

FUNCTIONS OF THE TOBACCO INSTITUTE

The Tobacco Institute's major functions are as follows:

1. Provides overall leadership and coordination among tobacco and other groups in meeting tobacco industry objectives.
2. Serves as liaison and spokesman for the industry with various Departments and Agencies of the Federal government, Congress, and with State and local governments
3. Serves as industry spokesman, when appropriate. This includes various segments of the public, including the business community, communications media, and the medical and scientific community.
4. Serves as a central source of information about the tobacco industry -- the current status of tobacco and health research, the economic, historical and social significance of tobacco.

Other functions worth mention are:

1. Handles considerable volume of inquiries and correspondence about tobacco, including correspondence referred by member companies. (Attachment #1).
2. Serves as focal point or assists in handling foreign visitors

concerned with tobacco.

3. Provides a meeting place in Washington for other tobacco groups, such as Associated Tobacco Manufacturers, attorneys for cigarette manufacturers, etc.
4. Renders services such as typing, mimeographing and distributing testimony by medical and other witnesses before Congressional committees and Government Agencies.
5. Maintains special relations with certain groups representing other segments of the tobacco industry, such as Tobacco Association of the United States, Bright Belt Warehouse Association, Burley Auction Warehouse Association, Burley and Dark-Fired Tobacco Leaf Dealers Association, Tobacco Growers' Information Committee, National Association of Tobacco Distributors, Retail Tobacco Dealers Association, Tobacco Tax Council, Grocery Manufacturers of America, through attendance at their meetings, correspondence, personal contacts, etc.
6. Provides various miscellaneous services for member companies. (Expedites replies from Government bureaus, obtains passports, visas, reservations, copies of Government reports, regulations, etc.)