

the United States, the United Kingdom, France, the Far East, the U.S.S.R.?

2. Methods: What are the principal methods which should be used to attain these objectives? How far can the Department in its information activities follow what is a sound rule in all its other activities, except passport work, that it very seldom deals directly with individuals? What private or voluntary agencies can we make use of?)

3. Examination of the present information activities of the Department at home and abroad in the light of the discussion of objectives and methods. . . . Detailed examination of the cost of the various services now supplied and of their value.

4. What are the numbers in each of the main salary grades of the present staff engaged in information work? . . . How does this compare with the numbers in each of the main salary grades of the present staff of the Department engaged in a) all the three political divisions combined, b) the economic, legal, protocol and consular divisions combined?

5. Scale of expenditures on information activities: a) What would be a reasonable proportion of the total net budget of External Affairs to devote normally to information activities? (What proportion of estimated expenditures for 1947-48 is for information activities?) b) What would be a reasonable proportion of the total staff of External Affairs to devote their time normally to information activities? (What proportion of staff is at present devoting its time to information activities?)

6. Information program in Department for year beginning April 1, 1947.

- 1) What items in existing programs should be dropped?
- 2) What items should be continued?
- 3) What new items should be added? . . .
- 4) What is relative importance of various items and approximately how much should be spent on each?