

Note to: Mr. D. Bacon

1992 Key Area Papers

Most of the 1992 Key Area Papers will be reviewed at the BATCo Board meeting scheduled for 16th March 1992, ahead of the operating companies' guidelines being prepared in May.

Attached is a copy of the 1991 Key Area Paper on Public Affairs which you prepared last year. As I believe you are aware, rather than completely re-writing the Key Area Papers every year, they are only up-dated where necessary (unless you believe that a thorough overhaul is in order).

I would be grateful if you would let me have, by 3rd March, any amendments which you consider should be made to the Public Affairs paper, or confirmation that no changes are required. As the responsible Director, the Chairman should be consulted, and his approval obtained before the paper is released for Board discussion.

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

I have asked Norman Davis to consider whether a separate Key Area Paper on Environmental Issues should be prepared this year. Could you please liaise with Norman or David Stimson in order to ascertain whether they or you should cover this subject.

G J BURGESS

GB/klm
12th February 1992

attch.

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