

PRIVATE & CONFIDENTIAL

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8/25/65

11th November, 1965.

The R. & D.E. Quarterly Report contains, as usual, a great deal of interesting and stimulating information and represents some very creditable efforts. There are, however, some comments which must be made. There is a serious tendency developing which in my view undermines the management of the laboratories and suggests that control is being lost. In many instances where reports were promised in the programme, sometimes after several revisions of the data, the Quarterly Report merely says 'nothing to report'. Examples of this are:

Job No.	Report promised	September
1392	"	August
1403	"	August
2071 & 2	"	August
3125	"	August
3137	"	August
3138	"	August
3130/10	Target	September
3422	Report promised	July
3433	"	August
3430/10	"	September
4133 (Not even mentioned)	"	July
4228	"	August
4419	"	July
4410/10	"	July
4422	"	August
5802	"	July

You will agree that this is unsatisfactory. There are also several cases of target dates being completely ignored in the Quarterly

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Report. There are several instances of results being quoted in advance of reports which is a practice generally to be discouraged, e.g. 4122.

There is some evidence of arbitrary selection of priorities, e.g. 4402. It would be a good time to tighten up the programming and reporting procedure and to make sure that major changes in programme and priorities are approved.

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