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01-233 8319

*From the Secretary of the Cabinet and Head of the Home Civil Service*

Sir Robert Armstrong GCB CVO

PS(84) 20

18 October 1984

Dear Private Secretary,

Ministers' Weekend Addresses

It is usual at this time of year, as the Recess draws to a close, for this office to send out a reminder about the need to keep the Cabinet Office informed each week with information about your Ministers' weekend addresses as required in paragraph 6 of "Questions of Procedure for Ministers" (C(P)(83) 5). Private Offices fulfil this requirement by providing the information to Mr Robertson in Committee Section here. Would you please, therefore, ensure that a designated individual in your Private Office submits details, as required, if possible by each Thursday evening, but in any event no later than 10.00 am on a Friday morning. Any subsequent updating should be telephoned to Committee Section (FED 2287 or 1560).

I am copying this letter to the Private Secretaries to members of the Cabinet, the Attorney General, and the Chief Whip.

Yours sincerely,

(Signed) LINDSAY WILKINSON (MISS)