

COMCENTRE (MITC)

Located in the basement of Tower A, the ComCentre is responsible for communications between headquarters in Ottawa and missions around the world. When you prepare a telex or a facsimile to be sent to a mission, the ComCentre in Ottawa ensures that the message is properly transmitted. At missions abroad, the ComCentre's role is performed by the mission's communicator. The ComCentre operates 24 hours a day, year round.

CONFLICT OF INTEREST AND CODE OF CONDUCT

992-1626

When you joined the Department, you should have been given a copy of Treasury Board's *Conflict of Interest and Post-Employment Code for the Public Service*, when you signed the conflict of interest declaration forms. During your orientation you should have also received a copy of the Department's document titled *Code of Conduct and Conflict of Interest Guidelines*. For further information on these issues or for copies of the above mentioned documents, contact Trevor Pinnacle, the Department's Senior Adviser on the issues (ABDE), who is located on D3 (992-1626).

See also: *Human Resources Management Manual* - Chapter 2 - "Code of Conduct and Conflicts of Interest".

CONSULAR OPERATIONS DIVISION (OSS)

Located on C4, this division is part of the Consular and Immigration Affairs Bureau (OSD). It is usually staffed by personnel from the Social Affairs stream and is responsible for the provision of consular services to Canadians abroad. It is also responsible for the management of the Operations Centre (OSSE) located on A2.

COSICS (Canadian Online Secure Information and Communication System)

This is a state-of-the-art secure computer system designed to meet the information processing needs of the Department. COSICS has been designed to handle classified and unclassified documents. Currently the system permits intra-departmental electronic mail and word processing, and there are plans to add spreadsheet and database handling capabilities in the future. COSICS facilities are gradually being phased in throughout the Department and then world-wide. To date, all posts in the United States have been equipped with COSICS facilities through which they communicate directly with Headquarters. If your division is already equipped with COSICS terminals, you will