

MEMORANDUM

The Under-Secretary <sup>of State</sup> for External Affairs.

SECURITY  
SécuritéUnclassified

Chief of Protocol.

DATE

January 23, 1969.

NUMBER  
NuméroREFERENCE  
RéférenceSUBJECT  
Sujet

Publications: "Diplomatic Corps" and "Representatives of Other Countries in Canada".

FILE	DOSSIER
OTTAWA	
MISSION	

ENCLOSURES  
Annexes

DISTRIBUTION

Protocol Division is responsible for the production, through the Queen's Printer, of the booklets "Diplomatic Corps" and "Representatives of Other Countries in Canada". Each booklet is printed in two sections, identical in information, one in the French language and the other in the English version. The booklet "Diplomatic Corps", has a total of 129 leaves while the other bilingual publication, which, besides the diplomatic corps, lists UN specialized agencies, consular and trade officials, consists of 60 leaves. Thus, the two publications comprise in total 189 leaves or 378 numbered pages.

2. One of the tasks of the O & M survey conducted in Protocol Division has been to investigate the office procedures and expenditures in the production of these two publications with the object of effecting savings in man hours and costs. As a result of these findings it is proposed that the two publications be amalgamated into one of 90 pages, each page showing the French and English versions side by side rather than upon separate pages and in two separate sections as in the present booklets. The proposed page lay-out is shown on the attached photostat illustrating in bilingual form the listing of the Swiss Embassy.

3. The proposed amalgamation of these two publications would produce savings of time and money which would be considerable, approximately \$11,100 annually in printing costs and an economy in man-hours through the simplification of office procedures in Protocol Division in the preparation of the material for publication. As this consolidated publication would be set-up for printing by the IBM "Automatic" typewriter process there is the added advantage of reducing considerably the time in production thereby making the information more current than it is with the present time-lag.

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