

Ottawa, January 12th, 1968.

MEMORANDUM FOR MR. HENRY DAVIS

If at all possible, I think it would be very helpful if we could make available your book to Mr. Pearson's successor shortly after he comes into office. It will help give him a feel of the number of problems which the Prime Minister has to deal with.

O.G.S.

Mr Stoner —

16 Jan

We are planning to submit the full text to the PM for approval by Feb 15. It should thus be available in typescript for his successor.

JMD

CONFIDENTIAL

January 18th, 1968.

MEMORANDUM TO MR. DAVISGeneral Procedure Book.

I am returning herewith the sections on Visits of Foreign Dignitaries and Officials and Elections.

I think the sections are in first-class shape and I have no comments whatever.

I now have to deal with the documents you sent me under your memorandum of December 29th and I shall do this just as soon as I can.

R.G.R.


January 30, 1968.

MEMORANDUM FOR MR. ROBERTSON

Government Procedure Book

Attached please find, for your review, the sections on House of Commons and Senate together with their appendices. The three last sections will follow shortly.

We hope to forward a printer's copy of the Book to the Prime Minister in the latter part of February. This would give the Prime Minister a reasonable delay within which to examine the product before his retirement in April. In order to do this it will be necessary for all the material sent to you for review to have been returned to us by that time.


H.F.B.

Attach.

FILE

January 31st, 1968.

Mr. Michael Pitfield,
Assistant Secretary to the Cabinet,
Privy Council Office,
East Block,
O T T A W A.

Dear Michael,

I am sending herewith the sections of
the Government Procedure Book that I have at the
present time. A number of sections I have
already reviewed and sent back to Mr. Davis.

Any comments or suggestions you may have
with regard to these would be most helpful.
If you could let me have them by say the time I
return to Quebec (I hope) at the end of next week
that would be particularly of assistance.

Yours sincerely,

R.G. Robertson

February 2, 1968.

CONFIDENTIAL

MEMORANDUM FOR MR. ROBERTSON

Government Procedure Book

Herewith, please find the section on
Ministers, with appendices. Your comments on
an earlier draft of this section have been
incorporated.

ORIGINAL DRAFT BY
HENRY P. DAVIS

H.P.D.

Attach.

ASN/jj

February 6, 1968.

MEMORANDUM FOR MR. ROBERTSON

I fully understand the pressing claims on your time but I believe it would be most useful if we could have some time together before your return to Quebec to discuss some points regarding the completion of the work on the Manual of Procedure. An hour or less would probably suffice. I am available any time you suggest.

H.F.D.

February 14, 1968.

MEMORANDUM FOR MR. ROBERTSON

Government Procedure Book

Attached please find the section
on Judges, with appendices.

ORIGINAL SIGNED BY
HENRY F. DAVIS

H.F.D.

Attach.

February 23, 1968.

CONFIDENTIAL

MEMORANDUM FOR MR. ROBERTSON

Government Procedure Book

Attached, please find the section on Sovereign, with appendices. This is the last section submitted for review. As time is quickly running out this section is being sent to you minus its two last chapters which are not yet terminated because of the need for further research. These are the chapters on the incapacity of the Sovereign and succession to the Throne. We will now concentrate our efforts on incorporating your comments on the various sections into the typescript copy of the Book and appendices which must be submitted to the Prime Minister shortly, sufficiently in advance of the leadership convention. The two missing chapters will of course be terminated and sent to you at a later date. Their absence from the copy submitted to the Prime Minister, which will contain well over 100 chapters, should not be significant.

We understand how hard pressed for time you must be. However, in the light of the requirement for obtaining the Prime Minister's imprimatur before he leaves it would be desirable that all material submitted for review have been returned to us in the first week of March at the latest.

ORIGINAL SIGNED BY
HENRY E. DAVIS

H.F.D.

Attach.

ASM/jj

February 20, 1968.

