

Non-integrated staff will, of course, report to their home department, and the Head of Post has a responsibility for informing the Deputy Minister of each employing department of circumstances that in his opinion, may involve a breach of trust on the part of the employee of that department. Insofar as integrated staff are concerned, the Department of External Affairs will maintain special limited access files within the Bureau of Personnel and nil declarations will be included on the individual's personal file. Where there is a disclosure, the declaration will be reviewed and the Under-Secretary will reply to each employee, either to indicate that there appears to be no problem or to enter into a confidential discussion of appropriate remedial action. To facilitate the task a Conflict of Interest Advisory Committee has been established at the Deputy Under-Secretary level to advise the Under-Secretary on the disposition of cases and, if necessary, to seek expert advice. The declaration and other correspondence should, therefore, be sent to the Co-ordinator, International Appointments and Access to Information and Privacy Legislation (SCO) who also has responsibility for Code of Conduct and Conflict of Interest.

Supplementary, and more stringent, guidelines apply to officials appointed by the Governor in Council. The latter guidelines were extended in 1978 to all Heads of Post appointed by the Governor in Council. The memorandum regarding procedures to be followed is presented to all out-going Heads of Post prior to departure from Ottawa.