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**INTERNATIONAL BUSINESS DEVELOPMENT COMMUNICATIONS**

- In order to facilitate ease of reference, binders are being sent to all overseas recipients of these communications since North American paper sizes and binders are not available in many Posts. One additional binder is being sent to Posts addressed to the "Commercial Division." This copy will contain ALL materials for the reference of the whole group. (eg. the merchandising aids catalogue can only be provided as ONE copy to Posts, not to each individual).
- We are exploring the possibility of transmitting the Guidelines via SIGNET, once the system is fully operational. We are currently testing this method of distribution within HQ, and with Post trade sections now connected to SIGNET. If we choose to transmit guidelines via SIGNET we will still continue to send one hard copy of each guideline, in English and French, to all Commercial, Economic and Trade Divisions. Staff already receiving guidelines via SIGNET should ensure that these guidelines are stored OFF-LINE, ie. on diskette, as storage space on system is at a premium.
- We will continue, whenever possible, to send senior Branch representatives to participate in conferences of trade officers. Please remember too, if your travels bring you to Ottawa, and your schedule permits, you will receive a *warm welcome from your colleagues here in the "T" Branch*.