CONFIDENTIAL

MEMORANDUM FOR MR. ROBERTSON

Government Procedure Book - Appendices

Cabinet section - appendices

Attached please find a revised list of persons other than Canadian ministers and officials who have attended Cabinet meetings. The only change made from the original list you saw has been to indicate where two or more persons are listed as attending a particular meeting that they in fact were only "accompanying" their principal. This modification has in turn allowed us to delete most of the [redacted] designations which appeared in the list you reviewed.

We feel that the factual information in the revised list could be of considerable value to a Prime Minister.

s.15(1)

Senate section - appendices

You question the inclusion of the following documents: "List of Speakers of Senate since 1867", "List of Clerks of Senate since 1867" and "List of Leaders of Government in Senate since 1867".

Although these lists are not directly related to the actions which a Government must take in regard to these three offices, they nonetheless indicate the number of appointments made, the ethnical conventions followed and the average tenure of office. As I see it we are illustrating important considerations and adding to the usefulness of the Book by making this type of information available.

- 2 -

For similar reasons of background information we have included Mackenzie's request for the appointment of additional senators in 1873 together with the British Government's reply. The reply would seem helpful in that it provides the perspective within which the statutory provision for the appointment of extra senators was seen in early Confederation years. I don't know whether we can yet take the position that the provision is defunct. The two documents might again be requested and studied if only for purposes of background information. While the possibility of referring to them may be small it still exists and we see no harm in including them, particularly after accepting your suggestion for the deletion of the paragraph on the modern considerations related to the appointment of extra senators.

House of Commons section - appendices

You suggest that we delete the "List of Speakers of House of Commons since 1867" and the "List of Clerks of the House of Commons since 1867". For the reasons mentioned above we feel that there would be little gained by deleting this information which is available, whereas its inclusion would help to illustrate the history and the appointment practices related to the two offices.

ORIGINAL SIGNED BY
HENRY R. DAVIS

H.F.D.

Attach.

ASM/jj

Copy on G-1-1
Mr. [unclear] [unclear]

P-3-1 (2) - 1

(1)

(2) If this could be returned to me as a reminder I will mention it to PH.

March 8, 1968.

CONFIDENTIAL

MEMORANDUM FOR MR. STONER

s.23

[Large area of extremely faint, illegible text, likely a redacted memorandum body.]

[The body of the document is extremely faint and illegible due to a heavy halftone or dithering effect. It appears to contain several paragraphs of text, but the content is completely unreadable.]

[The main body of the page is a large, dense, and illegible block of text, likely a redacted document or a scan of a document with extremely low contrast. The text is too faint to be transcribed accurately.]


H.F.D.



GOVERNMENT HOUSE
OTTAWA

8th March, 1963

Mr. Henry

I was very pleased to receive your letter of March 1st concerning the form of the ceremony whereby the Chief Justice is sworn on taking office.

I have shown your letter to the Governor General, and he is very grateful for the trouble which you have taken in this matter. His Excellency feels that no further action is required in the case of the present Chief Justice but that, in future, the Chief Justice should be sworn before the Governor General and a quorum of Council. I understand that, in your book on Government procedures, you are recommending that the oath be administered in accordance with the requirements of the Supreme Court Act, which specifies that he shall be sworn before the Governor in Council. I would hope that the Governor General's wishes for subsequent swearing-in ceremonies could be noted in your files.

Yours sincerely,

Esmond Butler,
Secretary to the Governor General

Mr. Henry F. Davis,
Privy Council Office,
Ottawa.

March 18, 1968.

CONFIDENTIAL

MEMORANDUM FOR THE PRIME MINISTER

Manual of Official Procedure of the
Government of Canada

Accompanying this memorandum is the Manual of Official Procedure of the Government of Canada in type-script. This has been reviewed in detail by Mr. Robertson and is ready to go to the printers when it has your approval. I believe you have already used one or two chapters. If you had time to look at any of the complete sections I would suggest you glance at Prime Minister, Government and Ministers.

Attached to this memorandum is a suggested text of an introduction for your signature. The Manual will also include "Users Instructions".

There is also a sample of the printed version. It represents the format chosen and the approximate size of the volume of text. There will be a second similar volume for the appendices which should be slightly larger. The covers will be black with the appropriate inscriptions.

