

History Of Advertising Trust Archive (HAT)

This catalogue was digitised by The National Archives as part of the National Register of Archives digitisation project

NRA 30148



The National Archives

- JUN 1987



RECORDS OF THE INSTITUTE OF PUBLIC RELATIONS

These records were donated on long loan by Jimmy Wild, Director of the Institute of Public Relations, in November 1983.

The Institute of Public Relations first met on 10 February 1948 at the St. Bride Institute, Fleet Street. This inaugural meeting was the culmination of the sequence of events following a discussion between Norman Rogers and Kenneth Day in August 1946 (see IPR 14/6/54) which had highlighted the need for a professional association. In November 1946 a standing conference of Public Relations Officers had been formed, leading to the creation of an Investigation Committee, later redesignated as the Interim Council, which was involved in drafting a Constitution by July 1947. Initially there were two classes of membership, Honorary Fellows, and Members.

IPR 12/4/1 contains a detailed account of organisational developments during the first 25 years of the Institute's history. Two events are of particular importance: firstly, the submission in 1961 of a 14 point plan, "The Future of the Institute" (see IPR 2/1/15), which precipitated the appointment of the first full-time Director, and the Institute's Incorporation in December 1963 (see IPR 1/2/2); secondly, the presentation of "Blueprint for Change" (see IPR 1/2/4 and IPR 8/1/9a), a long-term development plan resulting from financial difficulties in the mid 1960's.

Another result of the 1961 plan was the Institute's acquisition of its first headquarters at Templar House, High Holborn. In 1967, the Secretariat moved to premises in Lamb's Conduit Street, WC1. A third move took place in 1972 to 1 Great James Street, WC1. In 1985 the Institute moved to Gate House, St. John's Square, EC1.

The term "Public Relations" was defined by the Investigation Committee in May 1947 as:

".... the deliberate, planned, and sustained effort to establish and maintain, by conveying information and by all other suitable means, mutual understanding and good relations between a firm, undertaking, statutory authority, government department, professional or other body or group, and the community at large." (see IPR 12/4/1). The achievement of this ideal in practice has remained the primary aim of the Institute with little alteration. In 1975 the Council of the Institute defined public relations practice as:

"The planned effort to establish and improve the degree of mutual understanding between an organisation or individual and any groups of persons or organisations, with the primary object of assisting that organisation or individual to deserve, acquire and retain a good reputation." (see IPR 2/4/26).

In maintaining this standard, the Institute is involved in four broad areas of activity: Professional Practices, Education, Programmes and Public Relations. The Professional Practices Committee was first established in 1956, leading to the Institute's adoption of its first code of Professional Conduct in 1963 (see IPR 1/1/2 and IPR 3/4).

The Education Committee developed from meetings in 1954 (see IPR 3/7); the first Institute examinations were held in 1957, and an Education Trust was established in 1967. By the early 1970's, the Institute's education programme was integrated with that of the Communication, Advertising and Marketing Education (CAM) Foundation (see IPR 3/7/16).

The Institute is heavily committed to the organisation of a regular programme of functions and conferences, with the general aim of creating a forum for the exchange of ideas amongst public relations practitioners (see IPR 8 and IPR 9). Such events range in scale from small luncheon meetings to Annual Conferences (IPR 8/1/) and Summer Schools (IPR 8/3). The Tallents Memorial Lecture was instituted in 1960 (see IPR 9/1) in honour of the Institute's first President, Sir Stephen Tallents.

It is part of the Institute's own public relations policy to maintain a panel of speakers to represent the profession at external events (see IPR 11/4/2). Other areas of responsibility in the public relations field (see IPR 3/3) include the promotion of research, and the development of links with kindred organisations, the firmest involvement being with the Public Relations Consultants Association (see IPR 13/2). Contact with foreign public relations societies is encouraged (see IPR 3/8 and IPR 10): the Institute was active in the organisation of the IPRA World Congress, held in London in 1979 (see IPR 10/3).

Since September 1948 the Institute has published a regular Journal, temporarily substituted by a Newsletter in the late 1970's (see IPR 12/1 and IPR 12/2).

Besides the system of Committees, with the Board of Management, Professional Practices Committee and Membership Committee reporting directly to Council, the Institute has formed Groups to represent specialised interests (see IPR 6/1 and IPR 7). From 1951 a network of area groups developed (see IPR 6/2).

These records give evidence of the Institute's widespread activities and serious commitment towards promoting the professional status of public relations. From the date of Incorporation, the Board of Trade acknowledged the Institute of Public Relations as the official representative body of public relations in Britain.

INDEX

- IPR 1/ CONSTITUTION AND INCORPORATION
 - 1/ Papers and Correspondence
 - 2/ General Meetings
 - 3/ Articles of Association

- IPR 2/ CENTRAL ADMINISTRATION
 - 1/ Annual General Meetings
 - 2/ Council Meetings
 - 3/ Council Papers
 - 4/ Annual Reports and Accounts

- IPR 3/ COMMITTEES
 - 1/ General Papers
 - 2/ General Purposes Committee and Subsequent Groups
 - 3/ Development Committee and Related Group
 - 4/ Disciplinary Committee and Professional Practices Committee
 - 5/ Consultancy Committee
 - 6/ Membership Committee and Related Groups
 - 7/ Education Committee
 - 8/ International Committee

- IPR 4/ FINANCE
 - 1/ Treasurer's Reports, and Statement of Accounts
 - 2/ Budget Papers
 - 3/ Meetings Concerning Finance
 - 4/ Bank Accounts and Investments

- IPR 5/ EMPLOYMENT AND WELFARE
 - 1/ Employment in IPR
 - 2/ Pensions
 - 3/ Employment for Members of IPR
 - 4/ IPR Benevolent Fund

- IPR 6/ REGIONAL PUBLIC RELATIONS
- 1/ Local government Group of IPR
 - 2/ Area Group Representatives of IPR
- IPR 7/ SPECIALISED GROUPS
- 1/ City and Financial Group
 - 2/ Arts Sponsorship Group
 - 3/ Voluntary Movement Group
- IPR 8/ CONFERENCES AND SEMINARS
- 1/ IPR Annual Conferences
 - 2/ IPR Winter Conferences
 - 3/ IPR Summer Schools/Case Study Weekends
 - 4/ Miscellaneous Conferences and Study Days
 - 5/ Study Sessions for Visitng American Students
- IPR 9/ FUNCTIONS
- 1/ Foundation Day and Tallents Memorial Lecture
 - 2/ Council Dinners
 - 3/ Fellows' Dinners
 - 4/ Miscellaneous Functions
- IPR 10/ INTERNATIONAL CONTACTS
- 1/ Centre Europeen des Relations Publiques
 - 2/ International Public Relations Association
 - 3/ Public Relations World Congress
 - 4/ Miscellaneous Items
- IPR 11/ PUBLICITY
- 1/ Miscellaneous IPR Press Releases
 - 2/ IPR Awards
 - 3/ Photographs of IPR Events and Personalities
 - 4/ IPR's Involvement in External Events
 - 5/ Miscellaneous Publicity Items

IPR 12/ PUBLICATIONS

- 1/ IPR Journals
- 2/ IPR Newsletters
- 3/ IPR Information Booklets
- 4/ Souvenir of IPR's Silver Jubilee
- 5/ Papers and Correspondence

IPR 13/ IPR INVOLVEMENT WITH OTHER ORGANISATIONS

- 1/ The Society of Independent Public Relations Consultants
- 2/ The Public Relations Consultants Association
- 3/ The College for the Distributive Trades

IPR 14/ MISCELLANEOUS ITEMS

- 1/ Miscellaneous IPR Correspondence
- 2/ IPR Correspondence and Papers relating to Miscellaneous Topics
- 3/ Press Cuttings relating to Public Relations
- 4/ Miscellaneous Periodicals
- 5/ Miscellaneous Publications
- 6/ Typescripts of Miscellaneous Reports and Speeches
- 7/ Miscellaneous Bibliographies
- 8/ Miscellaneous Papers relating to Employee Relations
- 9/ Hollis Publications

IPR 1

CONSTITUTION AND INCORPORATION

IPR1/1/	Papers and Correspondence	
1	Papers relating to the establishment and constitution of IPR	March 1947 - May 1948
2	Papers relating to IPR's application to the Board of Trade for Incorporated status, including references to disciplinary procedure and professional code of conduct.	July 1954 - June 1964
3	Papers relating to amendments to procedures and standing orders, including references to the establishment of a deed for an Education Trust, and amendments to provisions for entry to Associate Membership.	July 1966 - Aug 1967
4	Constitution and Regulations	1950's
5	" " " "	1960
6	Paper on "Charitable Status and the Institute"	c. 1980
IPR 1/2/	General Meetings	
1a-b	Notice and agenda for Special General Meeting on 18 July 1958 to consider amendments to constitution governing election of Council.	June-July 1958
2a-e	Papers relating to Special General Meeting on 29 November 1963 concerning the conversion of IPR into an Incorporated Company, including code of Professional Conduct.	Aug-Nov 1963
3a-d	Notices for Extraordinary General Meeting on 22 April 1967 to discuss special resolutions relating to the Articles of Association.	Jan-April 1967
4	Correspondence and papers relating to and resulting from "Blueprint for Change", a paper prepared by Tim Traverse-Healy for presentation at the E.G.M. in April 1967.	March 1966 - April 1968

IPR 1/2/ cont.

5	Papers relating to Extraordinary General Meeting on 19 May 1975 (postponed from 22 April 1975) to consider amendments to Articles of Association.	April-May 1975
---	---	----------------

IPR 1/3/ Articles of Association

1a-c	Memorandum and Articles of Association. 3 copies.	December 1963
2	Memorandum and Articles of Association	February 1973
3	Memorandum and Articles of Association	March 1976

IPR 2/1/	Annual General Meetings	
1	Minutes of 1st Annual Conference	30 Sept 1948
2a	" " 2nd " "	28 Oct 1949
b	References from 1st Annual conference	" " " ?
3	Minutes of 5th Annual Conference	28 Nov 1952
4	Agenda and minutes of AGM's, including Presidents Addresses at November 1956 and November 1957 (minutes for 1958 and 1960 are missing).	1952 - 1960
5	Notice and agenda of 9th AGM	November 1956
6	" " " " 10th "	November 1957
7	" " " " 14th "	October 1961
8	" " " " 16th "	November 1963
9	" " " " 17th "	November 1964
10	" " " " 19th "	November 1966
11	" " " " 23rd "	November 1970
12	" " " " 24th "	October 1971
13	" " " " 25th "	November 1972
14	" " " " 29th "	Sept. 1976
15a-b	"The Future of the Institute", a Council paper for submission to the AGM. 2 copies.	1 December 1961
16	Correspondence and papers relating to AGM on 30 November 1962.	April-June 1962
17a-g	Notices of AGM's	1970 - 1973 and 1975
18	Agenda and monutes of AGM's, including speeches (1974) and President's Briefs (1975).	1973 - 1979 (omitting 1978)
19	Correspondence relating to AGM on 15 September 1976, including handwritten minutes.	June - September 1976
NB:	See also various photographs in IPR 11/3.	

IPR 2/2/

Council Meetings

- | | | |
|----|--|----------------------------------|
| 1 | Agenda and meetings (of Interim Council Meetings) and minutes of General Meeting on 10 February 1948. | July 1947 -
February 1948 |
| 2 | Minutes | February 1948 -
January 1950 |
| 3 | Agenda and minutes, including report concerning the financial and administrative position of IPR at May 1955. | November 1953 -
December 1955 |
| 4 | Agenda and minutes, including notes on Council and Committee procedure at March 1957. | January 1956 -
December 1957 |
| 5 | Agenda and minutes, including report concerning the administration of IPR at June 1957. | February 1958 -
December 1959 |
| 6 | Agenda and minutes, including Midland Group Newsletter (September 1961) and draft memorandum to the Royal commission on the Press. | January 1960 -
December 1961 |
| 7 | Agenda and minutes, including papers concerning the case of Arthur Cain, recommendations for the appointment of Committees (December 1962), and Director's and President's Reports (October - December 1963). | January 1962 -
December 1963 |
| 8 | Agenda and minutes, including Midland Group Newsletter (February 1964), a list of committee members 1964/65, some Director's and President's Reports, and Proposals for Institute Re-organisation at September 1965. | January 1964 -
December 1965 |
| 9 | Agenda and minutes | January 1966 -
December 1967 |
| 10 | Minutes, including report on political public relations at January 1969. | January 1968 -
December 1969 |
| 11 | Minutes | December 1973 |
| 12 | Agenda and minutes | January 1974 -
December 1977 |

IPR 2/2/ cont.

