

service rather than to specific positions in specific organizational units. Once in the foreign service, employees are selected and assigned to jobs for varying periods of time, either in Ottawa or overseas. The appraisal and promotion systems are administered by the Personnel Operations Division. Training and development of employees is tied to the assignment process and to information generated from the appraisal and promotion system.

OVERVIEW

The employees in the Department of External Affairs are classified in 44 groups and sub-groups. The numbers of employees in these different classifications range from 1 to 834.

The six major groups in the Department (i.e. numbering 100 or over) are:

<u>GROUP</u>	<u>NO. OF EMPLOYEES</u>
Administrative Services (AS)	112
Foreign Service (FS)	773
Clerical & Regulatory (CR)	834
Communications (CM)	273
Secretarial (ST-SCY)	555
Protective & Custodial (GS-PRC)	133

ADMINISTRATIVE SERVICES (AS)

The 25% target for this non-rotational group has been met. However, a project is underway to study the possible establishment of rotational administrative group. Therefore, the Department hesitates to re-adjust the target before the modalities are in place for bringing this about.

(See pages 49 Exhibit 2 Statistics  
88 Exhibit 2 Interpretation)

FOREIGN SERVICE (FS)

Although the participation rate for women in the Foreign Service compares well with that for other Developed countries, it must be improved. Therefore, it is the Department's goal to withstand the rate of attrition