Keep department names and submission channels current

Fictional exercise

Learning goal

Update a saved recipient record. Separate the full names, task scope, submission channel, effective date, check date and unresolved points.

Entirely fictional case

Old record: Example Department / Coordination Division / Channel A.
Structure page: Example Department / Inter-agency Coordination Division.
Notice B: use Channel B instead of A for request type X,
starting on 1 November 2026.
Webpage updated: 5 November 2026.
Exercise date: 9 November 2026. Your task: request type X.

All names, dates, tasks and channels are invented. No real address is used.

Answer before looking at the key

1. What should change in the record? Which task does Channel B cover?

2. Which is the effective date, webpage update date and check date?

3. Another page says A still accepts request X. What should you do?

Write your questions only. Send no messages, real documents or personal data.

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Answer key and reasoning

1. Update names and the task-specific channel

Use the full names: Example Department / Inter-agency Coordination Division.
Record Channel B for request X, with Notice B and the exercise source.
Do not assume that B accepts every type of request.

2. Keep three dates separate

Effective date in the notice: 1 November 2026.
Webpage update date: 5 November 2026.
Check date in this exercise: 9 November 2026.
These fields serve different purposes. They are not interchangeable.

3. Resolve a continuing conflict

Mark the channel as not yet confirmed and record both conflicting sources.
Prepare a question using an official contact route that you have rechecked.
For this exercise, write the question only. Do not send it or attach personal data.

Example question

“Which channel currently accepts request type X? Notice B and the contact page appear to give different information.”

Remember

Old content is not automatically invalid. A newly updated webpage does not mean its notice has just taken effect. Check content, scope and evidence.

This is an educational checking method, not an official procedure or legal advice.

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Recipient record

Use one record per task type. Use fictional information for practice.
Full department name

Full division / sub-unit name

Task type covered

Submission channel supported by the evidence

Structure / contact page link

Notice link and version / title

Effective date (write “not found” if it is not stated)

Date checked (include time zone if needed)

Replaced version / evidence of replacement, if found

Unresolved points

Status: [ ] Checked against the named evidence [ ] Awaiting confirmation

Further reading

S1 and S2: Department of Protocol contact and organizational structure pages.
S3: Department of Information electronic contact channel notices.

Clickable source links follow. Recheck official sources before any real use.

S1: Department of Protocol - contact
S2: Department of Protocol - structure
S3: Department of Information - channel notices