



Ottawa, Ontario
K1A 0G2

April 29, 1994

Dear Colleague,

Those of you at Posts will receive this circular with the new TCS Operations binder so you can keep this material for ready reference. We must ask those of you at Headquarters to furnish your own binders but we encourage you to use the cover we are providing. In June, we will send out an index of circulars sent to date; you should contact Trade Development Operations Division (TOO) to receive any material you may be missing.

This package consists of three parts: this covering letter, a summary of recent client-oriented developments and our process of communications, and annexes on: an updated T-Branch phone directory, a revised outline of Branch responsibilities and merchandising aids.

We are also sending to each post one catalogue of Canadian promotional items to alert you to additional sources of such items you can order through Procurement Services (MRMP) of this Department. Information on ordering and payment procedures is provided in Annex 3.

As always, we welcome and encourage your comments on these communications materials.

Yours sincerely,

Brian Schumacher
Assistant Deputy Minister
International Business Development
and Chief Trade Commissioner