

ORGANIZATION OF ACCESS TO INFORMATION AND PRIVACY  
(ATIP) ACTIVITIES

5. The ATIP Office maintains overall control and co-ordination of application processing within the Department so as to ensure adherence to the legislation. The procedures established, which include close liaison with the appropriate program bureaux and legal advisors, have continued to work satisfactorily during the period under review. Such administrative devices as the tracking document and control ledger have become recognized with experience as necessary tools for effective operation.

6. One role peculiar to the External Affairs Co-ordinator involved carrying out consultation on behalf of other government institutions with foreign governments concerning the release of personal information originating from those foreign governments. In particular, the Department acts extensively for the National Parole Board, the Correctional Service of Canada and the Royal Canadian Mounted Police. Their requests are forwarded to the appropriate Canadian mission abroad which seeks the recommendations of the foreign government.

7. The ATIP Co-ordinator is responsible for preparation annually of the Department's contribution to the Personal Information Index, which provides information to the public including a description of the organization of the Department, details of its programs and functions,