

To: Mrs. L. Winkelman

8.3.1

FORMAL R & D PROJECTS

All self-contained projects not readily identifiable as routine production are to be assigned a title and a project leader reporting to me. The project leader will have a clear idea of the aims and scope of the project; the resources required to make progress, and the assistance needed. He or she will be responsible to me for prompt and careful recording of all experiments and conclusions in an agreed manner, the continuity of this primary record and short status reports at suitable intervals. The project leader will usually have the assistance of a small project team comprised of other interested colleagues who may make specific contributions, incorporated into the project record.

I am asking you to lead project 8.3.1 "Heat inactivation of viruses in factor VIII concentrates".

The priority of this project at the moment is A1, i.e. most important to BPL/PFL's immediate product strategy.

The other members of your team are N.E. Owen and M.E. Haddon. R. Baker and a virologist from BPL staff are expected to make contributions at some stage. P. Feldman and D. Evans will be kept informed of results affecting their projects and may be co-opted.

After consultation with me, please draft concisely the following sections to start a file for the proposed study:

- (1) Background, aims and scope.
- (2) Means to be adopted to achieve aims.
- (3) Resources required.

The deadline for draft proposals is 15th July.

J.K. Smith.

23.6.83.

N.B. (1) This project may be extended later to include 8.1.6 "Ultrafiltration to concentrate factor VIII before finishing".

- (2) R. Baker's report on progress at BPL to May 1983 is on file.

1648

10/43