Publish on the Web!
The facts on what documents to submit and how

When the Department launched its site on the Internet in July 1995, Gordon Smith said that the challenge for all of us was to think 'electronic' when preparing material for the public, and to provide the InfoCentre with up-to-date, relevant information on the broad range of topics that relate to the Department's mandate. Judging by the number of documents on the Web to date, we have indeed followed Mr. Smith's advice. Thanks to your continuing efforts, clients from Canada and around the world now have instant access to non-sensitive, current information on the Department's services and activities.

The InfoCentre has, however, received enquiries from some divisions who are unsure about what to submit for the Web site and in what format. Here are the facts:

① The Web offers the Department a means of publishing information on the Internet in three core subject areas — trade, foreign policy, culture – plus travel and consular information. So send along country profiles, trade statistics, and information on bilateral relations;

② At present, publications can be sent in WordPerfect format. The InfoCentre will convert them to HTML (hypertext mark-up language) format necessary for viewing documents on the Web;

③ The InfoCentre will place the HTML documents in the appropriate location on the Web site; and

④ In accordance with the Official Languages Act, all information for public consumption within Canada must be available in both official languages

A note on copyright

If divisions incorporate material copyrighted by a private source into departmental publications, they must seek copyright permission to reproduce the material and cearly state the ownership of the copyright in the document.
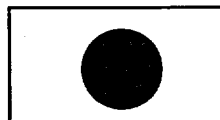
If divisions incorporate material from other government departments into a departmental publication, whether the material is free of charge or not, they should seek written permission from the originating department.

Divisions must respect all licence agreements when uploading and downloading software and information on the Internet or other online sources, including any agreements with the private sector and other government departments covering the use of software and information.

If you have questions concerning what kinds of publications to submit for the Web, please contact Colette Salloum (996-2662).

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Ni-Ka Online Launched

"Ni-Ka Online: Canada's Internet Window on Japan" is now available and located within the DFAIT web site (http://www.dfait-maeci.gc.ca/english/geo/japan/index.htm). Ni-Ka Online offers practical information to Canadians, and in particular business people, pursuing opportunities in Japan. An example of the country desk at work, it offers backgrounders on a variety of issues, market studies and also Web platforms for the dissemination of information from our Embassy and Consulates in Japan.

Come check us out !