

will be carried out by reviewing the draft manual and procedures already in place, consultation with Ministers' and Deputies' offices, appropriate administrative and personnel divisions, as well as secretaries, clerks and officers in divisions chosen at random throughout the Department in order to elicit recommendations and verify draft procedures. The manual will mainly be used by secretarial and clerical staff, but should also be familiar to and consulted by officers.

Monitoring of correspondence (letters and memoranda) for Deputies and Ministers will reveal effectiveness of directives; feedback comments from all levels of the Department will guide the monitoring and updating process.

IMPLEMENTATION CONSIDERATIONS

All units with responsibility to regulate the various types of departmental correspondence will be consulted in the revision of the draft procedures. The draft will be cleared by the Director of each division contributing material to the manual. Approval of the final draft will be by the ADM (Administration).

The project will result in the production and distribution of a manual in three-ring binder format, with a covering circular document, preferably signed by the Under-Secretary.

Delaying this project would result in continued uncertainty on the part of those drafting and preparing correspondence. Without clear consolidated guidelines errors of format and process will continue; significant time will be wasted in correcting material and the morale of secretarial staff will be adversely affected.

MAJOR STEPS AND TIMING

1. Revise and rewrite Chapters 1-3
2. Revise and rewrite Chapters 4-6
3. Chapters 1-3 translated
4. Revise and rewrite Chapters 7-9
5. Chapters 4-6 translated
6. Approval of Manual by
ADM (Administration)
7. Chapters 7-9 translated
8. Final revision and proofreading completed
9. Publication

Completed by:

December 9, 1983
December 23, 1983
December 30, 1983
January 10, 1984
January 17, 1984

January 17, 1984
February 3, 1984
February 17, 1984
April 1, 1984