

This would mean that Protocol Division would be more fully responsible for distribution of information: a complete distribution listing would be maintained and the Q.P. would be informed on each change as it occurs. If the distribution centre is created, it would be responsible for maintaining the list by liaison with the Q.P.

It is further proposed that the Q.P. make some of the distribution presently done by Protocol Division.

It is also proposed that the distribution requirements be given further study. It may be found that copies need not be sent individually to addressees in the Diplomatic Corps but rather direct to the appropriate mission together with the other copies currently so distributed. The number of copies, 460, distributed within the Department is considered to be possibly excessive. A policy should be formulated governing this, for example: (a) two copies for each division, (b) one copy for every three officers in the division and (c) other copies as required. Savings of a few hundred copies would be substantial over a period of time.

Finally, it is considered that the distribution of the Diplomatic Corps is too extensive in view of the fact that much the same information is included in the more complete publication Representatives of Other Countries in Canada. The Diplomatic Corps should be received by: (i) those persons listed in it (550),<sup>(2)</sup> (ii) by missions in Ottawa (150), (iii) by members of the Department (say 300), and by M.P.s, Senators and various other V.I.P.s (400); yielding a total of perhaps 1400. It is therefore proposed that a policy to this effect be determined.

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(X)  
Each dip. office requires 2 copies  
Minims need to send to  
their HQ 2 - 10 copies.