

LIBRARY SERVICES

The Library serves EAITC, other federal government departments, provincial governments, private industry and financial and academic institutions. Normal functions include daily communications and support for post libraries combining research services, acquisitions, and consultation.

A new data base enables the bibliographer to enter selected articles by subject and to produce bibliographies on short notice.

Library Services catalogued some 7 000 monographs for the chancery library in Tokyo, and advised on design aspects of that new facility.

Approximately 130 000 documents were distributed by Library Services during the year.

TRADE AND FOREIGN POLICY COMMUNICATIONS

The Trade and Foreign Policy Communications Bureau works closely with the Ministers and all branches of the Department. It seeks to develop strategies and products that increase awareness of Canadian foreign policy and international trade initiatives, and of Canada itself. Its primary objectives are to help the Department explain its policies to Canadians and to help missions overseas defend and promote Canadian interests. The Bureau creates communications plans and implements them by producing information materials for the media, for interested groups in Canada and for missions abroad.

FOREIGN POLICY COMMUNICATIONS

In providing strategic communications services to ministers and departmental officials, this Division designs detailed plans to communicate with the media and the public on specific foreign policy issues and develops ways of implementing these plans. Strategies were developed, for example, for the Open Skies Conference, the Paris Summit of the Conference on Security and Cooperation in Europe (CSCE), the North Atlantic Treaty Organization (NATO), summits and meetings of foreign ministers, and other international events involving the Prime Minister and the Secretary of State for External Affairs.

During the Gulf conflict, the Division participated actively in the departmental Gulf Communications Task Force. Operating 24 hours a day, the Task Force provided media analysis and communications advice to those managing Canada's participation in the war.

The Division also spearheaded government-wide communications for the World Summit for Children. It distributed a series of special information packages about the historic event to the media and to a large number of non-governmental organizations in Canada.

Extensive material was also created for Canada's participation in all major international meetings.

Material produced was distributed to national, regional, local and community press as well as to ethnic communities and special-interest groups concerned with the issues.

The Division promotes Canadian interests abroad by providing missions with communications advice and materials targeted to foreign audiences. With a significant reduction in human and financial resources, the Division reduced the number of publications and other services provided, and concentrated on giving posts more action-oriented material. Services introduced include:

- a daily report of Canadian media coverage on important domestic issues and appropriate material to deal with questions from the foreign press;
 - special fact sheets on important Canadian issues of interest to the international community, such as Canadian constitutional processes, Canadian approaches to resolving aboriginal land claims and related issues, the seal hunt and the bison cull; and
 - a daily electronic summary of Canadian news and editorial commentary.
- Other services provided include:
- relevant excerpts from daily proceedings in the House of Commons, including Question Period;
 - important speeches by the Prime Minister, the Secretary of State for External Affairs and other ministers;
 - a number of fact sheets giving general information on Canada, its government, political system, education, geography and other pertinent features;
 - *Canada Reports/Reportage Canada*, now reduced to a twice-yearly publication, and revised to provide key points on the range of Canadian foreign policy priorities. With an international readership of 35 000, it is distributed to those opinion makers overseas whose attitudes can have an impact on Canadian interests; and