The Headquarters Telephone Directory is produced by the Department of Foreign Affairs and International Trade (DFAIT). It is generated from information entered by staff in the Department's Corporate Applications, "Profiles" and "Organizations." Please note that the 2001 printed edition of the Directory reflects information provided as of **December 2001**. As such, it may not be entirely up-to-date, as personnel movements since that date are not reflected in this printed edition.

The electronic version of the DFAIT Headquarters Telephone Directory (pdf format) is, however, updated quarterly and appears on the DFAIT Intranet under "Directories." The public can consult an abridged version of the Directory via the Department's Internet site at www.dfait-maeci.gc.ca.

We have been asked why, with enhanced electronic access, we continue to print the Headquarters Telephone Directory. The question is valid, as the cost of production continues to rise, let alone the fact that, given the inherent delay in publishing, the printed version is out of date even before it is released. We are moving toward a more inter-active web based telephone directory, which will significantly improve the process for updating information, as well as searching and retrieving it.

The Directory is available in French. Additional copies of the publication in either official language can be obtained by calling (613) 944-4000 or 1-800-267-8376.

We welcome your comments on the Directory. If you have access to a SIGNET account, please e-mail them to the SIGNET Client Feedback. If you are outside the Department, please send them to: sigsug@dfait-maeci.gc.ca.

DFAIT INTERNET E-MAIL ADDRESSES

With the implementation of SIGNET 2000+ all departmental Internet e-mail addresses will have a new, simplified format. The new addressing convention will allow employees to retain the same address whether they are posted abroad or change positions within Headquarters.

The new convention incorporates first and last names into the standard departmental address, e.g.

john.smith@dfait-maeci.gc.ca

In the case of duplicate names, a middle initial will be added to create a distinct address; e.g.

john.a.smith@dfait-maeci.gc.ca