

- (8) Check with appropriate officer for any material suitable for inclusion in "External Affairs in Parliament" and notify the secretary of appropriate excerpts from Hansard on or before the first of the month. (Material in this section covers the previous month.)
- (9) Remind drafting officers a few days before the 15th of the month (deadline for receipt of copy) that articles, introductions to articles and captions should be received in Information Division (care of the secretary) on time (or as soon as possible after the 15th), in three copies, double-spaced. Photo Section (26820) will obtain photos, if available.
- (10) Representatives are responsible for ensuring that promised articles are submitted to Information Division on time, complete and in the above-stated format. If an article is expected to be late, or postponed or cancelled, the secretary (2-6312) should be informed as soon as possible.