

N O T I C E

COMMUNICATIONS

1. It is felt unnecessary to now have two Communication Groups and, accordingly, it has been agreed to phase out its use and rename the existing Communication Groups 1 and 2 as "The Communication Group".
2. There continues to be a need to improve our present system of circularising certain communications, memos and notices, etc., to members of GR&DC staff due to the fact that information sent through The Information Group is not always reaching staff it may concern.

The changes to the system now proposed are:

- a) On receipt of communications, group members should staple them to prepared lists of intended recipients in their group, and,
- b) the recipients should read the communication and initial the list in order (or as practical due to illness, holiday, etc.), and,
- c) return the communications to The Communication Group member for filing once all names listed are initialled.
- d) The Communication Group members must ensure that before filing they are satisfied that all intended recipients have initialled the communications.
- e) The Communication Group individual members have the responsibility for naming a deputy to follow these procedures during their absence.

Please would all The Communication Group members please let me have the up-to-date complete list of names of the members of their group by 13 July so that pre-printed listings can be prepared to ensure the minimum of inconvenience in the implementation of this changeover.

Prior communication reference 25.8.82 - NRP/JYG/2G.


I.C.L. MILNE

To be taken down: 18.7.84

copies to The Communication Group

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