

PUBLICATIONS

"Diplomatic Corps"
"Representatives of Other Countries in Canada"

A. Present Practices:

Protocol Division is responsible for publishing each of these two publications three times a year. In addition, a Monthly Bulletin of recent changes in the main publications is produced.

Procedure:

The procedure followed at present by the incumbent of position EXT.245, Mr. Morin, is detailed as follows:

1. Information regarding a change of personnel is received by the incumbent by means of an "arrival" or "departure" note, or is derived by inference from these and confirmed by telephone, or by some other means.
2. The change is noted in the previous English language version of both publications.
3. The change is noted separately for the Monthly Bulletin.
4. About two and one half months prior to the next publication date of each publication, the missions are queried by means of the following procedure:
 - (a) A form letter is prepared to all missions (and consulates) asking them to update their entry in the publication.