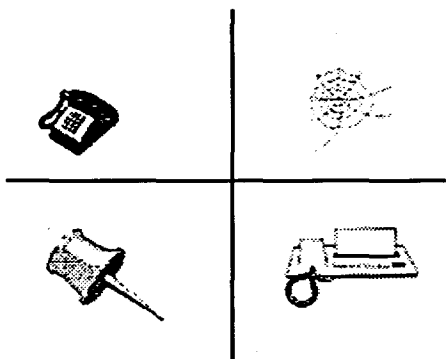


# FYI from the InfoCentre



The Department is responsible for providing its clients with information on its services and activities. Beginning in January 1997, we will initiate a series of articles on the InfoCentre – the public window into DFAIT and primary disseminator of departmental publications and information – to familiarize you with its services to clients and its various activities.

The InfoCentre has been in existence in one form or another since the late 1980's (many of you may remember it as InfoExport) when it was responsible for distributing trade information and responding to enquiries. Today, the InfoCentre is part of the Information Management Bureau (SXD) and disseminates Department-wide information and documents through the DFAIT site on the World Wide Web, the Enquiries Centre, the FaxLink, and the InfoCentre Bulletin Board.

Among the topics to be covered in the series, all of which will have an impact on the way you distribute your information, are the following:

- how to contribute a document to the InfoCentre
- the use of new Web technology, including VRML on the Department's Web site, and our partnering efforts with divisions, international trade centres and other government departments.
- a statistical snapshot of the InfoCentre's activities, including the most popular destination on the DFAIT Web site and client feedback.

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For more information or to arrange a briefing session on the InfoCentre for your division, please contact David Spicer, Information Services (SXCI) at 944-1488.

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## DID YOU KNOW?

In 1995, the InfoCentre responded to over 168,000 requests for information from the public?

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## CATS Training Schedule -

### A Reminder!



Here's a quick reminder of the CATS training schedule at Headquarters for December. Workshops are offered three times a day on Tuesdays and Wednesdays in Room 216, 6th Floor, Tower C, at the following times:

- 9:30 a.m. - 11:00 a.m. (English)
- 11:30 a.m. - 1:00 p.m. (English)
- 2:00 p.m. - 3:30 p.m. (French)

Training is on a first come, first served basis. For more information, please call the Informatics Learning Centre (SXCL) at 944-0616. See you there – and don't forget to CC CATS!

The Informatics Learning Centre will be closed for the holiday season from Thursday, December 19 to Friday, January 3rd.