

reasonable efforts are made to assist the public in obtaining access to government records.

8. The Co-ordinator frequently carries out extensive consultations to comply with a request. In over 40% of all cases completed, it was necessary to consult with foreign or provincial governments, or with other Federal Government institutions.

9. The ATIP Office maintains overall control and co-ordination of application processing within the Department. The procedures established, which include close liaison with the appropriate program bureaux and legal advisors, have continued to work satisfactorily during the period under review. A weekly status report prepared by the ATIP Office keeps Ministers and senior departmental management informed of progress in meeting requests.

10. A reading room has been established in a public access area of the Department's headquarters, adjacent to the ATIP Office. All current departmental manuals, the Access Register, and Access to Information Request Forms are available for use by applicants.

11. The ATIP Co-ordinator is responsible for preparation annually of the Department's contribution to the Access Register, which provides information to the public including a description of the organization of the Department, details of its programs and functions, a description of all classes of records under its control