

PERSONAL

Cabinet Office
70 Whitehall
London SW1

13 May 1983

PS(83) 10

Dear Private Secretary,

As is customary during an Election campaign, Departments will be preparing written briefing material against the contingency of a change of Government after the Election. Such contingency planning should be carried out discreetly, and the numbers of staff involved should be kept to a minimum. So far as possible, it should be done within the Department primarily concerned and where interdepartmental consultation is necessary, this should be done informally by the initiating Department, and not through the normal Committee structure.

I should be grateful if you could send to this office a list of such briefs being prepared by your Department. It would be helpful if these could reach me not later than Wednesday 25 May. This may enable duplication of activity to be avoided. In addition, in the light of these lists, we may want to ask you to let us have copies of selected briefs as source material for briefing a new Prime Minister.

I am copying this letter to the Private Secretaries of Permanent Secretaries in charge of Departments.

Yours sincerely

Signed R P HATFIELD

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