

- 1-20-35 Officers of departments other than External Affairs and Trade and Commerce, and Finance officers not designated as fully integrated members of the mission, will be given the designation of Attaché, which may be followed by a bracketed indication of his specialization. The category into which such an Attaché is placed will be determined by the Department of External Affairs.

1-20-40 Appointment of Chargé d'Affaires

- 1-20-41 During an absence of the Head of Mission, the normal practice is to appoint an External Affairs officer with the designation of First Secretary or higher as Chargé d'Affaires irrespective of the rank of the Head of Post. If the External Affairs officer is of a rank lower than First Secretary he would normally be appointed Chargé if both he and the Head of Post were the same rank.
- 1-20-42 Where the senior External Affairs officer, however, is designated as Second or Third Secretary and the Head of Post is of a higher grade, each case will be considered on its merits. Due weight will be given to length of service, relative seniority, experience in the country concerned and the nature of the principal matters that might arise during the absence of the Head of Mission.
- 1-20-43 "When a member of the Foreign Trade Service is appointed as Chargé d'Affaires, he assumes the duties of the Head of Post which include the supervision of the activities of External Affairs Officers. Owing to the relative independence of a Foreign Trade Service Officer within his field, the converse would not be true if an External Affairs Officer should be appointed as Chargé d'Affaires." (Excerpt from External Affairs Manual, 602.7.2(b). "Head of Post" in this paragraph, as used by External Affairs, means Head of Mission.)
- 1-20-44 An Attaché of any of the armed services or a representative of any department other than the Department of External Affairs and the Department of Trade and Commerce is not appointed as Chargé d'Affaires of a mission.

(1-21) Foreign Service Employees

- (1-21-1) Canada-based staff for posts abroad are normally recruited by means of an open competition held by the Civil Service Commission.
- (1-21-2) Successful candidates are required to undergo a training period in the Department following appointment.
- (1-21-3) On completion of a satisfactory training period within the Department, appointment to a post abroad will be made and the appropriate F.S.E. designation for allowance purposes allocated. (See (3-3).)

1-22 Terms and Conditions of Service

1-22-0 Oaths of Office

- 1-22-1 It is a requirement under the Civil Service Act that all members of the Civil Service shall take and subscribe the Oath of Allegiance and the Oath of Office and Secrecy. These oaths shall be administered on entering the Service. (See also L-7-3).
- (1-22-1) (1-22-2) Members of the service may also be required, following the death of the sovereign, to take and subscribe the Oath of Allegiance to the new sovereign.
- 1-22-3 At posts abroad, the Head of Post or, in his absence, the Acting Head of Post, is authorized to administer the Oaths.
- (1-22-3) (1-22-4) All staff members will constantly bear in mind that the affairs of Canadian and other firms, of which they become cognizant, are to be treated as private and privileged information.