13	Minutes, including some papers relating to meetings of regional members of Council.	February 1976 - December 1977
----	---	-------------------------------

IPR 2/3/

Council Papers

1	Papers relating to Standing orders of IPR Council and Committees.	1947 - November 1975 (with some omissions)
2	Council Standing Orders	July 1960
3	" " "	July 1962
4	Standing Orders of Council and Committees.	January 1964
5	Correspondence and papers relating to the election of officers of Council and of members of committees.	November 1954 and September 1958 - July 1977
6	Papers relating to questionnaire concerning Council Elections.	April - May 1976
7	Correspondence concerning nominations to membership of committees.	November 1976
8	Table of Council and Committee Attendances.	1969 - 1970
9	" " " "	1970 - 1971
10	" " " "	1971 - 1972
11	Director's Reports	October 1963 - March 1967
12	" " "	March 1974 - 1979 (omitting 1978)
13	President's Reports	January 1974 - December 1977
14	Correspondence and papers, including "Report on the Corporate Report".	January 1974 - March 1977
15a-c	Programmes of Council and Committee meetings.	1974 - 1976
16	Correspondence relating to Council's comments on the report on Professional Services by the Monopolies Commission.	March - May 1971

IPR 2/3/ cont.

- | | | |
|----|--|-------------------------------|
| 17 | Memorandum by Council of IPR
to the Royal Commission on Standards
of Conduct in Public Life. | 28 July 1975 |
| 18 | Biographies of Presidents of
IPR | 1970's |
| 19 | Minutes of meetings of IPR Officers | March 1973 -
December 1975 |

NB: See also HAT 9/2/1-6 (Council Dinners)

IPR 3

COMMITTEES

IPR 3/1/

General Papers

- | | | |
|---|--|------------------------------|
| 1 | Memorandum on Council and Committee procedure. | 27 March 1957 |
| 2 | Papers relating to the meeting of Committee chairman at Hawkhurst, Kent (3-4 January 1975) to examine the objectives for Committees. | November 1974 - January 1975 |
| 3 | Papers relating to terms of reference of Committees. | 1973 - 1976 |
| 4 | Proposal for streamlining the Committee system. | 1975 |
| 5 | Notes on Committee system and Documentation. | December 1975 |
| 6 | Notes on circulation of documents. | 1976 |
| 7 | " " " " " | 1977 |

NB: See also - IPR 2/2/4,7
- 2/3/1,5,7-10,15

IPR 3/2

General Purposes Committee and Subsequent Groups.

The General Purposes Committee was re-named the Executive Committee with effect from February 1956. The Committee was re-constituted as the Board of Management in December 1969.

- | | | |
|---|--|-------------------------------|
| 1 | General Purposes Committee: agenda and minutes. | 14 December 1949 |
| 2 | General Purposes Committee: agenda and minutes. | December 1952 - January 1956 |
| 3 | Executive Committee: agenda and minutes, including a report on activities relating to the 10th Anniversary of IPR. | February 1956 - November 1958 |
| 4 | Executive Committee: agenda and minutes | January 1959 - November 1961 |
| 5 | Executive Committee: agenda and minutes. | November 1966 - November 1969 |

IPR 3/2/ cont.

- | | | |
|---|---|----------------------------------|
| 6 | Board of Management:minutes. | December 1969 -
October 1972 |
| 7 | Board of Management: minutes. | December 1972 -
October 1975 |
| 8 | Board of Management: minutes | December 1975 -
December 1977 |
| 9 | Board of Management: correspondence and papers, including a survey of the IPR publication <u>Public Relations</u> at January 1975, and papers relating to the conduct of business at the Board of Management following changes in the Committee system in 1975. | April 1974 -
January 1977 |

IPR 3/3

Development Committee and Related Groups

- | | | |
|------|--|----------------------------------|
| 1 | Foundation Fund Committee, re-named the Development Fund Committee in February 1959: agenda and minutes. | October 1956 -
September 1960 |
| 2 | Development Committee: agenda and minutes. | January 1962 -
December 1963 |
| 3 | Development Committee, re-named the Finance and Development Committee in May 1964: agenda and minutes. | January 1964 -
November 1965 |
| 4 | Development Committee: correspondence and papers, including various reports to the Committee from other Committees, and proposals for the re-organisation of IPR (September 1965). | June 1955 -
September 1965 |
| 5a-b | Public Relations Committee: minutes (including references to IPR's "Police and Public" Survey). | October - Novembe
1960 |
| 6a | Correspondence and papers relating to IPR's "Police and Public" Survey. | November 1959 -
February 1961 |
| b | Memorandum and Recommendations submitted by IPR to the Royal Commission on the Police and the Public. | January 1961 |
| 7 | Public Relations Committee: minutes and agenda. | July - November
1965 |
| 8 | Report on Member Relations, prepared at the request of the Public Relations Committee. | February 1969 |

IPR 3/3 cont.

- | | | |
|----|--|----------------------------------|
| 9 | Public Relations and Development Committee: minutes and agenda, including paper by Peter Biddlecombe on Open Government policies (September 1970). | March 1970 -
January 1971 |
| 10 | Public Relations and Development Committee: correspondence and papers. | February 1969 -
March 1974 |
| 11 | Public Relations and Development Committee: correspondence and papers. | February 1975 -
December 1976 |

IPR 3/4/

Disciplinary Committee and Professional Practices Committee

- | | | |
|----|--|---------------------------------|
| 1 | Disciplinary Committee: reports of meetings. | March 1964 -
October 1968 |
| 2 | Disciplinary Committee: report to Council concerning Maurice Fraser. | 6 March 1969 |
| 3 | Professional Practices Committee: minutes. | 21 January 1965 |
| 4 | Professional Practices Committee: agenda and minutes | July 1966 -
October 1967 |
| 5 | Professional Practices Committee: agenda and minutes | February 1968 -
October 1970 |
| 6 | Professional Practices Committee: minutes | March 1971 -
October 1974 |
| 7 | " " " " " " agenda and minutes. | January 1975 -
March 1978 |
| 8 | Professional Practices Committee: correspondence and papers, including case of Nora Wiles v Marion Grossman. | April - December
1965 |
| 9 | Professional Practices Committee: correspondence and papers | January -
December 1966 |
| 10 | Professional Practices Committee: correspondence and papers. | January -
December 1967 |
| 11 | Professional Practices Committee: correspondence and papers. | January -
December 1968 |
| 12 | Professional Practices Committee: correspondence and papers. | January -
November 1969 |
| 13 | Professional Practices Committee: correspondence and papers, including case of the Graham Cherry Organisation (use of anti-biotics in animal husbandry). | January -
December 1970 |

IPR 3/4/ cont.

14	Professional Practices Committee: correspondence and papers, including case of William Camp v British Steel Corporation.	February - November 1971
15	Professional Practices Committee: correspondence and papers, including the case of Julian Bray v Bell Capper Associates.	January - November 1972
16	Professional Practices Committee: correspondence and papers.	April - December 1973
17	Professional Practices Committee: correspondence and papers.	January - December 1974
18	Professional Practices Committee: correspondence and papers, including the case of the Apple and Pear Development Council.	January - December 1975
19	Professional Practices Committee: correspondence and papers.	January - December 1976
20	Professional Practices Committee: correspondence and papers, including case of Gerald Fitzgerald.	January - December 1977
21	Professional Practices Committee: correspondence and papers, including case of Gerald Fitzgerald.	January - November 1978 and August 1979
22a-e	Notes on strengthening Professional Practices.	July 1965 - July 1967
23	Papers relating to meetings of the Working Party to review Code of Conduct.	October - November 1969
24	"Professional Ethics and the Institute", a report by James Derriman.	Undated
25a-b	"Choosing a consultancy", draft IPR guidance paper, and related notes for Professional Practices Committee.	Undated
NB:	See also - IPR 1/1/2	

IPR 3/5/

Consultancy Committee

1	Minutes of meeting of joint Committee of individual and consultant members.	19 May 1957
2	Consultancy Committee: agenda and minutes	April 1958 - November 1962

IPR 3/5/ cont.

3	Consultancy Committee: agenda and minutes	May 1959 - November 1962
4	Consultancy requests	April - November 1973
5	" " "	February - December 1974
6	" " "	January - December 1975
7	" " "	January - December 1976
8	" " "	January - December 1977

NB: See also IPR 3/4/25

IPR 3/6/ Membership Committee and Related Groups

1	Membership Committee: minutes	February 1948 - February 1950
2	" " " agenda and minutes	December 1966 - November 1967
3	Membership Committee: agenda and minutes	February 1975 - February 1977 (with omissions)
4a	Member Relations Committee: agenda and minutes, and correspondence relating to Member Relations Questionnaire.	January - November 1967
b	Draft Questionnaire	1967
5	Member Services Committee: agenda and minutes	June 1972 - October 1974
6	Member Services Committee: correspondence and papers.	September 1972 and March 1974 - April 1975
8	Correspondence and papers relating to salary surveys of employees in public relations.	July 1965 - June 1974
9	Membership Survey	Mid 1960's
10a	Survey of the Work and Earnings of Members for the year 1970	1971
b	"Occasional Paper" by John S. Evans, related to IPR 3/6/10a.	November 1971

IPR 3/6/ cont.

11	Salary Survey	1975
12	Correspondence and papers relating to Salary Survey.	March 1973 - 1975
13a-c	Membership Development Committee: agenda and minutes	February - May 1975
14	Membership Development Committee: correspondence and papers	February 1975 - December 1976
15	Correspondence concerning invitations to employees in public relations to join IPR.	May - September 1976
16a-c	Questionnaires in response to Membership Survey.	1982
17	Applications for membership	c.1948 - 1949
18	Correspondence and papers relating to nomination for IPR Fellowship	July 1959 - August 1975 (with omissions)
19	Papers relating to Associate Membership Examinations.	April - July 1967
20	Papers relating to non-payment of subscription fees by members.	1964, 1967, and 1976
21	Write-off lists of members (for non-payment of subscription fees).	February 1967 and March 1974 - February 1976
22	Application form for admission/transfer in membership	Mid 1970's
23	Correspondence and papers relating to the Register of Members	February 1969 - November 1976
24	Register of Members	1951
25	" " "	1952
26	" " "	1953
27	" " "	1955
28	" " "	1957
29	" " "	1959
30	" " " and constitution	1961
31	" " "	1962

IPR 3/6/ cont.

32	Register of Members	1963
33	" " "	1964
34	" " "	1965
35	" " "	1966
36a	" " "	1969
b	List of alterations in Membership	1969
37	" " "	1970
38	" " "	1971
39	" " "	1972
40	" " "	1975
41	" " "	1976
42	Certificate of Membership of IPR	Undated

NB: See also IPR 3/3/8

IPR 3/7/	Education Committees	
1	Agenda and minutes	February 1954 - November 1956
2	" " " including report on publicising the IPR Intermediate Exam, and reports from the Board of Examiners.	January 1957 - November 1959
3	Agenda and minutes, including reports on exams, and on Membership eligibility by examination.	January 1960 - December 1961
4	Agenda and minutes, including report on exams, and on future educational policy.	January 1962 - November 1963
5	Agenda and minutes, including report on exams and on training of new entrants.	January 1964 - December 1965
6	Agenda and minutes	January 1966 - October 1968
7	Minutes	January 1969 - November 1971

8	Minutes	January 1972 - January 1975
9	Minutes of meetings of examiners and lecturers	August 1956 - March 1960
10	Papers relating to IPR examinations	1957 - September 1962 and 1964
11	Papers relating to the IPR Certificate Course and Exams.	September 1966 - September 1967
12	Agenda and minutes of Courses Sub-Committee	January - July 1967
13	Students' Bulletins, including notes on exam results	January - October 1967
14	Education Committee: correspondence and papers, including the Public Relations Education Trust Deed, and extracts from report on education in public relations.	February - September 1967
15	Paper on the educational policies of IPR	1971
16	Education Committee: correspondence and papers, including correspondence relating to Walton Solomon's award to the best Nigerian student, notes on the new CAM educational structure (1975), the discontinuation of the IPR Course Certificate, and the establishment of the Education Sub- Committee to liaise with CAM.	August 1970 - November 1976
17	Correspondence and papers relating to IPR exams.	December 1974 - April 1976
18	Correspondence and papers relating to the IPR Working Party set up in conjunction with Ashridge Management College to improve the public relations content of general management course.	1972 and October 1974 - July 1975
19a-c	IPR Final Examination Certificate. 3 copies.	Undated

NB: See also - IPR 1/1/3
 - IPR 11/1/3
 - IPR 13/2 - The College for the Distributive
 Trades

IPR 3/8/

International Committee

- | | | |
|---|--|--|
| 1 | Agenda and minutes | March 1968 -
June 1976
(with omissions) |
| 2 | Correspondence and papers, including terms of reference for International Committee at September 1967. | September 1967
and February 1968
- August 1973 |
| 3 | Correspondence and papers, including terms of reference for International Committee at 1976. | September 1974 -
November 1976 |

NB: See also - IPR 10 - International Contacts

- See also - IPR 2/2/3 (financial report)
 - IPR 2/4 (Annual Reports and Accounts)
 - IPR 3/2 (General Purposes Committee and subsequent groups, including Board of Management)
 - IPR 3/3 (Development Committee and Related Groups, including the Finance and Development Committee)

IPR 4/1/	Treasurer's Reports, and Statement of Accounts	
1	Statement of Accounts	30 June 1961
2	Treasurer's Report to council	30 January 1963
3	Draft minute on Treasurer's Report	January 1963
4	Treasurer's Report to Council	14 April 1963
5	Treasurer's Supplementary Report to Council	24 April 1963
6	Treasurer's Report to Council	27 October 1963
7	" " " " "	22 February 1967
8	Treasurer's Report to Board of Management	12 May 1976
IPR 4/2/	Budget Papers	
1	Statement of income and expenditure	5 April 1962
2	" " " " " " "	5 April 1963
3	" " " " " " " (including Development Revenue Account)	25 July 1963
4	Statement of estimated income and expenditure until 1967	1963
5	Papers relating to income and expenditure	January - September 1967
6	Statement of Financial Position	15 July 1970
7	Projected analysis of income and expenditure 1974-1976	1974

IPR 4/2/ cont.

