

## AMENDMENT PROCEDURE

11. Missions are requested to bring to the attention of the Department (SXIS and SCBA) suggestions for reports that should be included in the Desk Calendar and suggestions for improving the reporting mechanism. Suggestions for other amendments are to be governed by the principles of the amendment procedure outlined below.

12. The Mission Annual Diary is part of the Departmental Manuals System and as such is issued as a Supplement to the Summary Manual (FAIT 1), which will be published at a later date. The Amendment procedure for all manuals in the Departmental Manuals System is to be outlined in the FAIT 1. As this manual is not yet published, the following are some of the basic principles applying to the Diary:

- (a) The bottom centre of each page of every manual indicates the organization responsible for the content and amendment of material on that page. In the case of the List of Reports, however, it should be noted that, for each report, the agency listed in column 6 is the agency responsible for all information promulgated regarding that report.
- (b) The agency responsible for subject matter is also responsible for:
  - (i) content;
  - (ii) obtaining any approval required;
  - (iii) amendment of any other manuals affected by the change (if applicable);
  - (iv) arranging for translation; and
  - (v) forwarding the material to SCBA and SXIS.
- (c) SCBA is responsible for co-ordinating the annual review.
- (d) SXIS is responsible for:
  - (i) editing and formatting all submissions from divisions;