

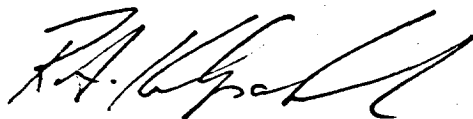
The Policy Planning Staff and elements of the Foreign Assessments Bureau are being combined to form a new and strengthened Policy Staff. This will provide greater flexibility to deal with emerging issues. It will also give us a more effective means of delivering policy advice within government and of serving our internal clients and the public. The department's ability to anticipate and respond to crises will be greatly enhanced by the addition of analysts to the Operations Centre and by integrating the Centre into the new Security and Intelligence Bureau. We will also be moving the Ministerial Correspondence Unit into the Communications and Culture Branch.

While the changes in the affected areas will provide us with significant benefits, we believe any associated disruption can be kept to a minimum. On an individual level, we are determined that the changes will be implemented with as little disruption for employees as possible. Indeed, many employees in the affected areas will simply continue performing their present duties within the new organization. A workforce adjustment situation affecting some non-rotational staff is, nevertheless, unavoidable and the assignment programs for rotational staff will be readjusted. Discussions with affected employees are being held.

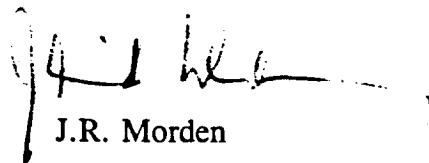
At this time, we can inform you who will head the realigned branches and the Policy Staff. John Weekes will be Senior ADM for the United States and FTA Coordinator (UGB), as well as continuing as chief negotiator of the NAFTA; Barry Carin will be ADM of the Trade and Economic Policy Branch (EFB); Brian Schumacher will be ADM of the International Business Development Branch (TFB); and George Haynal will Head the Policy Staff (CPB). These appointments are effective August 1, 1993. Len Legault (UGB) and Anne Leahy (CPD) will be moving on to diplomatic assignments.

Over the next few months we will be working to implement these changes. In the meantime, the branch management in affected areas will arrange briefings or information sessions for staff as appropriate.

We count on your support for a smooth implementation of these changes and for our continuing efforts to keep the department effective and influential as we adjust to these challenging times. We are confident that you will agree with our determination to make jobs at EAITC more rewarding and the department's contribution to national and international public affairs more valued.



R. Allen Kilpatrick



J.R. Morden