

1. Distribution responsibility for information to all Latin American countries;
2. Supervision of selection, preparation and translation of informational material for use in Latin America;
3. Conducting Latin American correspondence;
4. Acting as liaison and information source for Latin American visitors;
5. Providing interpreters for official Latin American visitors.

Normally, most of the communication with posts abroad on information matters was conducted or initiated by the people running these desks. Not only did they correspond on regular activities at these posts but it was their responsibility to see that the information, views and recommendations coming from information officers in the countries of their area received due attention from the Division and the Department.

On the production side, responsible for the storage, retrieval, assembly and final preparation of information materials for distribution abroad, the organizational form was taken over fairly intact from the C.I.S. There was the Library (and the Clipping Service) available as a depository for reference purposes and for circulation of relevant new printed material to the Division. These resources provided support for the Inquiries Section and for the Reference Section. It had been generally recognized that responding to enquiries