

Post Activities

1. Managing the Consular Program in the "country unit", and providing the following services:
  - issuing passports and emergency travel documents;
  - registering Canadian residents abroad;
  - issuing diplomatic and official visas;
  - servicing Canadian citizenship applications and enquiries;
  - arranging for emergency evacuation;
  - providing financial assistance to distressed Canadians;
  - providing appropriate information, advice and counselling to Canadian individuals and firms who are subject to action by foreign judicial systems;
  - witnessing documents;
  - providing affidavits;
  - issuing non-immigrant visas;
  - making arrangements arising from deaths.
2. Establishing and maintaining effective working relationships with the appropriate local, national and international bodies and institutions which are located in the territory covered by the post, such as law enforcement, welfare, and immigration.
3. Analyzing plans and activities and reporting to headquarters any known or potential developments affecting the resident or travelling Canadian populations, and recommending procedures or courses of action to protect the interests of Canadians.
4. Making recommendations and participating in the negotiation of any bilateral consular agreements between Canada and the countries included in the "country unit".
5. Developing and maintaining, in consultation with Headquarters, an effective and up-to-date plan for operation for emergency evacuation, based on an ongoing assessment of local conditions.
6. Coordinating and contributing advice on refugee matters to the Refugee Status Advisory Committee.