8	Recommended budget for 1974-1975, and related notes	July 1974
9	Papers relating to Budget Control	November 1974 - December 1975
10	Papers relating to Budget proposals for 1975-1976, including the revision of the subscription system.	1975
11	Papers relating to projected Budget for 1976	January - September 1976
12	Monthly Budget sheets	January - December 1976 (with omissions)
13	Correspondence and papers relating to projected Budget for 1977	1976 - February 1977
14	Monthly Budget sheets	January - November 1977 (with omissions)

IPR 4/3/

Meetings Concerning Finance

1	Report of meeting of the Finance Sub-Committee	27 February 1967
2	Report of the meeting of the Working Party on Finance	10 August 1977

IPR 5	<u>EMPLOYMENT AND WELFARE</u>	
IPR 5/1/	Employment in IPR	
1a-b	Papers relating to the advertisement for applicants for the post of Director	March 1964 - February 1965
2	Correspondence relating to applications for the post of Membership Officer.	February 1977
3	Minutes of IPR Staff Meeting	11 November 1976
IPR 5/2/	Pensions	
1a-b	The IPR Pension Plan, and accompanying letter from the Abbey Life Assurance Company	July 1974
IPR 5/3/	Employment for Members of IPR	
1	Correspondence relating to employment prospects for members	April - December 1976
2	Correspondence relating to employment prospects for members	January - May 1977
IPR 5/4/	Benevolent Fund	
1	Report to Council, and rules of Benevolent Fund	6 April 1962
2	Report to council, and rules of Benevolent fund	26 April 1962
3	Rules of Benevolent fund	30 May 1962
4a-b	Benevolent Fund Trust Deed 2 copies	1965
5	Minutes of meeting of Trustees of the Benevolent Fund	14 December 1964
6a-d	Agenda and minutes of meetings of Trustees of the Benevolent Fund	March - August 1967
7	Minutes of meeting of Trustees of the Benevolent Fund	2 July 1975
8	Correspondence relating to the Benevolent Fund	January 1974 - May 1976
9	Note to Council regarding the Benevolent Fund	September 1977

IPR 5/4/ cont.

10

Minutes of meeting of Benevolent
Fund Trustees

20 June 1979

IPR 6/1/	Local Government Group of IPR	
1a-b	Letter from Alec Spoor to arrange a meeting of municipal public relations officers, with accompanying lists of municipal p.r.o.'s	3 February 1948
2	Minutes of meeting of Local Government Group	30 September 1948
3	Memorandum by L.G.G. on "The Public Relations Officer in Local Government".	May 1949
4	"Who are the Public?", script by Major W.H.Dyer	10 January 1951
5	Report on L.G.G.'s Second Technical Weekend School	March 1951
6	"Public Relations in Local Government", script by Norman G. Liddiard	April 1951
7	"The Place of an Information Service in Public Relations", script by Maurice Rodgers	21 November 1951
8	"Creating a public relations attitude of mind among Local Government Staff", paper by Norman H Rodgers	19 March 1952
9	"Public Relations for the London County Council", script by Stanley Richards	21 May 1952
10	Report of talk by Lex Hornsby: "Training PR Staff".	16 July 1952
11	"Co-ordination of Publicity in a Local Authority", script of speech by Alan Eden Green	1 May 1953
12a	Letters to members of Group from Norman Rodgers, concerning <u>Mind Your Own Business</u> , a booklet published by Lambeth borough Council	6 February 1959
b	<u>Mind Your Own Business</u> : booklet	1959
13	Papers relating to regulations of L.G.G.	May 1969 - August 1975
14	Agenda and minutes of AGM's of L.G.G., including reports from Secretary (1972 and 1973) and report from Chairman (1975)	May 1971 - May 1975

IPR 6/1/ cont.

15	Report of ad hoc meeting of L.G.G.	26 April 1972
16	Paper concerning admission of press to committee meetings, prepared by Management Committee of L.G.G.	25 June 1971
17	Agenda and minutes of meetings of Management Committee of L.G.G.	May 1973 - March 1977 (with omissions)
18	Correspondence relating to L.G.G.	June 1973 - March 1977
19	List of members of L.G.G.	May 1972
20	List of people in London local government public relations, prepared for IPR Membership Drive	September 1975
21	Papers relating to "Case Study" competition	1975?
22	Papers relating to Annual Weekend Schools of L.G.G.	September 1972 - September 1978 (omitting 1977)
23	Ballot paper for L.G.G. elections	May 1974
24	" " " " "	May 1975
25	" " " " "	October 1976
26a-c	Three miscellaneous reports relating to public relations in local government	Mid 1970's?
27	Article on public relations in local government, by Haydn Richards (Town Clerk of Ebbw Vale)	Undated
28	List of duties of the City Public Relations Officer, Bristol	October 1966
NB:	See also - IPR 8/1/14d	

Area Group Representatives of IPR

1	Report of Area Group conference	20 November 1970
2	Correspondence and papers, including some agenda and minutes, relating to meetings of Council with representatives of Area Groups	October 1970 - July 1975 (with omissions)
3	Correspondence and papers relating to Area Group Representatives, including some agenda and minutes of meetings of Area Groups	February 1976 - February 1977
4a-d	Lists of Area Group chairmen	1976 - 1977
5a-b	Report from the Working Party on the formation of a South East Area Group, with related report from Director	March - October 1964
c	Newsletter of the London and South East Group	September 1983
6a-b	Correspondence relating to the East Anglian Group	July 1974
7	Correspondence and papers relating to the West of England Group	February 1973 - November 1976
8	Minutes of Committee Meeting of the Midlands Group	9 June 1964
9	Correspondence and papers relating to the West Midlands Group	March 1967 - December 1976
10	Correspondence and papers relating to the East Midlands Group	August 1974 - October 1976
11	Papers relating to the North East Group	July 1976
12	The North West Group	
a	Minutes of Committee Meeting	21 August 1964
b	" " " " "	February - June 1973
c	" " " " "	3 April 1975
d	Agenda for A.G.M.	10 October 1975
e	Minutes of A.G.M.	14 November 1975
f	Correspondence and papers	March 1973 - November 1976

IPR 6/2/ cont.

- | | | |
|----|---------------------------|--------------------------------|
| 13 | Scottish Group | |
| a | List of Members | 31 January 1969 |
| b | Correspondence and papers | July 1970 -
December 1976 |
| 14 | Northern Ireland Group | |
| a | Correspondence and papers | January -
August 1969 |
| b | Correspondence and papers | August 1973 -
December 1976 |

NB: See also - IPR 2/2/6,8 (Midland Group)

IPR 7

SPECIALISED GROUPS

See also IPR 6/1/ - Local Government Group

IPR 7/1/

City and Financial Group

The Group was established in August 1974, with the objective of representing the interests of public relations practitioners in the City and in financial institutions.

- | | | |
|---|--|---------------------------------|
| 1 | Draft regulations | August 1974 |
| 2 | Correspondence and papers | October 1974 -
November 1976 |
| 3 | Agenda for A.G.M. | 21 November 1975 |
| 4 | Minutes of A.G.M. | 9 December 1975 |
| 5 | Agenda and minutes of Committee Meetings, including minutes of meeting of Group Working Party (August 1974). | August 1974 -
August 1976 |
| 6 | Booking form for "Operation better understanding", seminar organised by the City and Financial Group | 16 November 1976 |
| 7 | Booking form for "City and Industry - the Great Divide?", seminar organised by the City and Financial Group. | 29 November 1978 |

NB: See also IPR 11/1/6 (press release)

IPR 7/2/

Arts Sponsorship Group

The Group was established in 1975, with the objective of creating opportunities for the exchange of ideas amongst members of the IPR interested in sponsorship of the arts.

- | | | |
|------|--|-------------------|
| 1 | Regulations | 1975 |
| 2 | Correspondence and papers relating to the inaugural meeting of the Group on 16 January 1976. | January 1976 |
| 3 | Minutes of 7th Committee Meeting | 14 September 1976 |
| 4 | Newsletter | Summer 1976? |
| 5 | Report on Arts Sponsorship Group | 9 June 1977 |
| 6a-b | <u>PR Monitor</u> - issue featuring a progress report on the IPR Arts Sponsorship Group. | June/July 1977 |

IPR 7 cont

IPR 7/3/

Voluntary Movement Group

The Group was established in 1964, with the objective of providing a forum for discussion amongst IPR members interested in the work of voluntary or charitable organisations.

1a-b

Information booklet. 2 copies

1966

CONFERENCES AND SEMINARS

See also various photographs in IPR 11/3
and miscellaneous items in IPR 11/5

IPR 8/1/

IPR Annual conferences

1a	Programme for Public Relations Week and Conference at St. Leonard's-on-Sea	27-29 April 1951
b	"Human Relations in Industry", paper by O.W. Roskill	28 April 1951
2	Script of speech by John Elliot, given at Conference at Margate	29 April 1956
3	Programme for Conference at Brighton	24-27 April 1958
4	Programme for Conference at Brighton	9-12 April 1959
5	Script of speech by Robert L Bliss, given at Conference at Brighton	29 April 1960
6	Annual Conference at Cheltenham	29-31 May 1964
a	Programme	" " "
b-c	List of delegates	" " "
7	Papers relating to conference at Eastbourne, 26-28 March 1965, including scripts of speeches	February - March 1965
8	Lists of delegates attending conference at Dublin	29 April - 1 May 1966
9	Annual conference at Brighton	21-23 April 1967
a	Papers	
b	Script of presentation given by Tim Traverse-Healy	22 April 1967
10	Annual Conference at Brighton Script of speech by W.P. Howard, at Conference at Brighton	30 April - 2 May 1971 April 1971
10A	Annual Conference at The Hague	21-23 April 1972
11	Annual Conference at Stratford-on-Avon	18-20 April 1972
a	Correspondence and papers	November 1973 - October 1975
b	Information booklet for delegates	April 1975
c	Scripts and summaries of speeches	April 1975

IPR 8/1/ cont.

