

- (13) That standing instructions be addressed individually to posts abroad, setting out the broad purposes of their information activities and interpreting these in terms of information objectives in each country. That consequent manuals be produced at each post to elaborate useful local information methods, contacts, etc.
- (14) That an earnest, continuing effort be made by heads of post and other senior officers to ensure that those performing information tasks are up to date and informed on Canadian policy trends and are in a position to give authentic, timely information when required.
- (15) That each head of post, on appointment, be given written instructions on the information work expected of his post.
- (16) That posts be provided with additional timely and useful information on Canadian affairs by the Department.
- (17) That posts be responsible for recommending to Ottawa the subjects and forms of written material required for their information work and that such recommendations should aim to cover needs for a year ahead.