

The Supplies and Properties Division arranges for the acquisition of sites and for the purchase and construction of buildings abroad. The division is responsible for the leasing of office accommodation and official residences for heads of post, as well as staff quarters at some missions. The implementation of a preventive maintenance programme and the upkeep of all government-owned or leased properties forms part of the division's activities. It also arranges for the purchase of furniture, furnishings and equipment for chanceries, official residences and staff quarters, including major schemes of interior decoration for new premises. All official vehicles for the Department's use abroad are purchased through this division. It is also responsible for replacement, servicing, maintenance and insurance of these vehicles. The division operates a Stores and Shipping Depot, which orders, packs and ships stationery, office supplies and equipment for missions abroad. It also makes personal purchases and arranges for the packing and transportation of household and personal effects of rotational staff of the Department, including customs clearance.

The Inspection Service exists principally to help co-ordinate the purposes of the Department and the operations of the posts. It does so by assessing activities against objectives and performance against programmes. It also assists in the achievement of effectiveness and economy in operations at home and abroad through the review of procedures and the identification of problems. It has a general responsibility for providing advice to the Department on the organization, personnel and policies required to enable the Department to meet its responsibilities and to comply with general government directives. Members of the Inspection Service examine the work of divisions at headquarters and make visits to posts abroad, and they also arrange for officers going to posts on other business to undertake limited liaison duties.

The Organization and Methods Unit is responsible for improvement of methods and techniques in the Department and for encouraging efficiency and effectiveness in all operations. To accomplish these purposes, it provides professional advice to senior management and heads of divisions, chiefly by conducting formal and comprehensive studies of all phases of administrative activity, preparing relevant reports and assisting, as necessary, in the implementation of recommendations. These studies or projects cover such areas as organizational structure, systems and procedures, office mechanization, office layout, management of forms and reports, work measurement, etc.

The Historical Division is responsible for the archival activities of the Department, for historical work in the field of foreign affairs and, on occasion, for the preparation of background material on international issues. Library services at home and abroad fall within the jurisdiction of the Historical Division, which also operates a press-clipping service.

The Press and Liaison Division has had, for a number of years, two distinct areas of responsibility. The Press Office is concerned with most aspects of departmental relations with press, radio and television concerning Canadian foreign policy. It deals with a continuing flow of requests for facts, comment, background briefings and interviews. It also holds weekly press briefings on foreign affairs. It prepares press conferences for the Minister and makes information arrangements for international conferences at home and abroad and for visiting dignitaries. The head of the division acts