purchased through the Supplies and Transport Division. It is also responsible for subsequent repairs, maintenance, replacement and transportation of the equipment. The operation, packing and shipping of all stationery, office supplies and equipment, be it for personal removal, or sent in and out of Ottawa, are handled by this Division.

The work of the Establishments and Organization Division includes the keeping of records and allowances, leave and attendance, superannuation, regularity, punctuality and responsibility of employees, co-ordination of services relating to posting of personnel abroad, and the preparation of departmental regulations.

The Historical Division is responsible for the provision and maintenance of libraries and archives in the Department in Ottawa and in posts abroad. It is also responsible for the preparation of historical reports, and background material on international issues.

The Communications Division is responsible for the despatch, receipt and distribution of communications by telegram and telexes between Ottawa and posts abroad.

The Press Office handles inquiries from the press. It is responsible for the arrangement of ministerial press conferences. The Press Office co-operates with the publicity arrangements for visits of distinguished foreign officials and assists Canadian journalists visiting other countries.

The Political Co-ordination Section is responsible for providing a number of political information services for Cabinet ministers and the Department's missions abroad. Reports are prepared regularly on the background and current aspects of major international developments. The Section also conducts departmental liaison with the Canadian Broadcasting Corporation-International Service. These duties include the provision of information on international developments, as well as general policy guidance on Canadian foreign policy. Finally, the section undertakes certain co-ordinating functions in the field of political information within the Department at Ottawa.

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 may 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 and for assessing such recommendations, when approved, are implemented.

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 High Commissioner or Ambassador or Minister or Consul-General is responsible for the administration of his office, and for the conduct of the staff under his supervision. He is also responsible for the provision of consular services to the Canadian public in the country or territory of his jurisdiction.