

16. I think some attention might usefully be given to the structure of the Information Division in one aspect. For a long time there has been a position of Deputy Head of Division whose incumbent not only deputizes in the absence of the Head of Division but in a real sense duplicates the work of Head of Division by vetting, approving or amending papers which in turn must be seen by the Head of Division for decisions. If the suggestions I have made for new functions for the Division were agreed, I suggest the Division should have two Deputies (one senior who could act as Head of Division when required) with divided areas of responsibility and authority and who would be expected to sift correspondence and memoranda, thus relieving the Head of Division of a good deal of paper work which does not need to come to his attention. And normally the contact of the Head with his Division should be through these Deputies rather than directly to more junior staff. While the two Deputies would have supervisory responsibilities, they should be working desk officers as well and leave the more important direction of the Division to the Head.

Recommendations

- (1) That with the aim of providing better materials to posts abroad, considerably greater attention should be given to the needs of individual posts or groups of posts and that material should be prepared with these specific needs in mind. To do this an additional FSO 4 position should be established and filled. Also, funds of the order of \$                      should be