



PERSONNEL MANAGEMENT BUREAU

5. Executive Pool/Heads of Mission Division

PERSONNEL MANAGEMENT BUREAU

Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

FSD Policy &
Administration
Division

Executive Pool/
Heads of Mission
Division

Services Centre

Employee
Assistance
Program

The **Executive Pool/Heads of Mission Division (HPE)** is responsible for the human resources management of the Senior Executive Pool, a group which includes most non-rotational EX-01s and 2s and all EX-03s, 4s, and 5s.

The division provides policy advice and guidance on the application and interpretation of Terms and Conditions of Employment for all EXs, including those managed by HPF, contributes to the development of relevant HR policies, and is responsible for liaison with PSC, Treasury Board, and the Privy Council Office with regard to EX and Governor-in-Council matters.

Below we outline the service standards to which the Division has committed, under each service area.

The service areas include:

- **Heads of Post Assignments;**
- **HQ Assignments, Secondments and Interchange Canada Assignments;**
- **EX Staffing, Promotions and Performance Management;**
- **Performance Pay;**
- **Retirement Planning;**
- **“La Relève” Processes;**
- **Diplomatic Designations and CanReps Abroad;**
- **OGD Assignments;**
- **Diplomatic Passports;**
- **Order-in-Council Appointments;**
- **Information Management; and**
- **Policy Development and Advice.**