12	Annual Conference at Bournemouth	25-27 November 1977
a	Correspondence and papers	September 1976 - January 1978
b	Information booklet for delegates	November 1977
c	Script of speech given by F.C.Gillman	" " "
d	Conference folder (containing 5 loose enclosures)	" " "
13	Annual Conference at Bristol	17-19 November 1978
a	Correspondence and papers	November 1977 - January 1979
b	Notes of meetings of Conference Working Party	May - October 1978
c	Programme	November 1978
d	Information booklet for delegates	" " "
e	Examples of invitations to Conference functions.	" " "
14	Annual Conference at Eastbourne	23-25 November 1979
a	Correspondence and papers	January 1978 - February 1980
b	Papers relating to the Conference Working Party	March - July 1979
c	Information booklet for delegates	November 1979
d	Script of report given by Roger Neville of the Local Government Group	" " "
e	Conference folder (containing 8 loose enclosures)	" " "
f	Agenda for Conference Review Meeting	3 December 1979
15	Programme for Conference at Birmingham	21-23 November 1980
16	" " " " London	21 November 1981
17	" " " " "	4-5 November 1983

NB: See also - IPR 10/4/10

IPR 8/2/	IPR Winter Conferences (held at London hotels)	
1	Programme	1 December 1962
2	"	1963
3	"	28 November 1964
4	"	27 November 1965
5	"	26 November 1966
6	"	30 November 1968
7a	Booking form	21 November 1970
b	List of delegates	" " "
8a	Correspondence and papers relating to Conference on 23 November 1974	August 1973 - January 1975
b	Programme	23 November 1974
9	Correspondence and papers relating to Conference on 21-22 November 1975	June 1975 - February 1976
10	Correspondence and papers relating to Conference in November 1976 (event cancelled)	January - November 1976

IPR 8/3/ 001	IPR Summer Schools/Case Study Weekends <i>SR at Oxford (Jeanes Alps)</i>	
1	The University of Sussex 30 June - 2 July 1967: papers	<i>July 1966</i> June-July 1967
2	The University of Sussex Programme	June 1970
a	Correspondence	June 1970
3	The University of Warwick: booking form	September 1973
4	The University of Essex, 19-20 September 1975	
a	Correspondence and papers	November 1974 - October 1975
b	Programme	19-20 September 1975
c	Scripts of speeches	" " "

IPR 8/3/ cont.

5	The University of Warwick, 3-4 September 1976: correspondence and papers	March - September 1976
6	Selwyn College, Cambridge, September 1977: correspondence and papers	January - October 1977
7	Selwyn College, Cambridge, 29-30 September 1978 (event cancelled): correspondence and papers	October 1977 - September 1978

IPR 8/4/

Miscellaneous Conferences and Study Days

1	Synopsis of a Symposium on Public Relations	18 January 1950
2	Report of IPR London Meetings	5 October 1954
3	" " " " "	23 November 1954
4	" " " " "	22 February 1955
5	" " " " "	27 September 1955
6	Study Session Reports	1956 - 1957
7	Script of speeches from Public Relations Day	24 November 1956
8	Scripts of speeches from Public Relations Day	30 November 1957
9	Study Session Reports	July 1958
10	Correspondence and papers relating to conference on business communications sponsored by IPR and International Business Communications Limited, 14-15 October 1971	January 1970 - October 1971
11	Correspondence and papers relating to conferences organised by the Production Engineering Research Association in association with IPR	January 1971 - July 1973
12	Correspondence and papers relating to conference on "International Communication and Understanding", to mark the 25th Anniversary of the IPR, 1 March 1973	November 1971 - March 1973
13	Programme for 25th Anniversary Conference	1 March 1973
14	Menu for 25th Anniversary Luncheon	" " "

IPR 8/4/ cont.

15	"The Responsive Company": conference sponsored by IPR and the British Institute of Management	22 January 1976
a	Correspondence and papers	July 1975 - April 1976
b	Booking form	22 January 1976
c	Programme	" " "
d	Script of speech by George Goyder	" " "
e	" " " " B.J.A.Hargreaves	" " "
f	" " " " Alex Page	" " "
g	" " " " Harry Shepherd	" " "
h	" " " " Alan Eden-Green	" " "
16	Correspondence and papers relating to lunch meeting on "Aspects of PR in Employee Relations", 3 April 1975 (event cancelled)	November 1974 - April 1975
17	Correspondence and papers relating to plan to visit the International Briefing Centre at Farnham Castle, 11 November 1975 (event cancelled)	September - October 1975
18	Correspondence and papers relating to Audio-visual Workshop, 28 January and 11 February 1976	June 1975 - February 1976
19	Papers relating to plan for International Conference in Paris, February 1976	June - August 1975
20	Papers relating to Conference on Industrial Development	April 1976
21	Correspondence and papers relating to Study Day at Greenwich, 3 July 1976 (event cancelled)	February - June 1976
22	Correspondence and papers relating to seminar on relations with the foreign press, 13 October 1976 (organised by IPR in conjunction with the Confederation of British Industry, and the British Overseas Trade Board)	June - October 1976

IPR 8/4/ cont.

23	Correspondence and papers relating to International Weekend in Paris, 5-6 November 1976	March 1976 - January 1977
24a-c	Correspondence and papers relating to Corporate Identity Seminar, 25 November 1976 (organised by IPR in conjunction with the British Association of Industrial Editors)	June - November 1976
25	Programme for seminar on P.R. and the E.E.C., 28 October 1977	July 1977
26	Correspondence and papers relating to general administration of seminar programme	January 1976 and May 1977 - December 1979
27	Correspondence and papers relating to lecture by Northcote Parkinson and Nigel Rowe, 11 October 1977 (event cancelled)	February - August 1977
28	Papers relating to seminar on "The BBC Today", 30 June 1978	May - June 1978
29	Papers relating to seminar on "Design and Public Relations", 20 July 1978 (event cancelled).	June - September 1978
30a-e	Papers relating to seminar on Independent Local Radio, 28 September 1978	August - December 1978
31a-d	Papers relating to seminar on "PR and the Environment".	December 1978
32a-b	Papers relating to seminar on "The Challenge of Tourism", 25 January 1979	January 1979
33a-d	Papers relating to seminar on "The Company, community and Parliament", 28 February 1979	February 1979
34	Papers relating to seminar on "Sponsorship of the Arts and Sport", 28 March 1979	February - April
35	Papers relating to "Face to Face" seminar, 25 April 1979 (event cancelled)	April - May 1979
36	Papers relating to seminar on "The European Parliament", 28 June 1979	May - July 1979
37	Papers relating to seminar on "Industry, Community and Parliament", 4 October 1979	April - October 1979

IPR 8/4/ cont.

- | | | |
|-------|--|------------------------------|
| 38 | Papers relating to seminar on "Public Relations for Top Management", 30 October 1979 (event cancelled) | July - October 1979 |
| 39 | Papers and correspondence relating to monthly buffet lunch meetings held at the Royal Commonwealth Society | January - July 1975 |
| 40 | Correspondence and papers relating to monthly buffet lunch meetings at the Press Club, including scripts of some speeches | October 1975 - November 1978 |
| 41 | Correspondence and papers relating to proposed joint Conference between IPR, the British Association of Industrial Editors, and the British Industrial and Scientific Film Association (IPR's involvement cancelled) | August - October 1978 |
| 42a-d | Papers relating to lecture by Edward de Bono, 29 May 1977, sponsored by IPR in conjunction with the IPA | February - May 1979 |
| 43a-b | Papers relating to lecture by John May, 4 September 1979, sponsored by IPR in conjunction with the IPA | February - September 1979 |
| 44 | Outline of projects for Programme Group | May 1975 |

NB: See also IPR 13/2 - The College for the Distributive Trades

IPR 8/5/ Study Sessions for Visiting American Students

- | | | |
|---|--|----------------------|
| 1 | Papers relating to session on 26 August 1975 | May - September 1975 |
| 2 | Papers relating to session on 18 May 1976 | March - May 1976 |
| 3 | Papers relating to session on 29 July 1976 | April - August 1976 |
| 4 | Papers relating to session on 29 June 1977 | March - July 1977 |
| 5 | Papers relating to session on 28 June 1978 | June 1978 |
| 6 | Papers relating to session on 28 June 1979 | February - July 1979 |

IPR 8/5/ cont.

NB: These papers relate to meetings with students of the University of Southern California, with the exception of HAT 8/5/2. which concerns students from the American University, Washington.

See also various photographs in IPR 11/3

IPR 9/1/

Foundation Day and Tallents Memorial Lecture

These two events were amalgamated to form a single function in 1976

- | | | |
|------|--|--------------------------------|
| 1 | Script of speech by C.J.M.Alport
"The place of public relations in the modern Commonwealth" (the first Sir Stephen Tallents Memorial Lecture) | October 1960 |
| 2 | Correspondence relating to Tallents Lecture by Jo Grimond | May - November 1965 |
| 3 | Correspondence relating to Tallents Lecture by Edward L. Bernays | April - July 1966 |
| 4 | Correspondence and papers relating to Founders Night, 10 February 1969, celebrating the 21st Anniversary of IPR | August 1968 - January 1969 |
| 5 | Correspondence relating to Tallents Lecture by Donald Maitland | December 1970 - September 1971 |
| 6 | Correspondence relating to Tallents Lecture. | August 1973 |
| 7 | Notice for the Tallents Lecture, "Public Relations and the Professions", by Harold Horsfall-turner | 29 May 1974 |
| 8 | Correspondence and papers relating to Tallents Lecture by sir Frederick Catherwood, 3 June 1975, including script of speech | November 1974 - July 1975 |
| 9a-d | Papers relating to review of the Tallents Lecture, and proposals to combine the lectue with a Foundation Day function | July - September 1975 |
| 10 | Correspondence and papers relating to Foundation Day and Tallents Lecture by Gordon J Oakes, 10 February 1976, including script of speech | August 1975 - February 1976 |
| 11 | Correspondence and papers relating to Foundation Day and Tallents Lecture by John Methven, 10 February 1977, including script of speech | September 1976 - April 1977 |
| 12 | Correspondence and papers relating to Foundation Day, 10 February 1978 | March 1977 - February 1978 |

IPR 9/2/	Council Dinners	
1	Notice for Council Dinner, 19 December 1958	3 December 1958
2	Papers relating to Council Dinner, 4 December 1974	October - December 1974
3a-c	Papers relating to Council Dinner, 3 December 1975	December 1975
4	Papers relating to Council Dinner, 8 December 1976	October - December 1976
5	Papers relating to Council Dinner, 8 December 1977	August - December 1977
6	Papers relating to Council Dinner, 7 December 1978	February - December 1978
IPR 9/3/	Fellows' Dinners	
1	Correspondence and papers relating to dinner on 24 May 1977	March - June 1977
2	Correspondence and papers relating to dinner on 26 October 1978	July - November 1978
3	Correspondence and papers relating to dinner on 3 October 1977	February - October 1979
IPR 9/4/	Miscellaneous Functions	
1	Correspondence and papers relating to luncheon held in honour of the Duke of Edinburgh, 2 March 1960	July 1955 - December 1960
2a	Text of speech by Alan Campbell- Johnson at IPR dinner	3 April 1957
b	Outline of speech by Earl Mountbatten of Burman at IPR Dinner	" " "
3a-b	Report of speech by Lord Robens of Woldingham at an IPR luncheon. 2 xopies	17 January 1963
4	Programme for IPR Dinner and Dance	6 October 1965
5	Papers relating to luncheon on 29 September 1970 (award of CERP diploma to Sam Black)	July - September 1970

IPR 9/4/ cont.

- | | | |
|---|---|-----------------------------|
| 6 | Correspondence and papers relating to the Mansion House Dinner, 27 January 1975, including scripts of speeches | June 1974 -
January 1975 |
| 7 | Correspondence relating to lunch at the United Oxford and Cambridge University Club, 22 April 1975 | March - April
1975 |
| 8 | Correspondence and papers relating to the President's Service at St. Bride's Church, 11 September 1975, including script of speech by Reverend Trevor Huddleston. | May - September
1975 |

See also - IPR 3/8 - International Committee
Items in IPR 14/5 and IPR 14/6

IPR 10/1/	Centre Europeen des Relations Publiques	
1	Report on CERP General Assembly Meeting at Geneva	13 May 1967
2	Statutes and Regulations	Undated
3	CERP Information - Special Geneva Issue	Undated
4	CERP Information	August 1972
5	CERP Directory	1974
6	Report on the Pedagogy of Public Relations Teaching	April 1974
7	Correspondence and papers, including CERP newsletters, and material relating to CERP Conferences	February 1974 - December 1976
8	Letter publicising the British Group of CERP	Undated
9	Report by Margaret Nally on CERP meeting at Turin	14-17 April 1976
10	Memorandum publicising CERP events	17 November 1978

NB: See also references to CERP in IPR 8/4/19 and 9/4/5

IPR 10/2/	International Public Relations Association	
1	"Public Relations and Politics", script of a speech delivered by Sidney J van der Bergh at an IPRA lunch	27 April 1959
2	IPRA Membership Survey	1964
3	Programme for IPRA Council Meeting and Conference, London	3-4 May 1971
4a-b	Programmes for IPRA Conference, Scandanavia	22-27 May 1972

IPR 10/2/ cont.

