

EAMIP PROJECT NO. CC08

TITLE

Revision of Manual of Correspondence Procedures

RESPONSIBILITY

The project will be under the responsibility of the Director of the Senior Management Secretariat (CMR).

CMR will take responsibility for the writing, assembly, editing and publication of the first nine (9) chapters of the manual. The project officer will be Brian Jeanes, Administrative Coordinator. The Management Services Division (MFS) will be responsible for publishing additional chapters and for instituting and maintaining an amendment delivery system.

PRESENT SITUATION

The Department's Manual of Procedures has not been comprehensively updated for several years; changes introduced consequent and subsequent to the 1982 reorganization have been introduced piecemeal through the publication of memoranda of instruction as demands arose. A redrafted manual was initiated, but was not completed prior to January 1982; much of the information in that draft needs to be reviewed and revised in light of accumulated organizational change up to September 1983.

The task is to review the draft manual, revise it in light of changes now in effect and to publish the manual in a revised format. Revision involves updating the content with the division responsible (e.g., XDX for Diplomatic Correspondence) and rewriting the text. The material will then be translated, proofread, typeset, printed and distributed.

OBJECTIVE

The objective is to produce a comprehensive manual on correspondence procedures that will facilitate the speedy and uniform preparation of documents for departmental and ministerial use.

GOAL

A Manual of Correspondence Procedures will be published by April 1, 1984.

DESCRIPTION

The manual will incorporate instructions for the preparation of all types of correspondence used by the Department, including memoranda, letters, telegrams, ministerial correspondence, diplomatic correspondence, briefing notes, Memoranda to Cabinet and Parliamentary documents. Style guidelines, format instruction, approvals and routings will be among the subjects covered for each type of correspondence. All units of the Department will be affected by the revision of the manual through the need to ensure all correspondence materials are produced according to the correct format. The project