

The main functions of the Department of External Affairs are:

- (a) the supervision of relations between Canada and other countries and of Canadian participation in international organizations; the protection of Canadian interests abroad;
- (b) the collection and weighing of information regarding developments likely to affect Canada's international relations;
- (c) correspondence with other governments and their representatives in Canada;
- (d) the negotiation and conclusion of treaties and other international agreements;
- (e) the representation of Canada in foreign capitals and at international conferences.

Departmental Organization in Ottawa (See attached chart)

The headquarters of the Department in Ottawa is the East Block of the Parliament Buildings.

The staff is headed by an Under-Secretary of State for External Affairs with a Deputy and four Assistant Under-Secretaries. These are assisted by two groups of officers of various ranks classified by the Civil Service Commission as Foreign Service Officers and External Affairs Officers. Officers at diplomatic posts abroad are formally designated according to their rank from senior to junior, Ambassadors, Ministers, Counsellors, and First, Second and Third Secretaries. Those serving at consular posts are called Consuls General, Consuls and Vice Consuls.

With the rapid expansion of Canadian representation abroad, the work of the Department in Ottawa has increased correspondingly. It is at present carried on in nine divisions organized largely on a functional basis: a process office; an inspection service; and a political coordination section. The Deputy and Assistant Under-Secretaries are each responsible for supervising the work of a group of divisions.

There are five geographical divisions: the Commonwealth, Middle East, European, American and Far Eastern Divisions. These deal with all matters not the primary concern of one of the other divisions of the Department. In addition, they are consulted on the political aspects

- (j) Canadian Permanent Missions to the United Nations (New York and Geneva);
- (k) Canadian Permanent Delegations to the North Atlantic Council and Organization for European Economic Co-operation (Paris);
- (l) Canadian Commissioners: International Supervisory Commissions for Cambodia and Vietnam.

Functions of the Department