

activities. Also included are the salary costs of other staff involved part time in retrieving documents and preparing them for review. In calculating costs for officers and support staff, the actual salaries of the individuals concerned were divided by 220 (working days) to obtain the daily cost. This was then divided by 7 1/2 to get the hourly cost.

ORGANIZATION OF ACCESS TO INFORMATION AND PRIVACY (ATIP) ACTIVITIES

8. The departmental ATIP Co-ordinator is responsible, under the general direction of the Associate Under-Secretary of State for External Affairs, for ensuring that the Act is implemented within the Department in accordance with the letter and the spirit of the legislation and that all reasonable efforts are made to assist the public in obtaining access to government records.

9. The Co-ordinator frequently carries out extensive consultations to comply with a request. In a majority of all cases completed, it was necessary to consult with foreign or provincial governments, or with other federal government institutions. Conversely, requests by foreign governments regarding the declassification and disclosure of documents which contain Canadian confidences are processed by the Co-ordinator's Office. In addition, in accordance with established guidelines, other federal government institutions consult with the Department in those cases where they wish