



BRITISH-AMERICAN TOBACCO COMPANY LIMITED

CORPORATE R & D DEPARTMENT

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FOR THE ATTENTION OF NO. 1'S OF ALL OPERATING COMPANIES

Dear

THE ADDITIVES AND MATERIALS GUIDANCE PANEL (AMGP) IN BATCO LTD

We have recently revised both the terms of reference and the working practices of the AMGP. The enclosed note sets out these revisions which are effective immediately. Please note that the audit which is currently in progress will be considered to be that effective January 1992; the next is to be completed by July 1992.

If you have any queries please either contact myself or Mr T G Mitchell in Southampton.

Yours sincerely

Dr R E Thornton
Corporate R&D Department

4.10.91

REGD OFFICE: MILLBANK KNOWLEDGEBEN STONES TWISLEDY
A MEMBER OF THE BAT (INDUSTRIAL) GROUP INCORPORATED IN LONDON IN 1947

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CURRENT COMPOSITION OF ADDITIVES MATERIALS GUIDANCE PANEL

Mr T G Mitchell	Chairman, F.R.C.	BATCo
Dr G Smith	Secretary, F.R.C.	BATCo
Dr P A Crellin	F.R.C.	BATCo
Mr D Bedding	Materials Department	BAT U.K.E.
Mr R K Beck	Technical Services	BATCo
Mr G O Brooks	Leaf Department	BATCo
Ms P Cassingera	Legal Department	BATCo
Dr R E Thomson	Corporate R & D	BATCo

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THE ADDITIVES AND MATERIALS GUIDANCE PANEL IN BATCO LTD

The purpose of the Additives and Material Guidance Panel is to provide authoritative advice on the acceptability of additives and materials proposed for use within the Company. This service is provided to the Board of BATCO Ltd, its functional departments and operating companies.

The specific objective of the Panel is the protection of consumers of BATCO products and of operatives involved in their production against potential adverse effects from proposed additives and materials.

Terms of Reference

Companies in the BATCO Group must submit to the AMGP for consideration to the AMGP all new items which they propose to use or existing additives which they would propose to use at level greater than those previously agreed, within the following categories. Such submissions must be made for all materials falling in the following areas:-

- (a) Direct, or intended, additives to the product including flavours and casings, ingredients of papers, filters and adhesives.
- (b) Materials used in processing which may lead to residues or unintentional contamination of the product. These may include biocides used in the field and store, components of processing equipment and packaging materials.

The main concern is the possibility of adverse toxicological consequences, whether from the specific substance being proposed or from its degradation or reaction products formed in processing, or from products of pyrolysis. In its assessment, the panel takes account of any other source of possible adverse consumer response, eg., environmental concerns, but such matters are not its principal concern.

The Panel responds only to submissions and needs of operating companies and departments within the Group and does not undertake to provide clearance or advice to external suppliers.

When such assessments relate to matters of company-wide interest they will be communicated to all operating companies in BATCO.

In addition; all companies must keep R&D Department Southampton informed on the components currently used for each brand which they manufacture (and advise on the origins of any licensed brands which they sell). This review audit will be carried out by companies on a

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six-monthly basis, each January and July. Changes in additive and material usage, within the AGMP guidelines, should be advised when they occur.

Membership

Chairman and two Scientific Members - to provide expertise on toxicity of materials and consequences of use, nominated by Research Department.

Departmental representation - Production, Leaf, Purchasing, Legal, to provide information relevant to the operational consequences of submissions and decisions; members nominated by appropriate Heads Of Department.

Secretary - to record decisions, control information and act as contact between Panel and companies submitting materials. Nominated by Research Department.

Meetings and Decisions

Formal meetings of the Panel can be held at any time, but are normally arranged to occur between 2 and 4 times a year.

Urgent submissions should be made to the Secretary, who together with the Chairman will decide whether an interim decision is possible. This will be contingent on supporting information being available: the interim decision is subject to formal confirmation at the next meeting of the Panel.

Formal meetings of the Panel can also be requested to obtain a view on specific topics of concern at any time.

A quorum of the Panel must be present at meetings: this being defined as 3 out of 4 Scientific members including either Chairman and Secretary and 2 out of the 4 departmental members.

The decisions of the Panel are recorded in the form of Minutes. In general, assessments of additives apply to all Companies within BATCo Ltd. By contrast, the assessment of materials relate specifically to individual cases, as the area and conditions of use of a material within a process will influence the assessment.

Restrictions or caveats may be attached to Minutes accepting the use of a proposed material. It is the responsibility of the user to ensure that such conditions are both understood and followed.

The rejection of a proposed additive or material will be recommended by the Panel where there is evidence that its use could lead to

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adverse effects. In addition, rejection will be proposed where there is inadequate information available to base a sound decision.

It is not the responsibility of the Panel to recommend alternatives to rejected materials, nor to initiate testing to fill gaps in the data. However, if requested, the Panel will make recommendations concerning the additional information required and the procedures for obtaining it which might allow a positive view to be taken subsequently.

Following meetings the Secretary will circulate the Minutes, which are distributed to Panel members and a list of individuals agreed by the Board of BATCo Ltd. The Secretary will also report on the outcome of submissions to individual operating companies, and to all companies if the matter under consideration is of wide interest.

It is emphasized that such communications may contain commercially-sensitive information, the circulation of which must be carefully controlled within all departments and companies.

Status

The decisions of the AMGP must be followed by companies within the BATCo Group. The AMGP may be asked to re-consider its decisions but only at the request of the Board Of BATCo.

R E Thornton

RET/ag
4 October 1991

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