

READING ROOM

A reading room is available in the public access area of the Department's headquarters adjacent to the ATIP Office. Current departmental manuals are available for review by members of the public. During the year, a number of individuals opted to visit the reading room to examine releasable material rather than pay the related photocopying fees.

FORMAL/INFORMAL INTERFACE

Since the Act is intended to complement, rather than replace, existing procedures for access to government information, informal requests can be addressed to the ATIP Office, as well as to bureaux within the Department, the Media Relations Office, the Library or to missions abroad.

Although only formal requests are processed by the ATIP Office, the departmental Co-ordinator for Access to Information and Privacy also devotes considerable time to consultation with the program bureaux concerned to ensure that their replies to informal enquiries are consistent with the requirements of both Acts.

DESIGNATION ORDER

There is no change since the last report. Attached as Annex B is the current list of officials, by title, who have been designated by the Secretary of State for External Affairs to exercise his powers under the Act.