

Please refer to **Annex A** for the complete statistical report.

Reading Room

A reading room is available in the public access area of the Department's headquarters adjacent to the ATIP Office. Current Departmental manuals are available for review by members of the public. During the year, very few individuals opted to visit the reading room to examine releasable material rather than to pay the related photocopying fees.

Formal/Informal Interface

Consistent with the principle that the Act is intended to complement, rather than replace, existing procedures for access to Government information, informal requests may be addressed to the ATIP Office, as well as to bureaux within the Department, the Media Relations Office, the Library or to missions abroad. The Director of the Access to Information and Privacy Protection Division also devotes considerable time to consultation with the Media Relations Office and the program bureaux concerned to ensure that their replies to enquiries are consistent with the requirements of both Acts.

Formal requests are processed only by the ATIP Office.

Designation Order

Attached as **Annex B** is the current list of officials, by title, who have been designated by the Minister to exercise powers under the Act.