

In the governmental sphere, the division plays a role in the formulation and implementation of Canadian multilateral policy with regard to French-speaking countries, and in the co-ordination of Canada's contributions to intergovernmental *francophone* institutions and their programs. Since 1970, La Francophonie has acted through the Agency for Cultural and Technical Co-operation, which consists of 24 member countries, one associate state and one participating government, Quebec. The division co-ordinates the formulation of Canada's position in the deliberations of the various bodies of the Agency and ensures that the Federal Government and the provinces concerned participate in its programs and activities.

The division also co-ordinates federal and provincial participation in the two major *francophone* conferences of which Canada is a member, namely the Conference of Education Ministers and the Conference of Youth and Sports Ministers of French-speaking Countries.

In the non-governmental sphere, it provides liaison with private international *francophone* associations and organizations and lends them its support with a view to promoting effective and representative Canadian participation.

Administrative bureaux

The *administrative bureaux*, which constitute the rest of the headquarters bureaux structure, are Communications and General Services, Finance and Administration, and Personnel. These support bureaux run the machinery for the widely-dispersed operations of the Department and, in consultation with the area bureaux, help to administer its resources.

The *Bureau of Communications and General Services* consists of the Central Services Division, the Library Services Division, the Records Management Division and the Telecommunications Division.

The *Central Services Division* provides a variety of common support services to the Department at headquarters in Ottawa. It develops the detailed requirements for office accommodation, furnishings and equipment in the Lester B. Pearson Building. It administers telephone services and parking at headquarters. It is also responsible for the preparation and editing of manuals, reports and circular documents required for the efficient administration of the Department.

The *Library Services Division* maintains a main library and one branch library at departmental headquarters. Besides making available to officers and others information relevant to the work of the