

the preparation of and distribution of departmental bulletin, the Annual Report of the Department and other departmental documents of the kind: the supervision of releases made by the CBC IS.

Under the amalgamation, the administrative operations of C.I.S. (accounts and finances, cables and cipher, personnel and the external distribution of material and the internal distribution of incoming communications) would be consolidated with the Administrative Branch of the Department under the Chief Administrative Officer.

It is also recommended that Information material issued for use abroad should carry a heading showing that it was issued by THE INFORMATION SERVICE of the Department of External Affairs.

In order to continue the valuable function of co-ordinating the Information work of Government Departments and agencies, it is recommended that an interdepartmental committee be established to co-ordinate the Information requirements of the Government, the Chairman to be appointed by the Department of External Affairs, and that an operating sub-committee of the interdepartmental committee be established for the practical daily co-ordinating of work which is so desirable.

An essential element in the absorption of C.I.S. in the Department is the disposal of the present staff of the C.I.S. It is recommended, therefore, that special consideration be given not only to the selection of personnel but to the equating of grades and allowances for Information Officers to those on a comparable level in the Diplomatic Service.

In a brief note to Mr. Pearson on December 27, Mr. MacDermot highlighted for the Under-Secretary the points in this memorandum to which he attached particular importance, to wit: 1) that the Division would be headed