

will be carried out by reviewing the draft manual and procedures already in place, consultation with Ministers' and Deputies' offices, appropriate administrative and personnel divisions, as well as secretaries, clerks and officers in divisions chosen at random throughout the Department in order to elicit recommendations and verify draft procedures. The manual will mainly be used by secretarial and clerical staff, but should also be familiar to and consulted by officers.

Monitoring of correspondence (letters and memoranda) for Deputies and Ministers will reveal effectiveness of directives; feedback comments from all levels of the Department will guide the monitoring and updating process.

IMPLEMENTATION CONSIDERATIONS

All units with responsibility to regulate the various types of departmental correspondence will be consulted in the revision of the draft procedures. The draft will be cleared by the Director of each division contributing material to the manual. Approval of the final draft will be by the ADM (Administration).

The project will result in the production and distribution of a manual in three-ring binder format, with a covering circular document, preferably signed by the Under-Secretary.

Delaying this project would result in continued uncertainty on the part of those drafting and preparing correspondence. Without clear consolidated guidelines errors of format and process will continue; significant time will be wasted in correcting material and the morale of secretarial staff will be adversely affected.

MAJOR STEPS AND TIMING

1.	Revise and rewrite Chapters 1-3	Completed by:
2.	Revise and rewrite Chapters 4-6	December 9, 1983
3.	Chapters 1-3 translated	December 23, 1983
4.	Revise and rewrite Chapters 7-9	December 30, 1983
5.	Chapters 4-6 translated	January 10, 1984
6.	Approval of Manual by ADM (Administration)	January 17, 1984
7.	Chapters 7-9 translated	February 3, 1984
8.	Final revision and proofreading completed	February 17, 1984
9.	Publication	April 1, 1984