The Manual will be classified "restricted" and limited to official use. It is suggested that it should be distributed personally from the Privy Council Office to each member of the Cabinet and to each Deputy Minister and be subject to return on leaving office. Copies would also be given to the Governor General, the Chief Justice, the Governor General's Secretary and the Executive Secretary of the Supreme Court. One hundred copies will be printed and the distribution could be extended.

In view of the technical nature of the Manual the production of a French version would be a separate project.

- 2 -

It would probably be desirable to be in a position,
as soon as the Manual appears, to say that a French
version is in preparation.

ORIGINAL FILED BY
HENRY E. DAVIS

H.F.D.

Attach.

HFD/11

A-3-1(a)
x J-1-1(a)

March 22, 1968.

CONFIDENTIAL

MEMORANDUM FOR MR. ROBERTSON

Induction of Chief Justice of Canada

In the Government Procedure Book section on Judges which you reviewed you suggest that we delete the comments regarding the re-introduction of the practice whereby Privy Councillors are present at the swearing-in ceremony for the Chief Justice of the Supreme Court of Canada, in accordance with the requirement in section 11 of the Supreme Court Act.

Since writing the comments you saw, the Governor General, who had taken a personal interest in this matter because of his statutory responsibility for administering the oath, has indicated that he would wish to have a quorum of Council present at future inductions. I had raised the question with Butler who considered that he should draw the requirement, of which Government House appears to have been unaware, to the Governor General's attention. We have passed the Governor General's views on to Mr. Cross with the added indication that the new arrangements should be confirmed with the Prime Minister when the occasion arises. As a result we have amended our own draft for the Procedure Book so as to reflect the Governor General's wishes.

The amended paragraphs are attached for your consideration. We feel you may agree that it would now be difficult to overlook both a clear statutory requirement and the Governor General's wishes in this matter and that other implications inherent in the re-introduction of the practice would best be left for the decision of the Prime Minister when the next Chief Justice is sworn in, assuming of course that the statute is not amended in the interval.

- 2 -

If you agree we might also include in the
appendices the attached excerpt from a letter from the
Governor General's Secretary in order to support our
statement regarding the position taken by the Governor
General.

ORIGINAL SIGNED BY
HENRY F. DAVIS

H.F.D.

Attach.

HFD/jj

CONFIDENTIAL

March 26th, 1968.

MEMORANDUM FOR MR. DAVIS:

The Prime Minister has spent more time on your manual and feels that someone should go through the appendices with a very careful and meticulous eye to see if there is anything that would be taken amiss if it got out. He assumes, correctly I believe, that if we are going to send copies to Ministers and Deputy Ministers, some of the information may quite possibly become public. This morning, some of the documents he referred to were:

(a) His note to Sir Michael Adeane about Vanier staying on;

(b) A memorandum that dealt with the Mackenzie King funeral and Cabinet meeting outside of Ottawa.

He also asked whether you would have a look at some of our practices which he thinks now are perhaps grotesquely out of date. He was thinking of such things as the Privy Councillors oath, which I gather

s.19(1)

He thought that perhaps someone could go over these kinds of things to see if they could be brought more up to date and more acceptable to the kind of emerging political and constitutional structure that we have in this country. He is of course anxious that nothing should get out on this.

Finally, I told him that within a day or so you would have a complete note ready for him, setting out exactly what he should do with respect to the procedure for resignation, the appointment of the new Cabinet, etc. All of this of course is in your book but I think it would be helpful if we could have a comprehensive step-by-step analysis in a memorandum for the Prime Minister along these lines.

A slightly abridged version of this memorandum should also be available for our briefing for the new Prime Minister, which would once again deal step-by-step with everything he has to do in the first few days in respect to the formation of his Cabinet his calls on the Governor General, etc.

O.G.S.

CONFIDENTIAL

March 28th, 1968.

MEMORANDUM FOR MR. BEAVIS

Manual of Official Procedure of the Government
of Canada

Attached, please find a typescript copy of the Manual for review in order that the proper security classification may be attached to it. The Manual is in two volumes: one contains the text, the other the documents referred to in that text. There is one chapter (out of 130 or so) missing from the attached copy. However this will also be submitted to you as soon as it is terminated.

