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BRITISH-AMERICAN TOBACCO COMPANY LTD

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17 August 1989

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Dear Richard,

R.P.G. MEETING - 1989

I enclose a copy of the Agenda which I have modified to take into account a few points that were raised in response to the draft. In contrast with previous years, I am not detailing times at which individual points will be covered because it is absolutely essential that we allow adequate time for more contentious items to get a good airing and conclusion. I should appreciate your formal presentation being trimmed so as not to exceed the time indicated and this will ensure that we do have the appropriate time for this discussion.

Imperial Tobacco will provide a folder for each delegate; can I ask you therefore to produce either a summary or a hard copy of the presentation material you are going to use. This can then be photocopied during the meeting for all delegates.

You will already have received from Pat Dunn details concerning the hotel and his suggestion that we convene on the Saturday afternoon of the 16 September, if possible. Could you let his Secretary, Mrs. Bobko, know your flight details.

I look forward to a constructive and enjoyable conference!

With kind regards,
Yours sincerely,

Andrea J. Lapp
PP A.L. HEARD

ENC.

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