

BTC work programme

20 August 1993

**RRB/BTM/Reports**

Mr. E. Grant, Argentina  
Mr. H.V. Thomsen, Denmark  
Mr. T.I. Wilson, Australia,  
Dr. E. Kausch, Germany  
Dr. C.J.P. de Siqueira, Brazil  
Mr. T.F. Riehl, USA  
Dr. P.J. Dunn, Canada

Dear

**BTC Reports**

You may have noticed that you no longer receive all the Reports issued from the BATCo. Technology Centre. This letter explains why this is so, and gives details of the types of Report which we issue.

As you know, the nature of much of the work we do in Southampton changed during 1992. In order to better meet the needs of our market-driven R&D work, we took the opportunity to modify the type of document that is used to report the work. There are three types of Report which we currently use, described below.

**BTC Project Reports (P series)**

This is the main document for reporting project work of the Technology Centre, or reviewing information. They are issued by the appropriate manager to the sponsor of the work (who could be internal, a BATCo. Department in Staines, or a BATCo. Operating Company) and relevant BAT companies. The distribution list for some P Reports will be issued to the sponsor only. Some Reports, whose content is considered to be of local interest only, will only be issued internally. Those Reports whose content is of a more wider BAT Group interest will continue to be issued to the BAT Group R&D Centres.

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**BATCo document for Province of British Columbia 15 April 1999**

**BTC Technical Reports (T series)**

These are used for reporting:

- (a) the results of special investigation, e.g. examination of competitive materials, a minor engineering assessment, development of a technique, a piece of equipment; for documentation of computer programs etc.

or

- (b) for studies which are unsuccessful or incomplete and which will not be studied further; this is to prevent repetition in the future or may add significance to a later piece of work if, say, similar trends are observed.

T Reports are issued and distributed in the same way as P Reports.

**Work Programme-Status Review Notes**

Status Review Notes report the current status and review the progress of the various projects on the Work Programme over the preceding six months.

Technical Memoranda, which used to be used for reporting studies of purely internal interest, are no longer used. Such work is now written as either a P or T Report.

I anticipate that you will continue to receive a high proportion of our Reports in the future, although not all of them.

With best wishes,

Yours sincerely,

RRB.

Richard R. Baker

cc: Mr. G.A. Read ✓

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