

**NOTE TO:**           **MARTIN BROUGHTON**  
**ULRICH HERTER**  
**KEITH DUNT**  
**NICK BROOKES**  
**STUART CHALFEN**  
**JOHN JEWELL**  
**TONY JOHNSTON**  
**MICHAEL PRIDEAUX**  
**JIMMI REMBISZEWSKI**

**CC:**               **KENNETH CLARKE**  
**RUPER PENNANT-REA**  
**ADRIAN MARSHALL**  
**MIKE NIGHTINGALE**

**FROM:**           **SIMON MILLSON**

**DATE:**           **FRIDAY 1 OCTOBER**

**SUBJECT:**       **UPDATE ON THE TASK FORCE TEAMS**

Further to the Board presentation at Castle Combe on the WHO Tobacco Free Initiative, the five task force teams established to enhance the company's reputation have begun to meet and to come up with proposals. By October 22, each team will have met once; three will have met twice.

It is now possible to identify dates by which progress on these meetings can be fed back to the Steering Group on key deliverables and to identify at what stage specific input will be required from the Board.

Key dates:

- Friday 22 October (Board Meeting)
- Thursday 28 October (Management Board Meeting)
- Friday 19 November (Management Board Meeting)
- Friday 3 December (Main Board and Management Board Meeting)

A full road map will follow shortly identifying input at each of these meetings. Each task force team will also be preparing its recommendations for action.

Recommendations on action will need to be communicated to the Steering Group and Kenneth Clarke and Rupert Pennant-Rea, as Board sponsors of the initiative, prior to these meetings. I am working with Jefferies Briginshaw, CORA Counsel, to establish how the measures can be communicated.

---

**321858067**