

purchased through the Supplies and Properties Division. It is also responsible for subsequent servicing, maintenance, replacement and insurance on these vehicles. The ordering, packing and shipping of all stationery, office supplies and equipment, to include personal removal cases in and out of Ottawa, are handled by this Division.

The work of the Administrative Services Division includes the handling of pay and allowances, leave and attendance, superannuation, registry, printing and reproduction of documents, co-ordination of services relating to posting of personnel abroad, and the preparation of departmental regulations.

The Historical Division is responsible for the provision and maintenance of libraries and archives in the Department in Ottawa and in posts abroad. It is also responsible for the preparation of historical reports, and background material on international issues.

The Communications Division is responsible for the despatch, receipt and distribution of communications by telegram and teletype between Ottawa and posts abroad.

The Press Office handles inquiries from the press. It is responsible for the arrangement of Departmental press conferences. The Press Office co-operates in the publicity arrangements for visits of distinguished foreign officials, and assists Canadian journalists visiting other countries.

The Political Co-ordination Section is responsible for providing a number of political information services for Cabinet ministers and the Department's missions abroad. Reports are prepared regularly on the background and current aspects of major international developments. The Section also conducts departmental liaison with the Canadian Broadcasting Corporation-International Service. These duties include the provision of information on international developments, as well as general policy guidance on Canadian foreign policy. Finally, the Section undertakes certain co-ordinating functions in the field of political information within the Department at Ottawa.

The Inspection Service was formed for the purpose of arranging for the periodic visits of liaison teams to posts abroad so that the work and performance of each post may be reviewed in relation to the requirements of the Department. The Inspection Service is responsible also for making recommendations for more efficient and economical operation of the Department as a result of the liaison visits and for seeing that such recommendations, when approved, are implemented.

Posts Abroad

Canada's diplomatic missions and consular offices abroad form an integral part of the Department. Heads of diplomatic and consular posts report to the Secretary of State for External Affairs and receive their instructions from him.

The diplomatic staff of an embassy or a legation consists of the Ambassador or Minister assisted by one or more foreign service officers, who are also assigned consular duties to the extent required by the volume of consular work.