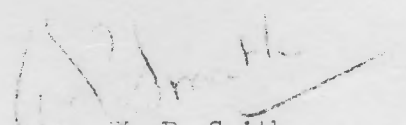


S T A F F N O T I C E

Revision of Management Structure of Chief Surveyor's Office, Mapping Division and Technical Control Office

- 1. Following discussions and agreement by all concerned, the following re-arrangement of management duties will be effective from Wednesday, 25th September. The object of these arrangements is to simplify the structure and increase the scope, activity and efficiency of our survey and mapping potential.
- 2. Mr. L. Scott is appointed Survey Manager and will be wholly responsible for both financial and technical aspects of mapping and surveys undertaken by or on behalf of the Company, whether at home or overseas. In the management of the Division Mr. Scott will be assisted by Mr. Phillips, Mr. Daly and Mr. Cheffins, but he will continue to be personally responsible for field survey work.
- 3. Mr. T. H. Phillips, as Map Production Manager, continues in charge of day-to-day operations and will also act as deputy to the Survey Manager during the latter's absence.
All Mapping Division Supervisors will continue to report to Mr. Phillips.
- 4. Mr. J. A. Daly will be occupied primarily as Chief Estimator. In this capacity he will also answer to the Joint Managing Director (Sales) in respect of quotations and enquiries received. In addition to his duties as Chief Estimator he will carry certain other responsibilities, to be defined separately.

The introduction of this structure supersedes the Technical Control Office system which has been in use since January 1963, and T.C.O. will cease to exist on 25th September.


W. P. Smith,
Joint Managing Director.

WPS/AT.
24.9.63

S T A F F N O T I C E

Mapping Division Responsibilities

1. With the revision of the management of Mapping Division, Mr. T.H. Phillips, Mr. J.A. Daly and Mr. O.W. Cheffins will have the following responsibilities:
2. Mr. T.H. Phillips as Map Production Manager will be responsible for the day-to-day running of the Division, and will act as Deputy Survey Manager during my absence. In addition he will have the following responsibilities:
 - (a) The forward planning of work through all stages of production.
 - (b) The investigation and evaluation of new techniques, methods and equipment as used by other organisations or described in technical papers.
 - (c) The organisation and maintenance of an efficient records section for Mapping Division.
 - (d) The expansion of productive capacity as necessary to meet requirements, including the implementation of training schemes and the recruitment of personnel.
 - (e) The preparation of accurate manhour and material figures on completion of each contract, to permit adequate cost analysis.
 - (f) An overall responsibility for the investigation of new activities by the Division, including those at present under consideration by the Reproduction Section.
3. Mr. J.A. Daly as Chief Estimator will continue to be largely occupied with quotations and enquiries. In the preparation of quotations he will be assisted as necessary by Mr. Cheffins, Mr. Phillips and myself. In addition to his duties as Chief Estimator he will carry the following responsibilities:
 - (a) Customer liaison on overseas mapping contracts, including the preparation of specifications.
 - (b) The analysis of manhour figures supplied by the Map Production Manager.
4. Mr. O.W. Cheffins will assume responsibility for U.K. mapping work in general. This includes customer liaison, preparation of specifications and assistance in the preparation of quotations not carried out directly by the U.K. Sales Department. He will also be responsible for the development of electronic computing as applied to photogrammetry.

L. Scott
L. Scott
Survey Manager