

be added to the press office to provide a person experienced in arrangements for press and broadcast media and in the organization of press programmes. The appointment of such a person would not relieve the Press Chief from general responsibility but would provide an expert assistant with technical responsibility for press arrangements on visits. Between visits such an employee could be well used for general press arrangements. From past departmental experience in the making of press arrangements for V.I.P. visits, it is very apparent that planning and procedure starts from scratch on each occasion and each visit calls for pioneering when this is unnecessary and a sad waste of time. I understand that the press office has prepared a manual of requirements for press arrangements during visits and established a check-list of things to do which, *mutatis mutandis*, can be applied to successive visits. This manual might be somewhat expanded to cover interdepartmental co-operation.

It has been mentioned above that the Press and Liaison Division has two distinct and relatively unrelated functions, the press relations function within Canada and the liaison function which is directed to providing information for use abroad by the Canadian Foreign Service or for broadcast abroad by the CBC International Service. This duality of function resulted from a marriage of convenience of the unit which was originally the Political