

12 February 1981

Mr R M Gibb
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Dear Bob

At the Sea Island Conference we agreed in principle to hold two types of conferences this year in the future:

1. Annual 3-4 day Technical Exchange Meetings (the first to be held at Southampton in May) at which a number of subjects of major interest can be discussed in detail by representatives currently working at the bench level.
2. The main Research Conference (the next to be held in Germany) which possibly we could hold a little earlier than previously to enable more time for our decisions to be fully incorporated in a final Programme submitted to the BATCo Management Board in November of each year.

I should welcome your comments on the following specific proposals:

1981 Technical Exchange Meeting(s)

When discussed in Sea Island, we had in mind selecting, say, six important subjects, each to be discussed for about a half day, to expose all relevant work being undertaken

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within the Group so that future R&D, both at Southampton and in CAC Laboratories, can be formulated for maximum effectiveness and minimum overlap. We suggested having the meeting in May.

I list below what I believe to be six very appropriate subjects, together with a tentative suggestion as to which country might provide an introduction to the session:

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|-----------------------------|------------------------|
| (a) Carbon Monoxide | - Germany or Australia |
| (b) Flavours/Additives | - B&W or Germany |
| (c) Human Smoking Behaviour | - Canada or Germany |
| (d) Sidestream | - GR&DC |
| (e) Subjective Testing | - Canada or GR&DC |
| (f) Test Methods Research | - Australia or B&W |

I think we should aim for each country to send two, or at the most three, representatives who would be capable of contributing strongly in at least three of the above areas, and additionally, would be able to make some contribution to the remainder.

Alternatively, however, you may prefer to consider having smaller groupings (eg three subjects) at more frequent intervals, say, twice yearly - to be rotated from country to country. In this case, I would suggest Carbon Monoxide, Flavours/Additives and Sidestream for a first meeting to be held at Southampton in May, and the other three subjects to be held, say, in Canada towards the end of the year.

1981 Research Conference

I think we have made sufficient progress in establishing a closer working relationship between GR&DC and the Research Conference Companies that we can now concentrate our deliberations on the content of the Group R&D Programme.

The most appropriate procedure would be that we take the 1981 Programme document as the basis for discussion. If we were to meet in late August or early September, we should have time to prepare a final 1982 Programme by mid-October.

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Further Thoughts:

- 1) I have not included Primary Processing in the proposed list of key items for the 1981 Technical Exchange Meeting(s) because I believe it is better that we allow time for the new GR&DC and Brazil Programmes to produce results before "lifting the plant to examine the roots".
- 2) I have not included Biological Studies. The reason for this is that I believe the subject is of sufficient importance to warrant a separate meeting of experts from the various laboratories to consider in detail how the present GR&DC Programme relates to the longer term needs of the BAT Group as a whole. There will undoubtedly be different priorities in different countries, and it is important that the Board should have a clear indication that the present and future work is of the right size and content. I should welcome your reaction to this proposal - and if you are in agreement, to have your nomination to attend a meeting that hopefully can be arranged at Southampton in April.

Alternatively, please let me know if you would prefer to have the Biological meeting immediately prior to the first Technical Exchange Meeting.

- 3) During the proposed discussion on Test Methods Research, I should like to have considered the possibility of a small Methods Group being set up to have responsibility for co-ordinating and up-dating the routine Chemical and Physical Methods used throughout the Group. This Methods Group might well comprise two or three CAC representatives and be headed by someone from Southampton.

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I look forward to receiving your comments on these various proposals.

With kind regards

Yours sincerely

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