It would be useful for our records if we could have a written confirmation of the security classification which is to be assigned to the Manual. I gather from the discussions we have already had that a "restricted" label might perhaps be adequate and suitable.

A.S.M.

A.S.M.

April 23, 1968.

CONFIDENTIAL

MEMORANDUM FOR MR. ROBERTSON

Government Procedure Book

Attached, please find the chapters on "Incapacity and Absence of Sovereign" and "Death of Sovereign and Succession to Throne" together with appendices for review. You will recall that these two chapters had not been terminated when the Sovereign section was submitted to you.

The termination of these chapters marks the end of the project's writing phase. The printing of both text and appendices of the Manual is now well underway and the final copy should be available during the Summer.

H.F.D.

Attach.

CONFIDENTIAL

June 3, 1968.

MEMORANDUM FOR MR. STONER *W.M.*

Translation of Manual of Procedure

Attached, please find for your signature a letter to the Under Secretary of State regarding the preparation of a French version of the Manual of Official Procedure of the Government of Canada. The letter asks that the services of the Translation Bureau be made available for the preparation of a French version of the Manual's text volume. The enquiries we have made have led us to conclude that the translation should be handled within the existing government services and that it would be advisable to establish formal contact with Steele in this way.

Mr. Robertson has already agreed with our suggestion that the volume of appendices not be translated. The main reason for this is that in many cases a redraft in the French idiom, and not a mere translation, would be necessary in order to produce a French version which would be acceptable for use. A note giving the reasons for the absence of French appendices should however be inserted in the French volume of text.

It will be necessary to have someone supervise the arrangements for the translation. Once the translation is terminated this office will probably wish to review the French copy to insure that it meets the required standards. Experience has shown that this final review and editing is absolutely indispensable. The final step will be to contract with the Printing Bureau for the production of printed and bound French copies and to have someone oversee these arrangements until such copies become available.

H.F.D.

H.F.D.

Attach.

O t t a w a,

CONFIDENTIAL

June 3, 1968.

G.G.E. Steele, Esq.,
Under Secretary of State,
National Building,
130 Slater Street,
Ottawa, Ontario.

Dear Mr. Steele:

I am enclosing a typescript copy of the first volume of the Manual of Official Procedure of the Government of Canada which was prepared for this office by Mr. Henry F. Davis. The Manual, which is in two volumes, covers constitutional rules and procedures which are applied in the conduct of the Prime Minister's business as head of Government. It has been designed with the Prime Minister as chief user. It is expected that printed and bound copies of the Manual will be available during the Summer.

We would wish to be advised whether the services of the Translation Bureau could be made available for the preparation of a French version for the attached first volume of the Manual. The second volume is made up of documents which are not being translated. You may agree that the concise and technical nature of the attached text will require the use of translators particularly experienced with legal and other precise texts. It would be appreciated if this consideration could be kept foremost in any proposal for translation arrangements. Such arrangements will also require the use of procedures authorized for the translation of classified material.

... 2

- 2 -

We do not feel that it is necessary for both the English and French versions of the Manual to appear simultaneously. However it would be desirable if the preparation of the French version was already well under way by the time the printed English copy is distributed in mid-Summer.

Yours sincerely,

ORIGINAL SIGNED
BY
R. G. ROBERTSON

Attach.

HFB/jj

Ottawa, June 6, 1968.

Mr. E. McKeane,
Controller,
Section H,
Public Printing and
Stationery Department,
Blvd. Sacré-Coeur,
Hull, Que.

Dear Mr. McKeane:

This letter will serve as authority for overtime should this become necessary, for completion of work on the "Manual of Official Procedure of the Government of Canada", which is presently being prepared by your division for delivery on June 25th next.

I wish to thank you for your attention to this matter.

