

FORMAL/INFORMAL INTERFACE

14. Since the Act is intended to complement, rather than replace, existing procedures for access to government information, informal requests can be addressed to the ATIP Office, as well as to Bureaux within the Department, the Minister's Office, the Press Office or the Library.

15. The number of informal enquiries addressed to the ATIP Co-ordinator was in fact approximately equal to the number of formal requests received. Only formal requests are processed by the ATIP Office but the departmental Co-ordinator for Access to Information and Privacy must devote considerable time to consultation with the program bureaux concerned to ensure that replies to informal enquiries are consistent with the requirements of the Act.

INSTITUTIONAL POLICIES - FEES

16. The Department has developed a formal policy regarding fees. A copy of this policy is attached as --- Appendix B. Each request for a fee waiver is considered on its own merits. In each of the 33 cases in which documents were provided to the applicant, all processing fees under \$25.00 were waived.

DESIGNATION ORDER

--- 17. Attached as Appendix C is the current list of officials, by title, who have been designated by the