

Note to: Mr. P. Clarke

1992 Key Area Papers

Each year the BATCo operating companies are sent copies of Key Area Papers prepared at Head Office covering the major issues/assumptions/strategies, etc. relevant to each HQ function.

As you are aware, most of the 1992 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 Legal Affairs, which I would be grateful if you would update. 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).

Could you please let me have, by 3rd March, any amendments which you consider should be made to the Legal 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.

G J BURGESS

GB/klm  
12th February 1992

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