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Government Chief Whip
12 Downing Street, London SW1

FROM THE PRIVATE SECRETARY

30 October 1984

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Dear Tim,

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At the meeting in the House of Commons yesterday evening, the Prime Minister expressed concern lest we were creating an undesirable precedent in agreeing to the Opposition speaking first on a Government day.

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On Wednesday 29th October 1980, almost 4 years to the day, there was a debate in Government time on Unemployment, on a Motion for the Adjournment of the House. Mr Healey opened for the Opposition, Sir Geoffrey Howe opened for the Government, Mr Foot wound up for the Opposition and Mr Prior for the Government.

I cannot recall precisely what the circumstances were leading up to this arrangement but the Government agreed that Mr Healey should be allowed to speak first. Such days are, of course, extremely rare, but I have made clear to the Opposition that today's arrangement should not be regarded as a precedent, if, for any reason they should be able to choose a subject for debate in Government time, in the future.

I am sending a copy of this letter to David Peretz (HM Treasury) and to Charles Marshall (Lord Privy Seal's Office).

yours ever,
Maclean

M MACLEAN

T Flesher Esq
Office of the Prime Minister
10 Downing Street
London SW1

Pam procedure

July 1940 - 1941

1. The first step in the procedure is to determine the scope of the project. This involves identifying the objectives and the resources available. It is important to have a clear understanding of what is to be achieved and how it is to be done.

2. The next step is to develop a plan. This involves determining the sequence of activities and the timing of each activity. It is important to have a clear understanding of the order in which things are to be done and when they are to be done.

3. The third step is to execute the plan. This involves carrying out the activities in the order and at the time specified in the plan. It is important to have a clear understanding of what is to be done and when it is to be done.

4. The fourth step is to evaluate the results. This involves comparing the actual results with the planned results. It is important to have a clear understanding of what was planned and what actually happened.

NOTATIONS

1. The first notation is the name of the project. This is usually a short, simple name that describes the project in a few words.

2. The second notation is the date of the project. This is usually the start date and the end date of the project.

3. The third notation is the name of the person or organization responsible for the project. This is usually the name of the project manager or the name of the organization.

4. The fourth notation is the location of the project. This is usually the name of the city or the name of the organization.