



BRITISH-AMERICAN TOBACCO COMPANY LTD

A member of the B-A-T Industries Group

9th October 1986

ALE/DET

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Dear Pat,

Group Information System

This year's Research Conference gave a lot of support for the system so far generated and for its continuing development. It now seems very clear, however, that the system is seeking to meet two needs - those of senior managers and those of research workers.

Although for senior managers the database or, more realistically a print-out, is of use occasionally (mainly at the time of the Research Policy Group meetings) the heaviest users are expected and intended to be the research scientists. Our main immediate aim is therefore to get the system useable by all R&D centres without delay. The various ideas for improving the system can, I believe, be deferred until the 1987 data is made available.

Details of "group", "local", "overhead" and "external" projects should be sent to Frank Marsh by 28th November 1986. This will enable us to open the system to researchers, with relevant data, on 1st January 1987.

In early 1987 we would seek a meeting of the Information Group in order to develop the system. Agenda items will include:-

1. Project progress reporting
2. Creation of umbrella project groupings for simplified presentation of management information
3. User training
4. Modifications to printed RPG document
5. Planning for data entry of draft 1988 programmes for October 1987.

We would try to arrange this meeting back-to-back with the German Early Warning System meeting since I understand that many of you would send the same representatives to both. There is also the question of agreeing the "PIG" information system on competitors which will call for a new data base and which is common to both meetings.

Can I ask therefore for your support in getting 1987 data to F. Marsh and I will let you know as soon as possible the date of the Information Group meeting.

With kind regards,
Yours sincerely,

Alan

A. L. Heard

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