

Note to: Mr. R. H. Pilbeam

1992 Key Area Papers

The 1992 Key Area Papers will be reviewed at the BATCo Board meeting scheduled for 16th March 1992 (except for the finance paper which will be reviewed at the 16th April Board meeting), ahead of the operating companies' guidelines being prepared in May.

Attached are copies of the 1991 Key Area Papers on Finance and Management Services/I.T. As you know, rather than completely re-writing these papers every year they are only updated where necessary.

I would be grateful if you would let me have any amendments which you consider should be made to the attached papers (Management Services/I.T. paper by 3rd March and the Finance paper by w/b 6th April if possible), or confirmation that no changes are required.

As usual, if only a few changes are made to the existing text, please indicate the amendments by the use of lines in the margin.

G J BURGESS

Agmt Services also given to AH

GB/klm
12th February 1992

attch.

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