

**DIVISION**

Communications Services (BCS)

**RESPONSIBILITIES**

- Helps to deliver DFAIT's key foreign policy, trade and corporate messages through its products and services.
- Serves ministers' offices and the Department via the communications strategists in BCF, BCP and BCT. Communications/promotional materials emanating from the communications plans prepared by the strategists are developed by BCS in support of key departmental events and initiatives.
- Produces and disseminates communications/promotional materials such as media kits, brochures, posters, multimedia presentations, etc. in support of key departmental initiatives.
- Develops, publishes and distributes DFAIT's two flagship publications--*Canada World View* and *CanadExport*.
- BCS officers edit and issue ministerial news releases, media advisories, speeches and other communications/promotional products.

**NOT IN AREA OF RESPONSIBILITY**

- Products and services of a political nature are not produced by this division.

**TIME LINES**

- Given the wide range of its products and services, time lines vary accordingly.

**CONTACTS**

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