

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 30 AUGUST 1990

Remimeo  
All Orgs  
All Staff

WEEKLY STAFF MEETINGS

Refs:

HCO PL 1 July 82

Admin Know-How Series 41  
MANAGEMENT COORDINATION

HCO PL 22 Aug. 82

Admin Know-How Series 43  
BATTLE PLANS

Modifies:

HCO PL 4 Jan. 66

STAFF MEETING

Staff meetings are a vital factor in ensuring that a group's actions and efforts are coordinated and moving in the same direction toward the achievement of common purposes.

A staff that is not kept informed of the plans, programs and targets the org has set about to accomplish becomes a tangle of cross orders and cross purposes.

Weekly staff meeting is not just a meeting where an in-charge lectures the group. A weekly staff meeting gathers agreement and keeps the staff informed as a team.

WEEKLY STAFF MEETING FORMAT

Weekly staff meeting is held each Thursday once the stats of the past week have been calculated and graphed (or Friday, for an international management or similar org that requires more time to get all stats in). The exact time of the meeting would be determined by the org's Ad Council and approved by Exec Council.

The staff meeting is chaired by the CO or ED.

Attendance is mandatory for all staff, including expeditors.

ORDER OF BUSINESS

The general order of business of the weekly staff meeting is:

1. Flaps and handlings.
2. General business announcements.
3. Presentation of stats and trends by individual staff members and a condition assigned to each stat with a battle plan for each. Stats must be real and represent actual production, leading toward a VFP.

In a large org where it is not feasible for each staff member to present their individual stat and battle plan, the org's Executive Council would determine which stats and battle plans are to be presented. Minimally, even in a very large org, this would include each divisional head and the Executive Secretaries.

4. Summary of condition assigned to be the condition of the whole group. (In a service org the org's condition is assigned by the CO or ED according to the Paid Completions statistic.)
5. Bonuses for the week (or the value of the unit for that week) announced.
6. Combined battle plan.

INDIVIDUAL STAFF MEMBER RESPONSIBILITY

Each person in the group, whether he presents his stat and BP to the general group or not, is personally responsible for:

- a) Having a correct stat which reflects production factually,
- b) The stats of his area of responsibility,
- c) Graphing the stat or stats on time,
- d) Having a copy of his weekly stat or stats,
- e) Having a battle plan for each stat for the coming week,
- f) Full knowledge of reading stats, date coincidence, stat interpretation and conditions.

The purpose of the staff meeting is to develop a team spirit of mutual cooperation and coordination. It links bonuses to production and gives the group, by that, control over their own income.

L. RON HUBBARD  
Founder

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