

The Historical Division is responsible for the archival activities of the Department, for historical work in the field of foreign affairs and, on occasion, for the preparation of background material on international issues. Library services at home and abroad fall within the jurisdiction of the Historical Division, which also operates a press-clipping service.

The Communications Division is responsible for the despatch and receipt of communications by telegram, teletype, mail and diplomatic courier between Ottawa and posts abroad.

The main responsibility of the Liaison Services Section is to provide a channel of communication between the Department of External Affairs and the press, various governmental organizations such as the International Service of the Canadian Broadcasting Corporation and the National Defence College, and certain other government offices such as the Office of the Prime Minister, the Office of the Governor General, etc. The Section undertakes, on an ad hoc basis, a number of functions in the area of departmental co-ordination. It also keeps Canadian diplomatic missions abroad regularly informed of important international developments and trends in, as well as government announcements of, Canadian foreign policy outside their immediate field of responsibility.

Although the departmental Press Office no longer exists as a separate entity, its functions continue to be performed by the Liaison Services Section. Press releases, and press relations generally, as well as the handling of news-wire services within the Department itself, thus come within its purview.

The Inspection Service was formed for the purpose of arranging for the periodic visits of liaison teams to posts abroad so that the work and performance of each post might be reviewed in relation to the requirements of the Department. The Inspection Service is responsible also for making recommendations for more efficient and economical operation of the Department as a result of the liaison visits.

#### Posts Abroad

Canada's diplomatic missions and consular offices abroad form an integral part of the Department. Heads of diplomatic and consular posts report to the Secretary of State for External Affairs and receive their instructions from him.

The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who are also assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the Consular Division in the Department.

Part of the work of a post is to distribute information about Canada. In a few centres this is done by full-time information officers; elsewhere it is undertaken by other officers. Where there are no diplomatic or consular representatives, the trade commissioners or other Canadian Government officials stationed in the country do this work.

In some cases officers of other departments of the Canadian Government -- commercial, immigration, military, naval, air or others -- are attached to the missions. Though responsible to their departmental heads in Ottawa, they also work under the general supervision and direction of the head of the mission.