

PLAN PREVIEWS - CHECKLIST

1. Meetings are attended by the CEC (Chief Executive's Committee) [Mr M F Broughton (for Financial Services companies), Mr. U.G.V.Herter (for Tobacco companies), Mr.D.P.Alfvey] and Hilary. The Chief Executives of the relevant companies also attend these meetings.
2. Previews may come in to different people, i.e. our Department or Samantha Grover in Secretarial Department. In the case of IMASCO, they may go to Roger Lomax on the 12th floor, and in the case of SOUZA CRUZ they may go to David Surdeau, also on the 12th floor.
3. Once the minutes are finalised they are copied to those listed. The original should be filed in the "Operating Group 5-Year Plan Minutes" file. A copy of the minutes should also be filed in the relevant Operating Group's Correspondence file and the Guidelines file.
4. If you need to chase up previews that have not arrived, or to check on their likely arrival time, the contact names are listed below. Also listed are the Chief Executives who attend:-

COMPANY	CHIEF EXECUTIVE	TITLE	SECRETARY	PLANNING
BATCO	Mr B D Bramley	Chairman	Mrs Pat Watson	Mr Graham Burgess
BATCF	Dr B Schweitzer	Head of Vorstand	Miss Ursula Helms	Mr Hajo Lange
B&W	Mr T E Sandefur	Chairman & CEO	Mrs Sue Hohman	Mr Jeff Eckman
IMASCO	Mr P Crawford	Chairman	Mrs Lena Dupois	Mr Ray E Guyatt
SOUZA CRUZ	Mr A M de Castro	President	Miss Vera Gominho	Mr Marcio Vieira
ALLIED DUNBAR	Dr G P Greener	Chairman	Ms Lynsey Marsh	Mr Steve Wigzell
EAGLE STAR	Dr G P Greener	Chairman	Ms Lynsey Marsh	Mr G L Lockwood
FARMERS	Mr L B Denlea Jr	Chairman	Miss Vicki Gaither	Mr Gerald E Fauldwell

4. The running order for the Plan Timetable is as follows:-
 - (i) Receive previews from operating groups
 - (ii) Send out previews to CEC Members and Finance people along with a briefing note from Hilary.
 - (iii) Meeting takes place
 - (iv) Hilary drafts Minutes and these are sent for comments to the Chairman, Mr. Herter (For Tobacco Companies) and Mr. Broughton (For Financial Services Companies) and also the relevant Operating Group Director.
 - (v) The comments are taken account of and a final version produced and distributed.

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