5	Correspondence and papers	May 1971 - January 1974
6	IPRA Newsletter no.50	November - December 1972
7	" " " 53	June - August 1973
8	" " " 60	November - December 1974
9	" " " 61	January - March 1975
10	" " " 62	April - June 1975
11	" " " 63	July - August 1975
12	Gold Paper no.3: report on Public Relations Research prepared by the Professional Standards Committee	March 1979
13	Programme for "The World of Public Relations", an exhibition organised by IPRA	May 1979
14	Correspondence relating to the IPRA Exhibition	December 1978 - May 1979

IPR 10/3/

	Public Relations World Congress (organised every three years by IPRA)	
1	Correspondence and papers relating to 3rd World Congress at Montreal, 11-13 November 1964 (including references to a luncheon organised by IPR, 12 November 1964)	June - November 1964
2	Leaflet to publicise 3rd World Congress, and 17th National Conference of the Public Relations Society of America	November 1964
3	Programme for 3rd World Congress and related Conferences	" " " "
4a-b	Booklet of tickets for 3rd World Congress	" " " "

5	Book of tickets for 17th National Conference of PRSA	November 1964
6	Newsheet to publicise 3rd World Congress	" " "
7	Scripts of speeches given at 3rd World Congress	" " "
8	Review of 3rd World Congress by Humphrey Sullivan	" " "
9	Correspondence and papers relating to 5th World Congress, Israel, 2-6 June 1970	February 1969 - February 1970
10	Booklet relating to 5th World Congress	1970
11	" " " " "	1970
12	Correspondence and papers relating to 6th World Congress, Geneva, 16-19 April 1973	August 1972 - April 1973
13	Newsletter no.49: 6th World Congress	September - October 1972
14	Correspondence and papers relating to 7th World Congress, Boston, 11-14 August 1976	August 1975 - June 1976
15	Preliminary programme for 7th World Congress	1976
16	Correspondence and papers relating to 8th World Congress, London, 23-25 May 1979	May 1974 - August 1975
17	Correspondence and papers relating to 8th World Congress	March 1976 - December 1977
18	Correspondence and papers relating to 8th World Congress	January - December 1978
19	Correspondence and papers relating to 8th World Congress	January - August 1979
20	Minutes of joint meetings of IPR and IPRA	January 1975 - January 1978
21	Agenda and minutes of meetings of 8th World Congress Committee	March 1977 - April 1979

IPR 10/3/ cont.

22a-c	Minutes of meetings of 8th World Congress Programme Committee	July 1977
23a-b	Minutes of meetings of 8th World Congress Publicity Committee	October 1978 - March 1979
24	Agenda and minutes of meetings of 8th World Congress Organising Committee	November 1978 - June 1979
25	Preliminary programme for 8th World Congress	1979
26	Booking form for 8th World Congress	1979
27	Programme for 8th World Congress	1979
28	<i>Programme for (8th) World Congress Sale Comm</i>	<i>1979</i>

IPR 10/4/

Miscellaneous Items

1	Report on discussion relating to a Commonwealth Public Relations Institute	30 December 1960
2a-b	Details of programme for International Public Relations conferences, London	October 1971
3a	"Social Communication in European periodicals" - bibliography compiled by the Belgian Institute of Information and Documentation	1971 - 1972
b	Booklet about the Belgian Institute of Information and Documentation, enclosed in IPR 10/4/3a	" " "
4	"Social Communication in European periodicals" - bibliography as in IPR 10/4/3a	1973
5	<u>International Public Relations Review</u> a newsletter privately published by Leffingwell Associates, Hawaii	January 1972 - March 1975 (with omissions)
6	Correspondence and papers relating to the Central Office of Information	November 1972 - August 1975
7	Reports on IPR President's visits to European Public Relations Associations	September 1974
8	Papers relating to the United Nations Conference on Human Settlements, Vancouver, 1976, and related film presentation in London	February - March 1976

IPR 10/4/ cont.

- | | | |
|-------|---|----------|
| 9 | Certificate of membership (blank)
of the American Public Relations
Association | Undated |
| 10a-c | Paper by Bill Treadwell (presented
at IPR's 8th annual Conference)
outlining "President Eisenhower's
People-to-People Program", with
related leaflets | May 1957 |

IPR 11/1/	Miscellaneous IPR Press Releases	
1	Press release concerning address by the Bishop of London	26 January 1959
2	Press release concerning film show	" " "
3	Press release concerning the development of IPR	10 April 1967
4	Press release concerning the appointment of an IPR Educational Adviser	4 March 1968
5	Miscellaneous IPR press releases	January 1970 - June 1974
6	Press release concerning IPR City and Financial Group	10 December 197
7	Press release concerning IPR Audio-Visual Competition	13 December 197
IPR 11/2/	IPR Awards	
1	Press release concerning the winner of the President's Award	22 March 1965
2	Proposed scheme for the President's Medal	18 June 1967
3	Press release concerning new scheme of awarding President's Medal	August 1967
4	Note to Council nominating Lord Redcliffe-Maud as winner of President's Medal	July 1974
5	Notes concerning the President's Medal and its history	15 July 1974
6	Press release concerning results of "Sword of Excellence" competition	22 October 1979
7	Entry form for "Sword of Excellence" competition	1983

IPR 11/3/	Photographs of IPR Events and Personalities	
1	Dr. Mark Abrams	1950's
2	Andy McLoughlin	1950's
3a-j	Unidentified events (Hat 11/3/3a features Francis Williams speaking	1950's
	3c features, l-r, David Linton, Geoffrey Young, Tim Traverse-Healy, Leslie Hardern, Freddy Gillman, and Alan Eden-Green	
	3f features Geoffrey and Eleanor Burdett in centre of third row	
	3h,i feature Herbert Morrison	
	3j features Leslie Hardern on the left)	
4	Annual Conference at Hastings	May 1953
and	5a-z Annual Conference at Stratford-upon-Avon, including 4 negatives. (HAT 11/3/5ss features Roger Wimbush in the front row on the left)	April - May 1954
6a-h	Annual Conference at Bath, including 4 negatives	April - May 1955
7	Luncheon at Criterion Restaurant (speaker: Douglas Fairbanks)	18 January 1956
8a-1	Annual Conference at Margate (HAT 11/3/8a features Maurice Buckmaster	April 1956
	8b features R Paget-Cooke on the left + Sam Black on the right	
	8c features Frank England on the left and Tim Traverse-Healy on the right	
	8d features Mervyn Thomas on the right)	
9a-b	Annual General Meeting (investiture of Alan Campbell-Johnson as President)	23 November 1956
10	Unidentified event, featuring Alan Campbell-Johnson on the left and Hugh Gaitskill on the right	c. 1957
11a-e	Luncheon at Criterion Restaurant (speaker: R.A.Butler)	13 February 1957

IPR 11/3/ cont.

12a-b	Luncheon at Criterion Restaurant (speaker: Lord Mancroft)	13 March 1957
13a-i	Annual Dinner and Dance (guests of honour: the Earl Mountbatten of Burman and the Countess Mountbatten)	3 April 1957
14	Luncheon at the Cafe Royal (speaker: Robert Morley)	20 June 1957
15a-o	Public Relations Day, Royal Festival Hall	30 November 1957
16	Runic Stone presented to IPR by the Norwegian Public Relations Society	February 1958
17a-z	Annual Conference at Brighton	April 1958
18	Luncheon at Criterion Restaurant (speaker: Brig. T Carleton Harrison)	12 November 1958
19a-h	Film presentation at Mullard House	14 November 1958
20a-f	Annual General Meeting (investiture of T Fife Clark as President)	28 November 1958
21a-b	Two unidentified events featuring T Fife Clark	c. 1959
22a-c	Luncheon: presentation of illuminated addresses	14 January 1959
23a-l	Annual Conference at Brighton	April 1959
24a-b	Luncheon at Criterion Restaurant (speaker: Sir John Maud)	17 September 1959
25a-f	Public Relations Day (IPR 11/3/25a features Kenneth Horne, 25b features Norman Rogers, 25c,d feature Wynford Vaughan Thomas	28 November 1959
26a-l	Luncheon held in honour of the Duke of Edinburgh	2 March 1960
27a-j	Annual conference at Brighton (assumed)	April 1960
28a-b	Luncheon at Criterion Restaurant (speaker: Dr. Charles Hill)	14 December 1960
29a-f	Annual Conference at Eastbourne: photographs of speakers (including Edward Heath and Lord Snow)	March 1965

IPR 11/3/ cont.

30a-h	Annual General Meeting (contact sheets)	November 1971
31a-l	Annual Conference at Stratford-upon-Avon (contact sheets)	April 1975
32a-j	Winter Conference (including contact sheets)	November 1975
33a-g	Luncheon at Press Club (speaker: George Thomson)	20 May 1976
34a-c	Margaret Nally	c. 1976
35a-b	Annual General Meeting	25 May 1983
36a-b	Turlough O'Brien	Undated
37	Thomas Fife Clark	January 1965
38a-j	Unidentified conference (including display of gift books presented by the Public Relations Society of America)	Mid 1950's

IPR 11/4/ IPR's Involvement in External Events

1	Correspondence and papers relating to IPR's involvement in various functions	March 1973 - October 1979 (with omissions)
2	Correspondence and papers relating to IPR's involvement in various conferences (including scripts of speeches)	March 1965 - June 1975

IPR 11/5/ Miscellaneous Publicity Items

1	Drawings to promote Annual Conference at Brighton	1958
2	Cartoon by Bill Sykes to promote Annual Conference at Brighton	1958
3	Black and white transparency: logo for IPR conference 8" x 6.5"	Undated
4	Correspondence and papers relating to the issue of a postal cover to commemorate the 30th Anniversary of IPR	June - September 1978

IPR 12/1/

IPR Journals

There are some inconsistencies in the serial numbers printed in the editions of Public Relations (denoted in this list by question marks). In 1975 Public Relations was discontinued, a monthly newsletter being published as a substitute (see letter dated 10 March 1975 in IPR 8/1/11a for a reference to this development, and see IPR 12/2/12-67 for the relevant newsletters). Public Relations was re-issued as an international journal in Autumn 1982 (IPR 12/1/159-162).

1	Journal of IPR Vol. 1 no. 1	September 1948
2	" " " " " " 2	December 1948
3	" " " " " " 3	March 1949
4	" " " " " " 4	June 1949
5	" " " " 2 " 1	September 1949
6	" " " " " " 2	December 1949
7	" " " " " " 3	March 1950
8	" " " " " " 4	June 1950
9	" " " " 3 " 1	September 1950
10	" " " " " " 2	December 1950
11	" " " " " " 3	March 1951
12	" " " " " " 4	June 1951
13	" " " " 4 " 1	September 1951
14	<u>Public Relations</u> " " 2	January 1952
15	" " " " " " 3	April 1952
16	" " " " " " 4	July 1952
17	" " " " 5 " 1	October 1952
18	" " " " " " 2	January 1953

IPR 12/1/ cont.

19	<u>Public Relations</u>	Vol. 5	no. 3				April 1953
20	"	"	"	"	"	" 4	July 1953
21	"	"	"	"	6	" 1	October 1953
22	"	"	"	"	"	" 2	January 1954
23	"	"	"	"	"	" 3	April 1954
24	"	"	"	"	"	" 4	July 1954
25	"	"	"	"	7	" 1	October 1954
26	"	"	"	"	"	" 2	January 1955
27	"	"	"	"	"	" 3	April 1955
28	"	"	"	"	"	" 4	July 1955
29	"	"	"	"	8	" 1	October 1955
30	"	"	"	"	"	" 2	January 1956
31	"	"	"	"	"	" 3	April 1956
32	"	"	"	"	"	" 4	July 1956
33	"	"	"	"	9	" 1	October 1956
34	"	"	"	"	"	" 2	January 1957
35	"	"	"	"	"	" 3	April 1957
36	"	"	"	"	"	" 4	July 1957
37	"	"	"	"	10	" 1	October 1957
38	"	"	"	"	"	" 2	January 1958
39	"	"	"	"	"	" 3	April 1958
40	"	"	"	"	"	" 4	July 1958
41	"	"	"	"	11	" 1	October 1958
42	"	"	"	"	"	" 2	January 1959
43	"	"	"	"	"	" 3	April 1959
44	"	"	"	"	"	" 4	July 1959

IPR 12/1/ cont.

