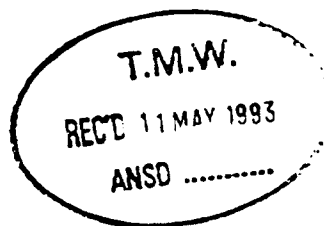


NOTE TO: MR C BURTON
MR R DUNCAN
MR J L GREEN
MR T M WILSON



1993 KEY AREA PAPERS

Attached, for circulation to OpCo GMs, are copies of 1993 Key Area Papers on the following issues:-

- Corporate Affairs
- Management Services Strategy
- Utilisation of Production Resources
- Environmental Issues
- Marketing Strategies
- Excise Taxation
- Leaf, Security and Economy of Leaf Supplies
- Management of Human Resources
- Purchasing/Procurement

The Legal Affairs Key Area Paper will be sent to you for circulation in the near future.

Could you please also be responsible for appropriate distribution of these papers within your HO RBU team (other than your RBU Director, to whom copies of the papers have already been sent).

A handwritten signature in black ink, appearing to read 'G J Burgess'.

G J BURGESS

GJB/btm/n-372
10th May 1993

attch.

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