

Recommendation 42: Two Olivetti typewriters be purchased for evaluation in Port of Spain provided service and training arrangements can be made. (Page 61)

Recommendation 45: A light set of steps or a ladder that can be handled by the female LES be procured for use in the dormant file room. (Page 64)

C. PROCEDURES

Recommendation 2: Files required by the receptionist be delivered by registry staff. (Page 16)

Recommendation 3: CIC offices in Canada be informed of actual processing times at posts abroad and authorized to discourage non-urgent enquiries made before the deadline has passed.
(Page 18)

Recommendation 4: Port of Spain inform applicants of the actual processing times in their covering memos and at counter enquiries.
(Page 18)

Recommendation 5: Enquiries be segregated to allow non-urgent ones to be responded to as time permits. (Page 18)

Recommendation 6: The Immigration telex register be eliminated and reliance placed on telex copies retained in the Communications Centre. (Page 19)