

The *Commonwealth Institutions Division* has general responsibility for Canada's participation in the Commonwealth association and its many subsidiary and related bodies. In particular, it is responsible for co-ordinating Canadian participation in Commonwealth heads of government meetings and in other Commonwealth conferences and serves as a focal point for communications with the Commonwealth Secretariat and as a reference centre for any matters involving the Commonwealth. Its main functions, in conjunction with other divisions of the Department, and with other departments and agencies of the Government, are to advise on Canada's participation in Commonwealth programs and activities, and to co-ordinate the implementation of Government policies in relation to the Commonwealth. It also has an advisory and liaison function in relation to Canadian involvement with the more than 250 non-governmental institutions, associations and organizations associated with the Commonwealth. In carrying out these responsibilities the division attempts to maintain the common traditions and values derived from experience and to foster the long-established customs of informal consultation and good-neighbourly co-operation that lie at the heart of the Commonwealth relation and give the association its unique character.

The *Francophone Institutions Division* has general responsibility for the multilateral aspects of Canada's relations with French-speaking countries. It assists in formulating and implementing Canadian policy on multilateral relations between these countries and in co-ordinating the Canadian contribution to their aid programs. In the former category, the division is responsible for handling all aspects of the Canadian presence in La Francophonie, the cultural community of the world's French-speaking countries. *Inter alia*, it establishes and co-ordinates Canadian participation in various meetings and events of an official or semi-official nature taking place in such countries.

The division establishes Canadian participation, and co-ordinates policy, at various intergovernmental conferences or within organizations of the *francophone* countries. In particular, it handles Canada's participation in the Agency for Cultural and Technical Co-operation, of which Canada is a founding member. It co-ordinates formulation of the Canadian viewpoint at discussions of agencies of this organization, and establishes the broadest possible balanced participation by Canada in the Agency's programs and activities -- both those involving multilateral action and those taking place within Canada itself. At the private level, it performs a role of liaison and support in international associations and organizations of a private nature within the French-speaking world community, in order to ensure effective and representative Canadian participation.

The *administrative bureaux*, which constitute the rest of the headquarters bureaux structure, are: Communications and Information Systems; 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 Information Systems* consists of the Records Management Division and the Telecommunications Division.