Yours sincerely,

L. Lafrance,
D/Director of Administration.

CROSS REFERENCE SHEET

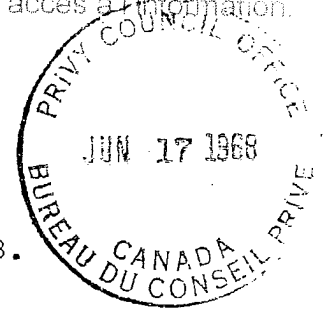
Name or Subject	File No.
PRIVY COUNCIL OFFICE - <u>Organization and Procedure</u> - <u>Government Procedure Book</u>	<u>P-3-1(c)</u>
Regarding	Date

Referring to two ltrs. recently addressed June 11, 1968 to him re requirements from Translation Bureau for preparation of French version of English text of Govt. Procedure Book as well as needs for translation & interpretation services for Secretariat of Fed-Prov. relations - commenting-

SEE

Name or Subject	File No.
R.G. Robertson from G.G.E. Steele	<u>G-1-16</u>

P-3-1(S)



June 17, 1968.

CONFIDENTIAL

M. Davies

JK

MEMORANDUM FOR MR. ROBERTSON

Distribution of the Manual

Attached is a draft of a letter from you to go to all members of the new Government with a copy of the Manual which will be ready for distribution by the time they are sworn-in. If you would approve the text we can have the letters prepared now and we then only have to add the names and date to get them off immediately after the new Government is formed. I think we are agreed that it is important to get the Manual into the hands of ministers as soon as possible to try to encourage them to use it from the outset.

See a few suggested changes. If you have doubts on any of them, we can have a word.

HFD
H.F.D.

Attach.

WCM
18/VI/68.

CONFIDENTIELLE

Je joins à cette lettre un exemplaire du nouveau manuel intitulé Manual of Official Procedure of the Government of Canada. Il a pour but d'aider le Premier ministre et les membres du Cabinet à s'acquitter des responsabilités qui peuvent leur échoir dans les circonstances particulières indiquées. Comme vous le constaterez, le manuel ne vise pas à examiner tous les aspects de la procédure ministérielle ou gouvernementale, mais plutôt certaines situations assez rares où il importe de coordonner et de bien préciser la marche à suivre.

Le manuel énonce brièvement la procédure actuelle à l'égard d'une grande variété de sujets qui exigent l'attention du Premier ministre et des ministres. On donne dans chaque cas un aperçu historique de la question et on indique les étapes administratives qui sont nécessaires à son exécution.

Un volume complémentaire renfermant quelque 600 pages de documents connexes et de textes illustratifs a également été préparé. Il ne sera pas distribué pour le moment mais pourra être emprunté de mon bureau.

Une version française du manuel est également en voie de préparation.

Je vous recommanderais surtout de lire l'introduction, les instructions aux usagers et la table des matières, afin de bien comprendre les raisons qui nous ont fait adopter cette forme particulière.

Vous remarquerez que le manuel est classé "confidentiel", afin de préserver la nature confidentielle de certains textes et d'empêcher que le manuel soit à la portée de personnes qui pourraient utiliser à de mauvaises fins l'examen franc de certaines procédures qui ont une orientation politique. Pour ces mêmes raisons, le nombre de manuels distribués sera limité et le présent exemplaire est destiné à votre usage personnel uniquement. Chaque exemplaire est numéroté et n'est que prêté par le Bureau du Conseil privé. Cela nous permettra de tenir compte des exemplaires en circulation et de les rappeler pour modification, puisqu'ils sont

réviser le manuel de temps à autre lorsque surviendront des changements dans les lois ou la procédure.

Veillez agréer, Monsieur, mes salutations distinguées.

p.j.

O t t a w a,
June 17, 1968.

CONFIDENTIAL

DRAFT LETTER TO ALL CABINET MINISTERS

I am sending you with this letter a copy of the newly published Manual of Official Procedure of the Government of Canada. This Manual is designed to assist the Prime Minister and members of the Cabinet in carrying out their responsibilities as members of the Government.

