



May 3, 1999

Dear Sir or Madam

The Export Services - Small and Medium-Sized Enterprises Division of the Department of Foreign Affairs and International Trade invites you to participate in a survey of bilateral trade associations. As part of our efforts to work in partnership with the private sector, we want to learn more about the activities of associations strongly oriented toward international trade.

The purpose of the enclosed survey is to provide us with an initial profile of:

1. your association;
2. its members; and
3. its contact with the Department of Foreign Affairs and International Trade and other government agencies.

The information gathered will remain strictly confidential. A future published report will include a quantitative analysis of typical profiles (mandates, activities, barriers, results, operating method, etc.), without directly identifying any specific association. A database will be created for internal use from the overall results.

The final results analysis will be used for the following specific purposes:

1. to generate good ideas and solutions for associations and the Department;
2. to facilitate subsequent communication and partnership phases; and
3. to gain greater visibility for association activities and results, for example by creating links between the departmental web site and the sites of associations responding to the survey.

The survey will take 40 to 60 minutes to complete. If you would like further information, do not hesitate to contact Ms. Julie Cavanagh, Project Manager, at (613) 996-4785. Please return the survey, by May 21<sup>st</sup>, 1999 to her attention, sending it by fax to (613) 996-9265, or to the following address:

Department of Foreign Affairs and International Trade  
Export Services for Small- and Medium-Sized Enterprises (TSME)  
Tower C, 5<sup>th</sup> Floor  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

Thank you in advance for your interest in this project.

Yours sincerely,

Roger Ferland  
Director General  
Trade Commissioner Service  
Overseas Programs and Services