

of Western Ontario and the Banff School of Advanced Management. A weekend policy study session was also conducted for senior departmental officials at the Canadian Armed Forces Staff College in Kingston.

#### Staff Relations and Compensation Division

The Staff Relations and Compensation Division is responsible for implementing, interpreting and administering the various statutory provisions, collective agreements and Treasury Board regulations and directives which provide the terms and conditions of employment of departmental personnel in Canada and abroad. The Staff Relations Section maintains liaison with the Treasury Board, as the employer for the Public Service, and with the staff associations which represent the employees. It advises departmental management on all aspects of staff relations and monitors grievance procedures. An Employee Services Section is responsible for payment of salaries and foreign service allowances and administers the regulations concerning leave, superannuation and health plans. The responsibilities of the Allowance Policy Section include interpretation and administration of the Foreign Service Directives, the Heads of Posts Directives and the Official Hospitality Directives. They also include the provision of advice to the Treasury Board on conditions of service abroad designed to permit Canadians to serve under a wide variety of circumstances and environments while promoting good morale and the effective performance of duties. The Division is also responsible for the pay and classification and terms and conditions of employment of approximately 1,900 locally-engaged employees at Canadian missions abroad.

#### Bureau of Communications and Information Systems

The *Bureau of Communications and Information Systems* consists of two divisions -- *Records Management* and *Telecommunications* -- and of the *Library Services*.

#### Records Management Division

The Records Management Division is responsible for the effective administration of records operations at headquarters and for the functional control over all records-management activities at posts. The Director is the custodian of all official departmental files, and maintains close liaison with the Dominion Archivist on records matters.

The Division's activities include the opening of incoming official mail; the distributing of official mail, correspondence and documents; the analyzing, classifying and indexing of correspondence in such a way as to facilitate ready reference and subsequent retrieval of information; the conducting of training courses in records management; the scheduling of records for retention or destruction; and the providing of a departmental messenger service.