The following is a rough outline based on what is of necessity very incomplete information of what will happen to, and in, the News Department in war time. It is not to be taken as anything more than an outline, not as conveying final decisions.

This department passes from a "crisis" period to a "war" period. In the former very considerable demands will be made on the time and patience of its members and all normal hours and duties can be regarded as suspended.

On the declaration of war this department will have to stand by in a period of comparative chaos pending the canalisation of news services by the Government. Our news service becomes at once a 24-hour service and its members divide themselves, not according to duties, but in shifts. When the Ministry of Information begins to function - the date is uncertain and will depend on how far the organisation is advanced when war does break out - this department virtually becomes a section of the Ministry, although its head, approximating to that of a newspaper or news agency - remains responsible to C(P) for the news. No formal censorship will be applied other than that applied to newspapers.

Eight of its male members are seconded to become a B.B.C. section of the Ministry directly under the director of news in it. It will be the sole channel for the conveyance of Ministry news to the Corporation, and will serve Empire and overseas as well as home news. It remains in very close connection with the department in Broadcasting House which remains responsible for the content of the bulletins. The service will probably comprise ten to twelve main bulletins with a news period at the beginning of every hour at which there is no main bulletin. These news will be long in the early period, but will presumably stabilise as to length the moment due order is brought out of chaos.

News talks disappears as a separate section. It is probable that certain of its members will become
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a wartime news recording section under the propaganda branch of the Ministry of Information. Its remaining members will come into the general news room. The sports section's fate is uncertain. In the event of sport being continued in wartime it will remain as a section; if sport is abandoned, its members will be absorbed in the general room.

The general news staff will roughly be doubled by the absorption of other sections and the seconding of selected people from other departments. The whole will, for production, discipline, duties, hours, leave and general administration, be under the sole control of the departmental head. Hours and duties will be regularised as soon as possible, but no permanence in either may be assumed.

In view of the fact that this department will be in such very close relations to and with the Ministry of Information it will leave London for a more peaceful environment, should the Ministry decide to move. The department must be ready, therefore, physically and morally to "move" at very short notice.

The importance of news in wartime need not be pointed out, and the work of this department may well prove to be the most important Corporation activity on the home front.

All staff and duty details have not yet been fully worked out, and it is unlikely that they will be finally until the emergency actually arises; but, in general, members of this Department know what they will have to do, what calls will be made upon them and the vital importance of their work.