

**RESTRICTED - COMMERCIAL**

To:  
MR MCCARTNEY

From:  
DAVID SIBBICK  
DIRECTOR POSTS

GRO  
151 Buckingham Palace Road

GRO

4 June 1999

ci: Secretary of State	
Sir Michael Scholar	
Mr Macdonald	
Mr Baker	CGBPS
Mrs Britton	PORT
Mr Hosker	FRM
Dr Hopkins	CII
Mr Osborne	Legal C
Mr Seabrook	COM
Mr Whitehead	CGBPS 1
Ms Anderson	CGBPS1
Mr Corry	SpAdv
Ms Moore	SpAdv

**HORIZON WORKING GROUP: FIRST MEETING TUESDAY 8 JUNE 1999.**

**Issue**

1. A letter to each of the four proposed members of your Horizon Working Group setting the scene for a first meeting at 10.30 a.m. on Tuesday 8 June, and including draft terms of reference for discussion at that meeting.

**Recommendation**

2. That you write in terms of the attached drafts.

**Timing**

3. The letters need to be faxed to each of the four recipients as early as possible on Monday (7 June).

**Background**

4. I have spoken to each of the four organisations to forewarn them of Tuesday's meeting and to fill in some of the background to the setting up of your Working Group. I have also told them that you would be writing on Monday with a formal invitation, some indication of how you saw the remit of the Group together with suggested terms of reference. All agree that the Group could serve a positive and useful purpose and are pleased to have the opportunity to participate.



**RESTRICTED - COMMERCIAL**

DAVID SIBBICK