

5. Departmental communications to non-governmental organizations and individuals.
6. Headquarters interdivisional memoranda.

Headquarters (oral)

1. Briefing or advising the Minister.
2. Giving evidence to the Parliamentary Committee on External Affairs.
3. Interviews with members of diplomatic missions in Ottawa.
4. Briefing and advising senior officers in the Department.
5. Briefing and directing subordinate officers in the Department.
6. Speaking to organized groups outside Government circles.
7. Departmental committee meetings.
8. Interdepartmental committee meetings.

Abroad (written)

1. Communications to the Foreign Office and other departments of the host government.
2. Communications to individuals of the general public in the host country.
3. Press releases.
4. Communications to the Department (telegrams, despatches, letters).
5. Internal memoranda.

Abroad (oral)

1. Contacts with the Foreign Office and other Departments of the host government.
2. Contacts with other members of the diplomatic corps.