

FAIT 1 SUPP-1

in the Departmental Manuals System is to be outlined in the FAIT 1. As this manual is not yet published, the following are some of the basic principles:

- (a) The bottom centre of each page of every manual indicates the organization responsible for the content and amendment of material on that page. In the case of the List of Reports, however, it should be noted that, for each report, the agency listed in column 6 is the agency responsible for all information promulgated regarding that report.
- (b) The agency responsible for subject matter is also responsible for:
 - (i) content;
 - (ii) obtaining any approval required;
 - (iii) amendment of any other manuals affected by the change (if applicable);
 - (iv) arranging for translation; and
 - (v) forwarding the material to SKIA.
- (c) SKIA is responsible for:
 - (i) co-ordinating the annual review;
 - (ii) editing and formatting all submissions from divisions;
 - (iii) printing production; and
 - (iv) distributing the Diary and any necessary amendments between editions.

13. In summary, authorities proposing amendments to the List of Reports should submit their proposals to the division listed in column 6 and to SKIA.