



B.A.T (U.K. and Export) Limited

RESEARCH & DEVELOPMENT CENTRE
SOUTHAMPTON ENGLAND

TO COMMUNICATIONS GROUP	FROM R. BINNS
REF RB/DM/5K	DATE 15th APRIL, 1986

ADMINISTRATION AND FINANCE IN R&D

As previously announced, Malcolm Douglas will take up a new personnel post in Millbank as from 2nd June. The Administration activities for which he is currently responsible will be allocated as follows:

General Administration including Reception, Stores, Cleaning, Security and Technical Typing will be the responsibility of Dixie Batt.

For the latter activity he will report to Dr. R.R. Baker.

On all other activities he will report to Mr. R.W. Hedge.

Reprographics will remain the responsibility of Mike Baylis reporting to Mr. H.F.D. Dymond.

Personnel services will be the responsibility of Tracy Edwards reporting directly to me.

These changes will become effective from 2nd June.

The Accounts section is now the responsibility of Deepak Chakraborti, the Plant Accountant, who will report to me on R&D finances.

D. H. Flood

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