We have long felt the need for authoritative guidance on the law and procedures in the operation of the federal executive. The Manual is the product of four years of study and research in the law governing this area. Its use by members of the Government should help to clarify many questions for which they have an interest or a responsibility as members of the central executive, as well as obviate the requirement for urgent research on courses of action whenever a situation arises.

The Manual sets out concisely the present position on a broad compass of matters on which the Prime Minister and ministers have to exercise their judgement and discretion. In each case the background is studied and the administrative steps necessary to implement a decision are indicated.

A companion volume of appendices containing some 600 pages of supporting documents and exemplary texts has also been prepared. This is not being distributed at this time but is available on request in my office.

Work is also in progress in producing a French version of the Manual.

We have already been using the Manual in typescript form for some weeks. I am sure that if you can take the time to familiarize yourself with it, you will find it valuable and time-saving. I would particularly recommend that you read the "Introduction", the "Users Instructions" and the "Table of Contents".

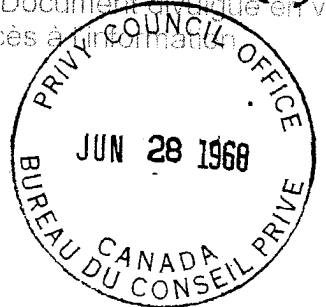
- 2 -

You will note that the Manual has been classified "Confidential". This was done to protect the confidential nature of some of the material and to prevent the Manual from being available to someone who might be inclined to misuse its frank examination of certain procedures which have a political orientation. For these reasons also distribution is strictly limited and this copy is intended for your personal use only. Each copy of the Manual is numbered and is on loan from the Privy Council Office. This is to assure that we can keep track of the copies and be able to recall them for amendment, as we hope to revise the Manual periodically in order to reflect changes in law and procedures.

Yours sincerely,

Attach.

P-3-1(C)



June 28, 1968.

CONFIDENTIAL

H. Daws

MEMORANDUM FOR MR. ROBERTSON

Translation of the Manual

The arrangements that are being made for the translation of the Manual seem perfectly satisfactory.

There is, however, the question of a French editor who would assure uniformity in the French version, which is particularly necessary since the translation is being done by a team rather than by an individual.

I had a chance to raise this with Ernie Steele who suggested Charles Lussier in his office. I think this would be excellent and, if you agree, I would be prepared to ask him to do it or else you might wish to ask him yourself.

As in ...
with ...
1/24/68

H.F.D.

H.F.D.

CROSS REFERENCE SHEET

Name or Subject

PRIVY COUNCIL OFFICE - Organization and
Procedure - Government Procedure Book -

File No.

P-3-1(c)

Regarding

re ltr. June 21 describing the
arrgts. made for the translation of
the Mannual of Official Procedure as
well as matter of translation services
for the Secretariat of the Constitutional
Conf. - suggesting Charles Lussier to act
as supervising editor for translation of
Manual - commenting -

Date

July 2/68

SEE

Name or Subject

R.G.Robertson to G.G.E.Steele -

File No.

G-1-26

January 23, 1969.

CONFIDENTIAL

MEMORANDUM FOR MR. ROBERTSON

Manual of Procedure

We expect shortly to get the printed edition of the appendices.

When Mr. Pearson reviewed the documents last Spring, he considered some of them to be sensitive. As a result we made some amendments, I therefore think it would be in order to distribute Volume II to all those who received copies of the Manual. The distribution list was quite restricted, essentially Cabinet Ministers and a few selected Deputy Ministers and officials. Will you please let me know if you agree.

The Printing Bureau have given us an estimate for the French version of Volume I, \$7,050 for 100 copies. This was the same number as the English edition and while it may seem large, there is very little saving in reducing the number, 75 copies would cost \$6,950. In the circumstances I think we should give an order for 100 copies, but this will not be until after Jules Léger has had a chance to examine the French text which may then need some revision.

ORIGINAL SIGNED BY
HENRY F. DAVIS

H.F.D.

NFD/jj

17 March, 1969.

D

CONFIDENTIAL

Esmond Butler, Esq.,
Secretary to the Governor
General,
Government House,
Ottawa, Ontario

Accompanying this letter is an unnumbered
copy of Volume II of the Manual of Official Procedure
of the Government of Canada which I would ask you to
be good enough to send to Buckingham Palace to complete
their set.