70	<u>Public Relations</u>	Vol.18	no. 1				January 1966
71	"	"	"	"	"	" 2	April 1966
72	"	"	"	"	"	" 3	Summer 1966
73	"	"	"	"	"	" 4	Autumn 1966
74	"	"	"	"	"	" 5	Spring 1967
75	"	"	"	"	19	" 2	Summer 1967
76	"	"	"	"	"	" 3	Autumn 1967
77	"	"	"	"	"	" 4	Winter 1967
78	"	"	"	"	"	" 5?	January 1968
79	"	"	"	"	20	" 1	February 1968
80	"	"	"	"	"	" 2	March 1968
81	"	"	"	"	"	" 3	April 1968
82	"	"	"	"	"	" 4	May 1968
83	"	"	"	"	"	" 5	June 1968
84	"	"	"	"	"	" 6	July 1968
85	"	"	"	"	21	" 7	August 1968
86	"	"	"	"	"	" 8	September 1968
87	"	"	"	"	"	" 9	October 1968
88	"	"	"	"	"	" 10	November 1968
89	"	"	"	"	"	" 11	December 1968
90	"	"	"	"	22	" 1	January 1969
91	"	"	"	"	"	" 2	February 1969
92	"	"	"	"	"	" 3	March 1969
93	"	"	"	"	"	" 4	April 1969
94	"	"	"	"	"	" 5	May 1969
95	"	"	"	"	22	" 6	June 1969
96	"	"	"	"	"	" 7	July 1969

IPR 12/1/ cont.

97	<u>Public Relations</u>	Vol.22 no. 8	August 1969
98	" " "	" " " 9	September 1969
99	" " "	" " " 10	October 1969
100	" " "	" " " 11	November 1969
101	" " "	" " " 12	December 1969
102	" " "	" 23 " 1	January 1970
103	" " "	" " " 2	February 1970
104a	" " "	" " " 3	March 1970
b	<u>Institute Affairs</u>		" " "
105a	<u>Public Relations</u>	" " " 4	April 1970
b	<u>Institute Affairs</u>		" " "
106a	<u>Public Relations</u>	" " " 5	May 1970
b	<u>Institute Affairs</u>		" " "
107a	<u>Public Relations</u>	" " " 6	June 1970
b	<u>Institute Affairs</u>		" " "
108a	<u>Public Relations</u>	" " " 7	July 1970
b	<u>Institute Affairs</u>		" " "
109a	<u>Public Relations</u>	" " " 8	August 1970
b	<u>Institute Affairs</u>		" " "
110a	<u>Public Relations</u>	" " " 9	September 1970
b	<u>Institute Affairs</u>		" " "
111a	<u>Public Relations</u>	" " " 10	October 1970
b	<u>Institute Affairs</u>		" " "
112a	<u>Public Relations</u>	" " " 11	November 1970
b	Notice of forthcoming events		" " "
113	<u>Public Relations</u>	" " " 12	December 1970

IPR 12/1/ cont.

114	Public Relations Vol.24 nos. 1+2	January/February 1971
115	" " " " " " 3+4	March/April 1971
116	" " " " " no. 5	May 1971
117	" " " " " " 6	June 1971
118	" " " " " " 7	July 1971
119	" " " " " " 8	August 1971
120	" " " " " " 9	September 1971
121	" " " " " " 10	October 1971
122	" " " " " " 11	November 1971
123	" " " " " " 12	December 1971
124	" " " " 25 " 1	January 1972
125	" " " " " " 2	February 1972
126	" " " " " " 3	March 1972
127	" " " " " " 4	April 1972
128	" " " " " " 5	May 1972
129	" " " " " " 6	June 1972
130	" " " " " " 7	July 1972
131	" " " " " " 8	August 1972
132	" " " " " " 9	September 1972
133	" " " " " " 10	October 1972
134	" " " " " " 11	November 1972
135	" " " " " " 12	December 1972
136	" " " " 26 " 1	January 1973
137	" " " " " " 2	February 1973
138	" " " " " " 3	March 1973
139	" " " " " " 4	April 1973

IPR 12/1/ cont.

140	<u>Public Relations</u>	Vol.26	no. 5				May 1973
141	"	"	"	"	"	" 6	June 1973
142	"	"	"	"	"	" 7	July 1973
143	"	"	"	"	"	" 8	August 1973
144	"	"	"	"	"	" 9	September 1973
145	"	"	"	"	"	" 10	October 1973
146	"	"	"	"	"	" 11	November 1973
147	"	"	"	"	"	" 12	December 1973
148	"	"	"	"	27	" 1	January 1974
149	"	"	"	"	"	" 2	February 1974
150	"	"	"	"	"	" 3	March 1974
151	"	"	"	"	"	" 4	April 1974
152	"	"	"	"	"	" 5	May 1974
153	"	"	"	"	"	" 6	June 1974
154	"	"	"	"	"	" 9	September 1974
155	"	"	"	"	"	" 10	December 1974
156	"	"	"	"	28	" 1	January 1975
157	"	"	"	"	"	" 2	February 1975
158	"	"	"	"	"	" 3	March 1975
159	"	"	"	No.		1	Autumn 1982
155A	-	-	-	"		2	<i>H.T. 1982</i>
160	"	"	"	"		3	Spring 1983
161	"	"	"	"		4	Summer 1983
162	"	"	"	Vol. 2	no. 1		Autumn 1983

NB: See also - IPR 3/2/9
- IPR 12/5/5

The newsletter published from April 1975 (IPR 12/2/13-67) is a replacement for the discontinued journal Public Relations (see note at beginning of IPR 12/1).

PR Bulletin (IPR 12/2/74-96) is an independent publication incorporating a round-up of IPR news. There is an inconsistency in the publication's serial numbers in Nov/Dec 1980.

1	Members' Newsletter no. 65	30 September 1956
2	" " " " 71	23 March 1957
3	IPR Newsletter Vol.14 no. 4	December 1962
4	" " " " 15 " 4	December 1963
5	" " " " " " 6	February 1964
6	" " " " " " 7	March 1964
7	" " " " " " 8	April 1964
8	" " " " " " 9	May 1964
9	" " " " 16 " 3	November 1964
10	" " " " " " 4	December 1964
11	" " " " " " 5	January 1965
12	" " " " 17 " 1	November 1965
13	IPR Newsletter	April 1975
14	" " "	May 1975
15	" " "	June 1975
16	" " "	July 1975
17	" " "	August 1975
18	" " "	September 1975
19	" " "	October 1975

20	IPR Newsletter	November 1975
21	" " "	December 1975
22	" " "	January 1976
23	" " "	February 1976
24	" " "	March 1976
25	" " "	April 1976
26	<u>Communicator</u>	May 1976
27	" "	June 1976
28	" "	July 1976
29	" "	August 1976
30	" "	September 1976
31	" "	October 1976
32	" "	November 1976
33	" "	December 1976
34	" "	January 1977
35	" "	February 1977
36	" "	March 1977
37	" "	April 1977
38	" "	May 1977
39	" "	June 1977
40	" "	July 1977
41	" "	August 1977
42	" "	September 1977
43	" "	October 1977
44	" "	November 1977
45	" "	December 1977

46	<u>Communicator</u>	January 1978
47	" "	February 1978
48	" "	March 1978
49	" "	April 1978
50	" "	May 1978
51	" "	June 1978
52	" "	July 1978
53	" "	August 1978
54	" "	September 1978
55	" "	October 1978
56	" "	November 1978
57	" "	January 1979
58	" "	February 1979
59	" "	March 1979
60	" "	April 1979
61	" "	July 1979
62	" "	August 1979
63	" "	September 1979
64	" "	November 1979
65	" "	January 1980
66	" "	May 1980
67	" "	June 1980
68	IPR Newsletter	March 1983
69	" "	April 1983
70	" "	July 1983

IPR 12/2/ cont.

71	Special Supplement to Newsletter	July 1983
72	IPR Newsletter	September 1983
73	" "	October 1983
74	<u>PR Bulletin</u> no. 18	15 July 1980
75	" " " 19	29 July 1980
76	" " " 20	12 August 1980
77	" " " 21	26 August 1980
78	" " " 22	9 September 1980
79	" " " 23	23 September 1980
80	" " " 24	7 October 1980
81	" " " 25	21 October 1980
82	" " " 26	4 November 1980
83	" " " 27	18 November 1980
84	" " " 27	December 1980
85	" " " 28	January 1981
86	" " " 29	February 1981
87	" " " 30	March 1981
88	" " " 31	April 1981
89	" " " 32	May 1981
90	" " " 33	June 1981
91	" " " 34	July 1981
92	" " " 35	August 1981
93	" " " 36	September 1981
94	" " " 37	October 1981
95	" " " 38	November 1981
96	" " " 39	December 1981

IPR 12/3/

IPR Information Booklets

1	"Examinations and Courses in Public Relations".	1957
2	"IPR - What it is - What it does"	1958
3	" " " " " " " " "	1959?
4	"What is Public Relations?"	1959?
5	"People Today - the Public Relations Officer" (script of BBC broadcast)	January 1959
6	"A Career in Public Relations"	March 1961
7	"Do you need planned public relations?"	December 1961
8	P.R. papers no. 1: "The place of public relations in the modern Commonwealth", by C.J.M.Alport	October 1960
9	P.R. papers no. 2: "The responsibilities of Public Relations", by Alan Eden-Green	May 1961
10	P.R. papers no. 3: "Public Relations today", by R.A.Paget-Cooke	July 1962
11	P.R. papers no. 4: "The future of the Institute by F.C.Gillman	June 1962
12	P.R. papers no. 5: "Not a one-way exercise", by William Deedes	February 1963
13	P.R. papers no. 6: "The discipline of Communication", by Denys Brook-Hart	May 1963
14	P.R. papers no. 7: "Public relations - our responsibilities for the future", by Colin Mann	October 1964
15	P.R. papers no. 8: "A function not a tool - of management", by Turlough O'Brien	October 1965
16	"The Institute - What it is and What it does".	January 1964
17	"Examinations in public relations	March 1964
18	"What is public relations?"	May 1964
19	"Fees and methods of charging for public relations services"	August 1964

IPR 12/3/ cont.

20	"The Institute - What it is and What it does"	January 1965
21	"The Institute - What it is and What it does"	July 1965
22	"Fees and methods of charging for public relations services"	January 1966
23	"The Institute - What it is and What it does"	April 1966
24	"The Institute - What is is and What it does"	august 1968
25	"Examinations in public relations"	c.1969
26	"Guide to Disciplinary Procedure"	c.1972
27	"Interpretation of the Code of Professional Conduct"	June 1973
28	"Interpretation of the Code of Professional Conduct"	August 1973
29	"Interpretation of the code of Professional Conduct"	August 1976
30	"The Meaning of Membership"	December 1976
31	"The Institute - What it is and What it does"	October 1977

IPR 12/4/ Souvenir of IPR's Silver Jubilee

1a-c	<u>The Institute of Public Relations 1948-1973.</u> 3 copies	1973
2	Correspondence and papers relating to the preparation of the Silver Jubilee Souvenir	May 1971 - March 1973

IPR 12/5/ Papers and Correspondence

1a-b	Minutes of meetings of the IPR Publications Board	December 1966 and March 1967
2a-b	Correspondence with Raymond Roberts concerning artwork for IPR Newsletter heading	October - December 1966

IPR 12/5/ cont.

3	Notes concerning publication of PR Directory	1965
4a	Draft of brochure, "The Institute and its Members"	1970
b	Proof of brochure, "The Institute and its Members"	1970
5	Correspondence and papers relating to the publication of the journal <u>Public Relations</u>	September 1970 - April 1976
6	Correspondence and papers relating to publishing agreements with Business Books Limited, including some synopses and contracts of agreement	May 1972 - December 1976
7	Contracts of agreement with Business Books Limited	April 1972 - June 1973
8	Miscellaneous correspondence relating to IPR publications	April 1973 - May 1976
9	Correspondence concerning IPR publications printed by Yelf Brothers Limited	September 1974 - September 1976
10	Correspondence and papers relating to the preparation of the Annual Report, 1975	June - September 1975
11	Papers relating to the publication of a check list of organisations for members	Autumn 1975
12	Correspondence concerning printing of the IPR newsletter by Seven Corners Press.	April 1975 - September 1976

IPR 13 IPR INVOLVEMENT WITH OTHER ORGANISATIONS.

IPR 13/1/ The Society of Independent Public Relations
Consultants.

In 1965 changes were made to the constitution of SIPRC (see IPR 14/3/64a). SIPRC was renamed as the Society of Public Relations Consultants, in which the IPR was represented by four trustee members. SPRC was superseded by the Public Relations Consultants Association, formed in 1969 (see IPR 13/2).

- 1 Volume containing minutes of Sept 1962 - Feb 1965 Annual General Meetings and Extraordinary General Meetings of SIPRC.
- 2 Report of meeting of officers of IPR and SIPRC. 13 Apr 1964
- 3 Report of meeting of representatives of IPR and SIPRC. 6 Oct 1964
- 4 Memorandum concerning changes in the constitution of SIPRC (renamed as the Society of Public Relations Consultants), including the creation of four Trustee members to represent IPR. 26 Feb 1965
- 5 Notice for Extraordinary General Meeting of SPRC. 10 Jan 1977
- 6 Minutes of EGM of SPRC. 7 Feb 1967
- 7 Minutes of 4th AGM of SPRC. 7 Feb 1967

IPR 13/1/ cont.

