



PRIVY COUNCIL OFFICE
WHITEHALL, LONDON SW1A 2AJ

12 November 1982

Dear Arthur,

As you know, the Prime Minister has agreed that a series of guidance notes should be prepared for Ministers on policy presentation. The first such note was issued under my predecessor's letter of 4 March 1982 and the series continues. The Prime Minister has now asked that a guidance note be prepared on the subject of trade policy including the need to improve our competitive position and taking account of EC aspects. I am therefore writing to ask if you would be so kind as to set in hand the preparation of such a note, in a similar format to the other notes which have already been issued to Ministers, with a view to its being available for discussion with the Prime Minister, yourself and other colleagues, perhaps in a fortnight's time. Please do not hesitate to contact me if you feel it would be helpful to have a word about this and in any case Peter Cropper will be writing to you offering Research Department assistance.

I am copying this letter to the Prime Minister, and to Peter Cropper at Research Department.

John Biffen
JOHN BIFFEN

Lord Cockfield
Secretary of State for Trade
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