

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.

FORMAL/INFORMAL INTERFACE

14. Since the Act is intended to complement, rather than replace, existing procedures for access to government information, informal requests can be addressed to the ATIP Office, as well as to Bureaux within the Department, the Minister's Office, the Media Relations Office or the Library.