- 8 Notice of meeting concerning Suspense Account. March 1967

- 9 Report of meeting concerning Suspense Account and SPRC. 9 March 1967

The PRCA was established in Nov 1969 as a trade association for public relations consultancies. Although it is a body independent of IPR, its formation was largely the result of IPR's endeavours to set up a consultancy division, as a consequence of the "Blueprint for Change" report (see IPR 1/2/4 and IPR 8/1/9b). The PRCA supersedes the Society of Public Relations Consultants (see letter dated 18 Aug 1967 from Peter Bloomfield to Roland Freeman, in IPR 13/2/1).

- 1 Papers and correspondence Aug 1967 - Nov 1969 relating to formation of PRCA, including a summary of the report by Marketing Advisory Services, Nov 1967.
- 2 "The Remuneration of Public Relations Consultants", script of speech by F.E. Schuster. May 1967
- 3 "Public Relations Consultancy Postal Survey", prepared for IPR by Marketing Advisory Services. Nov 1967
- 4 "Aims and Functions of the PRCA" : June 1968 draft.
- 5a-b "Aims and Functions of the PRCA" : 1968 booklet. 2 copies.

- | | | |
|------|---|---------------------|
| 6a-b | Draft Memorandum and Articles of Association of the PRCA, and related letter from Michael McAvoy. | Oct 1968 |
| 7 | Correspondence and papers relating to IPR liaison with PRCA. | Dec 1969 - Nov 1976 |
| 8 | PRCA information booklet. | c.1970 |
| 9 | "Public Relations and the Chief Executive" : PRCA information booklet. | c.1970 |
| 10 | PRCA Salary Survey. | c.1970 |
| 11 | PRCA guidance paper for use in drawing up public relations consultancy and client agreements. | Apr 1971 |
| 12 | PRCA guidance paper no.3 : "PRCA Disciplinary Procedure". | Oct 1972 |
| 13 | PRCA guidance paper no.4 : "Competitive Practices". | Oct 1972 |
| 14 | PRCA guidance paper no. 5 : "Charging for Proposals". | Nov 1972 |

IPR 13/3/ The College for the Distributive Trades.

- 1 Notes and papers relating to Aug 1973 - March 1977
the theme of Communications.
 - 2 Notes and papers relating to Jan 1974 - March 1977
the theme of Advertising.
 - 3 Notes and papers relating to Feb 1974 - March 1977
the theme of Public Relations.
 - 4 Notes on English Law. March 1977
 - 5 Programme for IPR/CDT joint seminar 27 Apr 1978
on "Public Relations for Institutions,
Charities and Associations".
 - 6 Summary notes of talk by Redmond 27 Apr 1978
Mullin, given at Seminar as in
IPR 13/2/5.
 - 7 Programme for IPR/CDT joint Workshops. 1979
 - 8 List of Delegates for IPR/CDT 16 May 1979
Seminar.
 - 9 ----- do ----- 12 June 1979
- 10a-b
- Correspondence with Jimmy Wild Nov 1979
concerning IPR/CDT Workshop on
"Corporate Identity".

IPR 14 MISCELLANEOUS IPR CORRESPONDENCE.

IPR 14/1/ Miscellaneous IPR Correspondence.

General Correspondence:

- 1 July 1959 - Nov 1961
- 2 April 1965 - Dec 1967
- 3 May 1968 - Oct 1969
- 4 Jan 1970 - Nov 1971
- 5 Feb 1972 - Nov 1973
- 6 Feb - Dec 1974
- 7 June - Dec 1975
- 8 Feb - Dec 1976
- 9 Jan - Sept 1977
- 10 Jan - June 1978
- 11 July - Dec 1978
- 12 Jan - June 1979
- 13 July - Dec 1979
- 14 Jan - June 1980
- 15 July - Dec 1980

IPR 14/1/ cont.

16	Officers' Correspondence.	June 1970 - Jan 1971
17	President's Correspondence.	Oct 1972 - July 1973
18	----- do -----	Dec 1973 - Dec 1974
19	----- do -----	May 1975 - April 1976
20	Personal Correspondence.	Jan 1974 - May 1976

IPR 14/2/ IPR Correspondence and Papers relating to
Miscellaneous Topics.

- 1 Correspondence and papers Feb - May 1952
relating to the preparation
of a paper by Norman Rogers
on "The Creation of a Public
Relations Attitude".
- 2 Correspondence and papers Dec 1964 - July 1977
concerning IPR's relationship
with the National Union of
Journalists.
- 3 Correspondence and papers 1967 - 1975
relating to the Royal Institute
of Public Administration
(including list of accessions).
- 4 Correspondence relating to Oct 1968 - Aug 1975
contacts with the BBC.
- 5a Correspondence relating to April 1969 - Jan 1970
Parliamentary Select Committee
on Members' Interests.
- b Report from Select Committee on Dec 1969
Members' Interests.
- c IPR memorandum to Select Committee 1974
of House of Commons on Members'
Interests.
- d IPR memorandum to House of Lords 1974
Sub-Committee on Registration of Interests.
- 6 Correspondence relating to Oct 1969 - April 1976
entries concerning IPR and
public industry in various
directories and periodicals.

- 7 Correspondence and papers Nov 1969 - 1972
relating to IPR's voluntary
task force to aid public relations
for small charity organisations.
- 8 Correspondence and papers July 1970- Mar 1977
relating to competition for
an IPR tie design.
- 9 Correspondence relating to Jan - April 1971
IPR's membership of Royal
Society of Arts.
- 10 Correspondence relating to Jan 1972 - May 1973
the Royal Institute of
British Architects, particularly
concerning RIBA's policy
regarding employment of public
relations consultants.
- 11 Correspondence and papers Nov 1972 - June 1973
relating to proposals for
free legal advice for members
of IPR.
- 12a Correspondence concerning IPR's Aug 1974
use of business reply licence.
- b Licence for IPR to use a postal 14 July 1975
franking machine.
- c Card of authority to post July 1975
correspondence franked by postage
meter machines.

IPR 14/2/ cont.

- 13 Report on "A New Look at the Responsibilities of the British Public Company", by IPR Ad Hoc Committee. undated.

IPR 14/3/ Press Cuttings Related to Public Relations.

1 "Public Relations at London Transport", 1950's
(George Dodson-Wells).

2 "Private Life of Public Relations", 1950's
(John Prebble).

3a-b

"Round Table on Man and Industry", 1950's
(Charles E. Hendry): Public Relations in Canada.

4 "Public Relations for Industry: Jan 1952
FBI Review.

5a-c

James Lodge : Commercial Opinion. 1952

- 6 James Lodge article: Outspan. 8 Feb 1952
- 7 "Municipal Public Relations in South Africa", (H.P.H. Behrens) Munisipale Aangeleenthedede. July 1952
- 8 The Times Report on IPR Conference at Harrogate. 24 Oct 1955
- 9 Roy Leffingwell article: Advertiser's Weekly. 13 April 1956
- 10 Article on public relations in the bedding industry, by W.A. Cathles: Furnishing World. 1 June 1956
- 11 Howard Kitchin article: World's Press News(WPN). 1 June 1956
- 12 J.W.W. Cassels article on direct mail: Ad Weekly. 27 July 1956
- 13 Organisation and Methods (K. Bourke and F. Thorne). Nov 1956
- 14 "Company Secretary and Public Relations" (K. Bourke and F. Thorne) : Secretaries Chronicle. Dec 1956
- 15 Article on sponsored films by R.J. Gregg : Ad Weekly. 8 Feb 1957
- 16 Article on market research by Andrew Elliott : Ad Weekly. 8 March 1957

- 17 Article on public relations in advertising agencies : Tide. 10 May 1957
- 18 Article by Alan Campbell-Johnson: Ad Weekly. 17 May 1957
- 19 Article by Hereward Phillips : Ad Weekly. 17 May 1957
- 20 Article on growth of IPR, by Alan Campbell-Johnson: WPN. 28 June 1957
- 21 "Public Relations as an Aid to Industry", (Sidney Rogerson): Financial Times. 24 Aug 1957
- 22 Article on automation in America, by Michael Geraghty : Observer. 15 Sept 1957
- 23 "Institutional Advertising", (Sir Miles Thomas) : WPN. 27 Sept 1957
- 24 Articles on prestige advertising : WPN. 27 Sept 1957
- 25 "Women in Public Relations", (Kay Collier) : Manchester Guardian. 21 Oct 1957
- 26 Article by G.A.T. Burdett : Ad Weekly. 10 Jan 1958
- 27 Article on international P.R., (Just Borthen) : Ad Weekly. 6 June 1958
- 28 Article from Financial Post (Canada) 14 June 1958
- 29 Interview with Mrs Gina Franklin : Ad Weekly. 20 June 1958

- 30 Articles from Conferences and Exhibitions. July 1958
- 31 Article on direct mail, by J.S. Netter : Ad Weekly. 25 July 1958
- 32 Article on direct mail, (Alexander Lyons) : WPN. 8 Aug 1958
- 33 Articles on exhibitions : Ad Weekly. 15 Aug 1958
- 34 "The Expert in Good Relations": Sunday Times. 19 Oct 1958
- 35 "Commercial TV as a Medium for Financial Advertising", (Michael Mountain) : WPN. 13 Feb 1959
- 36 Careers feature on PR: Woman and Beauty. March 1959
- 37 "Projecting the Corporate Image": Times Review of Industry. May 1959
- 38 "Public Relations : the Unknown Industry": Financial Times. 3 Sept 1959
- 39 Article by Raymond Playfoot: Ad Weekly. 4 Sept 1959
- 40 "P.R.O.'s to the World": Observer. 18 Sept 1960
- 41 Letter from F.C. Gillman. March 1962
- 42 Letters from Tack. March 1962
- 43 Cutting from Ad Weekly. 23 March 1962

- 44 Cutting from WPN and Advertisers' 23 March 1962
Review.
- 45 Miscellaneous cuttings:
- | | |
|--------|------------|
| a-i | Feb 1964 |
| 46 a-i | March 1964 |
| 47 a-i | April 1964 |
| 48 a-j | May 1964 |
| 49 a-h | June 1964 |
| 50 a-c | July 1964 |
| 51 a-b | Aug 1964 |
| 52 a-b | Sept 1964 |
| 53 a-b | Nov 1964 |
| 54 a-d | Dec 1964 |
- 55 Article by R.B. Jones: Road International. Dec 1964
- 56 Miscellaneous cuttings:
- | | |
|--------|------------|
| a-z | Jan 1965 |
| 57 a-z | Jan 1965 |
| 58 a-i | Jan 1965 |
| 59 a-d | Jan 1965 |
| 60 a-z | Feb 1965 |
| 61 a-q | Feb 1965 |
| 62 a-m | Feb 1965 |
| 63 a-z | March 1965 |
| 64 a-z | March 1965 |
| 65 a-z | March 1965 |
| 66 a-n | March 1965 |
| 67 a-z | April 1965 |
| 68 a-z | April 1965 |
| 69 a-n | April 1965 |
- 70 Extract from WPN and Advertisers' 30 April 1965
Review.
- 71 Miscellaneous cuttings. May 1965

- 72 Notes on social advertising, by Norman Marcus. photocopy. Feb 1970
- 73 Article by Peter Biddlecombe. photocopy. July 1970
- 74 "Public Relations and Membership" (G.F.J. Perry): Public Cleansing. Oct 1970
- 75 "Selecting and Briefing a PR Agency", (Wilfred Altman): Marketing. photocopy. (with related letter from Aileen Wood and Patricia Millard). July 1971
- 76 Article by Margaret Allen on Press Officers. Nov 1971
- 77 "A Degree for Communicators", (Gordon McLeish): The Designer. Feb 1975
- 78 Article by Brian Bell on PR in local authorities: Observer. 27 July 1975
- 79a-b
Miscellaneous cuttings. Aug - Sept 1976

IPR 14/4/ Miscellaneous Periodicals.

Page references denote articles relating to public relations.

