

The Consular Division is responsible for the conduct of all consular matters. Its duties include safeguarding the rights and interests of Canadian citizens and companies abroad, making arrangements for the protection and evacuation of Canadians resident abroad in times of emergency or war, representing Canadian citizens in matters of estates abroad, assisting in finding missing persons, helping Canadian citizens abroad who are temporarily destitute, including granting financial aid on a recoverable basis, assisting Canadian seamen in distress, procuring and authenticating legal documents, and providing advice and assistance on citizenship questions. Consular Division is also responsible for the negotiation of agreements with foreign countries permitting citizens of Canada to enter these countries for certain specified periods of time without the necessity of obtaining visas. Agreements have already been concluded under which Canadians may temporarily enter thirteen countries without visas.

The Passport Office, which is under the administration of Consular Division, is responsible for issuing passports and certificates of identity to residents of Canada wishing to travel abroad. During the Calendar year 1958, some 100,594 passports and 3,276 certificates of identity were issued. The fees received by the Passport Office during the year amounted to \$549,069.16.

The Personnel Division is responsible for the training and posting of personnel, both to various divisions in Ottawa and to the missions abroad. Its responsibilities include all matters affecting disposition, training, promotion and the general administration of personnel affairs. The Personnel Division arranges the representation of the Department on examining boards set up by the Civil Service Commission for the recruitment of staff for the Department; interviews candidates for positions in the Department; maintains personnel records and is concerned with a variety of matters relating to the welfare of members of the Department.

The administrative work of the Department is handled by three divisions - Finance, Supplies and Properties, and Administrative Services. Chief among the responsibilities of the Finance Division are the preparation of the main and supplementary estimates for External Affairs, administrative work in connection with Canada's part in the setting up of international conferences, and the supervision of monthly financial accounts from the posts abroad and Departmental expenditures.

The Supplies and Properties Division arranges for the purchase of sites and premises for departmental use at posts abroad as well as the planning and development of construction projects. The Division also has the responsibility for the leasing of office accommodation, official residences for heads of post and accommodation for staff in certain cases. The maintenance and upkeep of all Government-owned or leased properties controlled by the Department at posts abroad form a part of this Division's activities. It is also responsible for the purchase of furniture, furnishings and equipment for chanceries, official residences and departmentally controlled staff quarters, together with the carrying out of major schemes of interior decoration related to such properties. All official vehicles for the Department's use abroad are