on white background and are conducted to the Waiting Lounge of Channel No. 12.

C.T.M.

Barrier placed across Concourse to segregate entrance to Channel No. 12.

Car parking arrangements to be made in the coach area in front of the Queen's Building.

Supt. i/c
Constabulary

S.T.O. ensures that plain language messages giving progress details of Royal Flight are passed to Commandant's Suite via telemove.

S.T.O.

21st Feb. '57

Action

1700 hrs. THE FOLLOWING GENTLEMEN ARRIVE AT THE COMMANDANT'S
SUITE:

Mr. JAMES JEFFS

AIRPORT COMMANDANT

MARSHAL OF THE ROYAL AIR FORCE LORD DOUGLAS OF KIRTLESIDE

CHAIRMAN OF BRITISH EUROPEAN AIRWAYS

Mr. A.H. MILWARD

CHIEF EXECUTIVE OF BRITISH EUROPEAN AIRWAYS

1730 hrs. THE MEMBERS OF THE RECEPTION PARTY WHO ARE TO RECEIVE
THE QUEEN AND THE DUKE OF EDINBURGH ON LEAVING THE
AIRCRAFT ARRIVE AT THE COMMANDANT'S SUITE:

THE RIGHT HONOURABLE HAROLD MACMILLAN

PRIME MINISTER

HIS EXCELLENCY SIR CLAUDE COREA

HIGH COMMISSIONER FOR CEYLON

HIS EXCELLENCY THE HONOURABLE SIR CLIFTON WEBB

HIGH COMMISSIONER FOR NEW ZEALAND

HIS EXCELLENCY THE RIGHT HONOURABLE SIR ERIC HARRISON

HIGH COMMISSIONER FOR THE COMMONWEALTH OF AUSTRALIA

THE RIGHT HONOURABLE RICHARD BUTLER

SECRETARY OF STATE FOR THE HOME DEPARTMENT

THE EARL OF HOME

SECRETARY OF STATE FOR COMMONWEALTH RELATIONS

THE RIGHT HONOURABLE ALAN LENNOX-BOYD

SECRETARY OF STATE FOR THE COLONIES

COLONEL MAURICE BROWNE

DEPUTY LIEUTENANT FOR THE COUNTY OF MIDDLESEX

SIR JOHN NOTT-BOWER

COMMISSIONER OF POLICE OF THE METROPOLIS

21st Feb. '57

Action

1730 hrs. The friends and relations of the Household are conducted down to the apron to the enclosure which has been provided for them.

C.T.M.

Umbrellas to be available, if required.

1740 hrs. THE AIRPORT COMMANDANT LEADS THE RECEPTION PARTY TO THE AIRSIDE GALLERY AND DOWN TO THE FOOT OF GATE D.3.

1745 hrs. THE AIRCRAFT CARRYING THE QUEEN AND THE DUKE OF EDINBURGH ARRIVES AT STAND No. 11.

The Central Terminal Manager is to ensure that the aircraft is marshalled parallel to the apron boundary so that the aircraft steps will be in line with the south-west corner of the Queen's Building.

C.T.M.

The aircraft steps are placed in position.

The engines are switched off.

Supplementary lighting provided for the Press

may then be switched on. P. & P.R.O. is P. & P.R.O.

responsible for the control of this lighting

and will ensure that no lights are switched on

until chocks are "on".

THE AIRPORT COMMANDANT LEADS THE RECEPTION PARTY TO THE FOOT OF THE AIRCRAFT STEPS

THE AIRPORT COMMANDANT GOES ON BOARD THE AIRCRAFT

THE RECEPTION PARTY TAKE UP POSITION AT THE FOOT

OF THE AIRCRAFT STEPS AT THE RIGHT HAND SIDE FACING

THE AIRCRAFT IN THE FOLLOWING ORDER:

HER MAJESTY'S DEPUTY LIEUTENANT FOR THE COUNTY OF MIDDLESEX

THE PRIME MINISTER

THE HIGH COMMISSIONER FOR CEYLON

21st Feb. '57

1745 hrs.

THE HIGH COMMISSIONER FOR NEW ZEALAND
THE HIGH COMMISSIONER FOR THE COMMONWEALTH OF AUSTRALIA
SECRETARY OF STATE FOR THE HOME DEPARTMENT
SECRETARY OF STATE FOR COMMONWEALTH RELATIONS
SECRETARY OF STATE FOR THE COLONIES
COMMISSIONER OF POLICE OF THE METROPOLIS
CHAIRMAN OF BRITISH EUROPEAN AIRWAYS
CHIEF EXECUTIVE OF BRITISH EUROPEAN AIRWAYS

The crew of the aircraft take up position one pace to the rear of the left hand side of the aircraft steps.

1750 hrs.

THE QUEEN AND THE DUKE OF EDINBURGH ARE GREETED BY THE RECEPTION PARTY.

THE QUEEN AND THE DUKE OF EDINBURGH ESCORTED BY THE CHAIRMAN OF BRITISH EUROPEAN AIRWAYS TAKE LEAVE OF THE CREW OF THE AIRCRAFT

During this interval members of the Household who have arrived in the aircraft are able to make their personal greetings with friends and relations at the enclosure below "D" bridge.

1755 hrs.

THE QUEEN AND THE DUKE OF EDINBURGH ARE ESCORTED TO THEIR MOTOR CAR BY:

THE AIRPORT COMMANDANT

THE CHAIRMAN, BRITISH EUROPEAN AIRWAYS

THE CHIEF EXECUTIVE, BRITISH EUROPEAN AIRWAYS

THE QUEEN AND THE DUKE OF EDINBURGH LEAVE BY MOTOR CAR FOR BUCKINGHAM PALACE

THE RECEPTION PARTY LED BY THE AIRPORT COMMANDANT

RETURNS TO THE COMMANDANT'S SUITE, EXCEPT FOR THOSE

WHO LEAVE DIRECTLY FROM THE APRON IN THEIR MOTOR CARS.

21st Feb. '57

Action

1757 hrs. All other members of the Household and passengers from the Royal Aircraft are conducted from the apron to Channel No. 12 to pass through controls before departing from the airport.

C.T.M.

Station
Manager,
B.E.A.

1830 hrs. The aircraft carrying the remaining Household staff arrives at Stand No. 9.

The passengers on this aircraft are escorted to the Lounge of Channel No. 12 to be greeted by their friends and relations before passing through the controls.

C.T.M.

Station
Manager
B.E.A.

1845 hrs. All barriers removed.

Channel No. 12 reverts to normal use.

Distribution:

Nos. 1, 2, 3, 4, 5, 7 and 9.

British European Airways

Manager, London Stations (6)
Station Manager (10)

M.T.C.A. Headquarters

Chief Information Officer (6)
Chief Constable