- 1 Local Government Journal, p.91. April 1952
- 2 ----- do ----- p.111. May 1952
- 3 Executive, p.17. Nov 1955
- 4 --- do --- p. 4 Dec 1955
- 5 Institute Information (IPA),p.1. Sept 1956
- 6 The Manager, p.867. Nov 1957
- 7 Smee's Advertising. Nov - Dec 1957
- 8 Advertising Review, p.32. Jan - Feb 1958
- 9 The Manager, p.476. June 1958
- 10 La Maison de Verre, p.14. Nov 1960
- 11 Relations Publiques Informations. Dec 1960
- 12 Public Relations (Journal of the Public Relations Institutes of America). May - June 1967
- 13a-c IAM Bulletin, with Occasional Paper on "Exporting and Smaller Firms", (M. Clipsham). Sept 1976

NB: see also IPR 10/4/5

IPR 14/5/ Miscellaneous Publications.

(including texts of speeches)

- 1 "Do's and Don't's for Preparing Artwork", nd
(C.C. Redman). Pub: FMPE.
- 2 "Service in Public Relations". Nov 1951
Pub: South African Bureau of
Public Relations.
- 3 "Municipal Public Relations", (Pan Dodd 1956 ?
Wheeler (USA).
- 4 "The Ethics of Public Relations", Nov 1956
(Tim Traverse-Healy). Pub: National
Research Bureau, Chicago.
- 5a TAM Report: "Independent Television: Sept 1957
the First Two Years".
- b-c
Related press releases. Nov 1957
- 6 "The Work of the Institute": IPA Report. Oct 1957
- 7 "The Recruitment and Training of Oct 1957
Advertising Agency Personnel":
IPA Report.
- 8 "The Advertising Agency : its Work Oct 1957
in the next Ten Years": IPA Report.
- 9 "Britain and the Next Ten Years": Oct 1957
IPA Report.
- 10 "ITV: the next Ten Years": IPA Report. Oct 1957

- 11 "It's Here to Stay", (Denny Griswold, Oct 1957
USA).
- 12 "Industrial Production and Public Oct 1957
Relations", (Howard Marshall).
- 13 "You and Your Community". April 1958
USA Department of the Army pamphlet.
- 14 "Is There a Journal in the House?". 1959?
Pub: BAIE.
- 15 "The First Person Singular", Feb 1960
(Sir Walter Benton Jones).
- 16 "Why must we Train?", Sept 1963
(Peter Bloomfield).
- 17 "Public Relations: No Job for 1974
the Amateur", (Wilfred Howard).
- 18 "The Multinationals", May 1974
(Arthur J. Wallis).

IPR 14/6/ Typescripts of Miscellaneous Reports and Speeches.

- 1 "The BBC and its Relationship with the Public". 1950's ?
- 2 "Functions of a P.R.O.". 1950's ?
- 3 "Outline of the History and Progress of the European Free Trade Area Proposals". 1950's ?
- 4 "The Two-way Aspect of Municipal public relations", (John C. Sutcliffe). 1950's ?
- 5 "The Canadian Public Relations Society". 1950's ?
- 6 "Notes on Public Relations in the Central African Federation". 1950's ?
- 7 "Public Relations", (René Elvin). 1950's ?
- 8 Notes on public relations, and promotional material. 1950's ?
- 9 Extracts from "Operation Salaries" (Hereward Phillips). 1950's?
- 10 Notes on Public Relations. 1950's?
- 11 "Humanising Big Business" (USA). 1950's?
- 12 "Career Opportunities in Public Relations": results of survey by John E. Sattler (USA). 1950's?
- 13 "Relations with the Foreign Press". 1950's?

- 14 "Synopsis of Thesis on the Organisation and Control of Public Relations in the Insurance Industry". photocopy. nd
- 15 Extract from "Advertising in a Free Society". nd
- 16 Extract from Fortune. May 1949
- 17 Suggestions for a Public Relations Programme by NALGO. Aug 1949
- 18 "Railway Public Relations", (D.S.M. Barrie). Feb 1950
- 19 Notes on Direct Mail (R.E. Harper, USA) March 1950
- 20 "Public Relations and the Public Service", (H.I. Sabey). Dec 1950
- 21 Summary of proceedings, 2nd Annual Public Relations Conference, Univ. of Southern California. April 1951
- 22 "The Problems of Measuring Public Relations Results", (thesis by 'Surveyor'). June 1951
- 23 "The Functions of Public Relations Today", (Sir Ralph Tallents). July 1951
- 24 Notes on staff meetings: Industrial Life Offices. Sept 1951

- 25 Report on a Publicity Convention Nov 1951
held by the Hunting Group of Companies.
- 26 "Public Relations: Mainspring of Nov 1951
Industry", (George Dodson-Wells).
- 27 "The Place of Public Relations in 1952
Management and Administration",
essay by "Byron".
- 28 "A Basis for a Code of Professional 1952
Etiquette... in Public Relations",
essay by "Perseverando".
- 29 "The Possibilities and Limitations 1952
of PR", essay by a student.
- 30 "The Possibilities and Limitations 1952
of PR", essay by "Mercurius".
- 31 "The Place of Public Relations in 1952
Management and Administration",
prize-winning essay by S.O. Share.
- 32 "My Job as a Public Relations Feb 1952
Consultant", (Vera H. Watkins).
- 33 "Public Relations for the Officer, March 1952
the Service and the Association",
(Norman H. Rogers) (NALGO).
- 34 "The Press and Local Authorities", June 1952
(A.A. McLoughlin).
- 35 Survey on TV commercials (Edward Jan 1954
Bernays, USA).

- 36 Hints on running filmshows (NALGO). April 1954
- 37 Report on International Public Relations Panel, American Public Relations Association Convention. April 1954
- 38 Fourth Survey of Research into Public Administration (IPA). Oct 1954
- 39 Review of Branch Public Relations Activities (NALGO). Dec 1954
- 40 "The British Government's Home Information Services and the Newspapers", (S.C. Leslie). May 1955
- 41 Notes on running Brain Trusts (NALGO). Sept 1955
- 42a Speech by Hal D. Steward at Conference for Conference Secretaries, Harrogate. Oct 1955
- b Programme for Conference. Oct 1955
- 43 "A Look at PR Abroad", (Raymond Nathan). Dec 1955
- 44 Notes on Staging a Local Government Exhibition (NALGO). Dec 1955
- 45 Address by Alan Campbell-Johnson, before PRSA. March 1956

- 46 Polling Day: play by J.S. Blackwood. May 1956
(NALGO).
- 47 Address by Viscount Chandos. May 1956
- 48 Text of booklet on Journalism. Oct 1956
- 49 "The Place of Public Relations", Nov 1956
(Alan Campbell-Johnson).
- 50 Case history of the Insulated Wire 1957
and Cable Corporation (USA).
- 51 "Public Relations and Management", Jan 1957
(Eric Williams).
- 52 Paper prepared by Malcolm June 1957
H. Archer, for the East African
Railways and Harbours (Nairobi)
Study Group.
- 53 Notes by Roy J. Leffingwell on Sept 1957
Public Relations Consultants (USA).
- 54 Summary of steps leading to Sept 1957
formation of IPR (Norman H. Rogers).
- 55 Report from Public Relations for Sept 1957
the Under-Developed Areas Convention.
- 56 "Public Relations and Advertising", Oct 1957
(Dr G. Spinetti).
- 57 Speech by Howard Marshall. Oct 1957

- 58 Address by Claude Chapeau at PRSA Convention. Nov 1957
- 59 "Public Relations: the Inside Story", (Ian McPhail). Nov 1957
- 60 Report on Publicity Conference, Agricultural Central Co-Operative Association. Feb 1958
- 61 Chapter 1 of Public Relations course, by Roy J. Leffingwell (USA). June 1958
- 62 "Public Relations: a Mass Communications or a Re-orientational Medium?", (Elia V. Vegrin, USA). June 1958
- 63 "What is Public Relations?", (Robert Allender, New Zealand). July 1958
- 64 Notes on the use of film in Public Relations. July 1958
- 65 "Municipal Finance and Public Relations", (Richard J. McConnell, USA). Sept 1958
- 66 Plan for US Army's Community Relations Program. Nov 1958
- 67 Report on Conference for the Care of Cripples. Jan 1959
- 68 "The Job of the Press", (Stuart Keate, Canada). April 1959

- | | | |
|----|--|------------------------------|
| 69 | Summary of "Public Relations in Industry", (R.A. Paget-Cooke). | April 1959 |
| 70 | "Building Better International Aviation Communications", (S. Ralph Cohen). | June 1959 |
| 71 | "Group Counselling", (Roy J. Leffingwell, USA). | June 1959 |
| 72 | "Public Relations in association with Advertising", (Georgina Horley). | Aug 1959 |
| 73 | "Improving Library Public Relations", (Roy J. Leffingwell, USA). | Nov 1960 |
| 74 | "Royal Visits", (Charles Hervey). | Oct 1961 |
| 75 | Report of meetings of Working Group on Public Relations in the Social Services (United Nations). | June 1970
and
Oct 1972 |
| 76 | "Press and Public Relations in the NHS". | Aug 1974 |
| 77 | "Public Relations: the View from the Top", (J. Every). | Jan 1975 |
| 78 | "Press and Public Relations in the Health Service": Oxford Regional Health Authority. | c.1975 |

IPR 14/7/ Miscellaneous Bibliographies.

- 1 Filmstrips on Local Government and other Public Services. Winter 1948
- 2 "The Government Public Relations Bookshelf", prepared by Eric Carlson. June 1954
- 3 Ministry of Supply, Central Library. Accessions List no. 52. April 1956
- 4 ---- do ----: Accessions List no.53. May 1956
- 5 ---- do ----: Accessions List no.54. June 1956
- 6 "Some Sources of Display Material for Local Government and other Public Service exhibitions" (NALGO). July 1956
- 7 "Public Relations, Edward L. Bernays and the American Scene". 1957
- 8 "Bibliographie le Langue Francaise sur les Relations Publiques". Dec 1957
- 9 Market Research Society: Booklist. Feb 1960
- *10 List of world books on all aspects of Public Relations practice, prepared by IPR Librarian. c.1960
- *11 "Public Relations :Bibliography", prepared by D.G. Harper and S.Macey. 1970
- 12 Public Relations References. c.1970

NB: see also IPR 10/4/3,4

*Note that IPR 14/7/10,11 are permanently in the possession of the IPR Executive Director.

IPR 14/8/ Miscellaneous Papers relating to Employee Relations.

- 1 "Notes for Guidance of Appointments Officers": Ministry of Labour and National Service. May 1946
- 2 "Hints for Interviewers": Ministry of Labour and National Service. c. 1948
- 3 "Letter and Minute Writing": Ministry of Labour and National Service. c. 1948
- 4 a-g
Staff Training Leaflets: Ministry of Labour and National Service. c. 1948
- 5 Report on Training in the Use of English : Civil Service. March 1948
- 6 "The Technique of Vocational Guidance": Central Youth Employment Executive. May 1949
- 7 Programme for Staff Training Course: Ministry of Labour and National Service. June 1950
- 8 Notes on Seven-point Plan. Nov 1950
- 9 Programme for Staff Training Course: Ministry of Labour and National Service. April 1951
- 10 Specimen Staff Directions: Cadburys. May 1951

- 11 "Development of Youth Employment Service": Central Youth Employment Executive. Aug 1951
- 12 General Note on Interviewing Method. Sept 1951
- 13 "Technique of Interviewing the Older School Leaver". Dec 1951
- 14 "Notes for Guidance of Appointments Officers": Ministry of Labour and National Service. Feb 1952
- 15 Notes on staff contact with public: Vauxhall Motors Ltd. Feb 1952
- 16 Rules for Good Telephone Manners: Carmo Organisation. c.1952

IPR 14/9/ Hollis Publications.

- 1 Correspondence relating to Hollis Dec 1968 - Jan 1976
publications.

Hollis PR Newsletters:

- Vol.1 no.1 (12 April 1976) - Vol.1 no.50
(4 April 1977)

14/9/2-48

- Vol.2 no.51 (18 April 1977) - Vol.2 no. 100
(10 April 1978)

14/9/49-97

14/9/60b has Special Spanish Supplement.

11 July 1977

14/9/68b has Press Release.

8 Sept 1977

14/9/95b-c has News Release and letter
to Jimmy Wild.

March 1978

- Vol.3 no.101 (17 April 1978) - Vol.3 no.150
(2 April 1979)

14/9/98-147

Name changed to Hollis PR Weekly, 5 June 1978.

14/9/118b has Supplement.

5 Sept 1978

14/9/122b has Supplement.

3 Oct 1978

14/9/124b has Supplement.

17 Oct 1978

14/9/127b has Supplement.

6 Nov 1978

- Vol.4 no.151 (9 April 1979) - Vol.4 no.178
(14 Jan 1980)

14/9/148-173