ORIGINAL SIGNED BY
HENRY F. DAVIS

Henry F. Davis

Attach.

CONFIDENTIAL

April 8th, 1969.

MEMORANDUM FOR MR. DAVIS

s.15(1)

She was indeed right. This sentence should be deleted where it now appears on p. 25 but re-inserted as an additional and last sentence to the July 9, 1958 Cabinet meeting described on the same page. This seems to have been an error made at one stage of the transcriptions from one draft to another.

This brings up the question of amendments and further corrections, if any, to the Manual. My suggestion would be for a separate file in Mr. Robertson's office (to be kept by Miss Walls) in which all comments in the way of suggestions for additions, amendments and corrections could be collected and stored until such time as a formal revision of the Manual could be contemplated. In this way we would have a "central registry" where all such comments would be brought to the direct attention of the office most closely connected with the actual use of the Manual material. We could also send a letter to all users of the manual informing them of these arrangements and asking for their co-operation in building a dossier of revising information.

Signed by

A.S.M.

28 July, 1969.

MEMORANDUM FOR MR. ROBERTSON

Manual of Official Procedure

1. Transfer of Files to Privy Council Office

In your reply to my memo of 22 July you asked me to arrange for the transfer from Henry Davis' office to Privy Council Office of files that had been amassed during the preparation of the Manual. These arrangements are now being made. However, this does raise a question.

- (a) Are you going to designate a specific person to answer queries that arise in regard to the research material contained in the files?

To date Henry Davis has been willing on a personal basis to answer queries stemming from or connected with the research conducted for the manual. It was for this reason that he has retained the files. I gather that queries are posed quite frequently. Of course he realizes that it might be inappropriate for him to continue to exercise this function. Indeed, without the files he could not do so properly. Therefore in future such queries would be directed to Privy Council Office.

Will a specific officer be designated to answer these queries or will they be forwarded to any appropriate officer available at the time? This latter course may be best in view of the time that is involved in answering some of these questions. I would be willing to dispense factual and historical information, but I am not qualified to give legal interpretations or opinions.

If a specific officer is to be designated, then of course the files, which will fit into one cabinet, should be placed in his office. Otherwise, they would best be placed in either your office or Privy Council Registry with instructions re restricted distribution and a record of distribution, lest much of the material disappear by the time a revision is considered.

...2

- 2 -

2. The Status of the French-Language Edition of the Manual

s.19(1) Henry Davis informs me that we now have a good basic French translation of the Manual. However, it does need polishing. Several months ago some of the translation was sent to Jules Léger for his study in this regard. Unfortunately Mr. Léger has been far too busy to tend to the matter. However, there is in Henry Davis' section a Mr. A. Morissette, who is considered to be one of the best translators in the Public Service.

and Henry would like to know if you would agree to his approaching Morissette regarding his doing the job on this basis. This may well be the only way we can obtain a polished translation in the near future.

F. J. Harris

F.J. Harris.

November 12, 1969.

MEMORANDUM FOR MR. F.J. HARRIS

Manual of Official Procedure

I refer to your memo of 28 July 1969 to Mr. Robertson relating to files accumulated during the preparation of the Official Procedure Manual. It would be appreciated if you would take over and house the files in your office and give information of a factual and/or historical information as necessary. You should feel free to refer legal interpretations or opinions to the appropriate officers of the office.

Regarding the "polished" translation of the French version of the manual three avenues appear to be open inside present manpower allocations:-

- (1) If the translators assigned to Mr. Davis have time to work on the French material during normal office hours and the process is not too long.
- (2) They cannot "moonlight" for the public service however if it means overtime and Secretary of State are not willing to pay same I would be receptive to a Journal Voucher billing PCO for overtime.
- (3) Both (1) and (2) would also apply to the translators assigned to PCO.

The nub is to get a really first rate job and perhaps only the Justice Legal Translators could do it or at least view the final product.


H.B.S.