

Access Register and Access to Information Request Forms are available for use by applicants.

11. The ATIP Co-ordinator is responsible for preparation annually of the Department's contribution to the Access Register, which provides information to the public including a description of the organization of the Department, details of its programs and functions, a description of all classes of records under its control and a list of all manuals used in administering or carrying out its responsibilities.

#### ATIP IMPLEMENTATION

12. Despite the steadily increasing number of Access applications, the staff of the ATIP Office was maintained at five persons throughout the year. The necessary extensive legal advice is provided by legal advisors from the Department of Justice.

13. Requests have proved to be more complex and time-consuming than anticipated initially. The growing number of foreign policy-related requests has necessitated in many cases the review of large volumes of documents and the preparation of detailed recommendations, involving increased consultation with other federal agencies as well as foreign and provincial governments. This has placed a heavy burden on the program Divisions concerned in addition to their normal work.