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AVRO AIRCRAFT LIMITED
INTER-DEPARTMENTAL MEMORANDUM

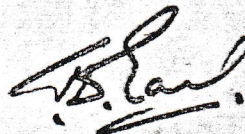
DATE May 27, 1960
TO AERODYNAMICS
FROM T. D. Earl

Recently a copy of a hastily compiled, but complete report was handed unapproved to representatives of the U.S. Government.

Now is probably an appropriate time to enlarge a little on the ground rules which must be followed with regard to disseminating information, etc.

1. No reports carrying the authority of this department are to be issued without approval of myself or Mr. Whittley.
2. No one except a section leader is to write memos to members of other departments. Memos or any other material on technical matters should in any case not be issued to other departments without the knowledge of myself or Mr. Whittley. This particularly applies in sending out information to the various project leaders. All communications outside the Company on technical matters must be so approved before being sent.
3. No one in this department is to accept a work directive from anyone not in the department. Anyone requesting work to be done by an individual aerodynamicist should immediately be referred to his section leader. Anyone requesting work from a section leader should be referred to me, or in my absence Mr. Whittley. In view of the number of separate projects and project leaders this is obviously necessary if we are to have a co-ordinated and efficient department.

Your co-operation in these matters is requested.



T. D. Earl,
Chief Aerodynamicist.

TDE/eb