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BRITISH-AMERICAN TOBACCO COMPANY LIMITED

TO: Mr J. Remiszewski
REF: GAR/pr
FROM: Mr G.A. Read
DATE: 28 July 1993
SUBJECT: BTC Status Review Notes

As a matter of good working practice, BTC formerly reviews its full work programme every six months and documents this process in the form of Status Review Notes. This is by definition a highly technical document extending to over 120 pages and is circulated to Heads of Research in Group Companies to facilitate exchange of technical expertise. In addition, copies are passed to Departmental Sponsors (in the case of Marketing to Taj Hirji) and in some instances copies are passed to Op Co's, e.g. Australia where documented evidence is required by local Governments in support of BATCo. T and A fee payments.

In order to communicate BTC's activities to non-technical experts, I have prepared an executive summary of our activities over the review period January to June 1993 (copy included). I appreciate how little time senior executives have, but should you have an opportunity to peruse the document I would welcome any comments you might have regarding its style, content and ability to communicate, so that improvements might be made in the future.

PR
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Enc.

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