

ACCESS TO INFORMATION AND PRIVACY PROTECTION (JIX)

992-1487

During your orientation seminars, JIX will inform you of their mandate and how your day-to-day work should be handled in light of the *Access to Information Act* and the *Privacy Act*. Should you require further information, the Office of the Co-ordinator (Ted Johnston) is located on D1.

"ACRONYMS" - DEPARTMENTAL SYMBOLS

The Department is sub-divided into a myriad of branches, bureaus, divisions, and assorted pigeon holes. To assist in locating and distributing personnel and resources, an ingenious assortment of "acronyms" (departmental symbols) has been devised. Some of these symbols bear a resemblance to the words which they represent, but this is rarely the case. For the most up-to-date list of departmental symbols and their representation, consult the Department's telephone directory. Note that English and French versions of the telephone directory are normally published alternatively at two-month intervals, with the most recent version (whether it is French or English) providing the current listing of departmental symbols.

The following is a brief guide to symbol construction:

First Letter

A	Personnel and Administration
B	Communications and Culture
C	Policy
D	Associate Under-Secretary or Deputy Minister
E	Economics
G	Africa and the Middle East
H	Special Projects
I	International Security, United Nations, Summits, Intelligence
J	Legal
L	Latin America and Caribbean
M	Finance and Accounting
O	Immigration and Consular, Passports
P	Asia Pacific
R	Europe
T	Trade Development
U	United States
X	Protocol

Third Letter

B	Branch (Assistant Deputy Minister level)
D	Bureau (Director-General level)