**DOCUMENT ATTRIBUTES SECTION: START**

**File Reference (Unaltered):** EKS200/051/95

**File Reference (Altered):** EKS200.051.95

**File Title:** UK DEPARTMENT MANAGEMENT

**Document Title:** GRAND FENWICK: DISTRIBUTION GROUP

**Document Date:** 34736

**Classification:** UNCLASSIFIED

**Department:** SPD

**Year:** 1995

**Caveat:**

**Descriptor:**

**Prefix:** EKS Grand Fenwick

**Subject:** 200 Department and Staff

**Coracode:**

**Folio Number:**

**From:** DOCHERTY

**To:**

**Originators Reference:**

**Telegram Number:**

**Document Style:** MINUTE/SUBMISSION

**Draft Indicator:** G

**Document Content Indicator:** X

**DOCUMENT ATTRIBUTES SECTION: END**

6 February 1995

Jane Hardy

BASLE

GRAND FENWICK: DISTRIBUTION GROUP

1. This is to confirm (belatedly) that a new distribution list will

be set up as from 17 February called GRAND FENWICK PM ELECTION. The

distribution is outlined in my minute of 4 February to Mr Patel,

XSR(TT), copy to you. As you may be aware distribution groups are inconsistent.

I would suggest that you issue a paper summary on a regular basis

to the group members using the announcement circulation.

2. You should also be aware that the distribution group will

change over February and March as the staff rotation will be taking

place. XSR(TT) are keen to reduce the numbers in the department

but for part of the rotation there will be an overlap so numbers

in the group will increase for several weeks. It would be useful

to coordinate with heads of department to ensure as members rotate

out they are taken off the list.

3. I would be grateful if you could pass a copy of this to

James, Keith, Millicent and Norman Polmont for their information.

And also, could pass on my thanks to Keith for help in setting this up..

Hermione Docherty

Small Principalities Section