

they were entitled, as well as providing the interface between the RCMP and the diplomatic missions with respect to protective security.

The Office of Protocol planned, co-ordinated and managed the logistics of visits to Canada of heads of state, heads of government and ministers of foreign affairs, as well as other official visitors. In 1984-85, these visitors included the Presidents of the United States, Mexico and Portugal, the Secretary Generals of the UN and NATO, the Prime Ministers of France, Australia and Thailand, the Secretary of State of the United States and the Foreign Minister of Israel. The Office also co-ordinated travel arrangements for the visits abroad of the Prime Minister, the Secretary of State for External Affairs, the Minister for External Relations and the Minister for International Trade.

The Office of Protocol also administered the official Government Guest House in Ottawa and an official hospitality facility at headquarters. In 1984-85, 11 643 guests were entertained in these facilities.

Communications, information retrieval and library

The Communications and General Services Bureau was responsible for the Department's global telecommunications, diplomatic courier and mail systems, records, library and word processing services, office accommodation and furnishings for headquarters. In September 1984, the interior reconfiguration of the Lester B. Pearson Building in Ottawa and the relocation of all departmental units were completed. During the year, in response to substantially increased workloads resulting from the integration of the trade component, measures were developed to strengthen organization, policy and procedures in records management, word processing and in the acquisition, control and allocation of material assets.

Arrangements for trans-Atlantic voice and data transmission facilities were improved, and communicating word

processor networks were established in consular posts in the United States and West Germany. Plans were completed for the installation at headquarters of the GTA-enhanced exchange wide dial system, which is to be carried out by Bell Canada in late spring of 1985.

The library continued with plans for automating its services, testing and developing catalogue software and preparing catalogue materials and serials for input into the computer.

Security and intelligence

The Intelligence Analysis and Security Bureau continued to accord priority to the security of Canadian embassies and the safety of Canadian personnel abroad. Together with the Bureau of Economic Intelligence, the Bureau was also responsible for collecting, analyzing and disseminating a growing volume of political and economic intelligence from a variety of sources. This intelligence assisted in the understanding of international events and the development of policies on matters affecting Canadian interests.

Personnel

The Personnel Branch was responsible for the recruitment, assignment, remuneration and working conditions of the Department's 4 192 Canadian employees, 2 830 of whom were in the rotational foreign service and 1 362 in the non-rotational service (i.e. those who work only in Canada). In addition, the Department had 3 691 locally-engaged employees working at posts abroad. The Branch also provided services to the Passport Office, which had 351 employees in the national capital region and in 16 regional offices across Canada.

Approximately 900 transfers of foreign service personnel and their families to and from Canada were effected during the year. Included in that number were 116 secondments of departmental personnel to other government departments and agencies, and 238 secondments of domestic public servants to the Department.

Distribution of personnel at Canadian posts abroad by geographical region

(Canada-based and locally-engaged employees)

	Program personnel		Support personnel	
	Canada-based	Locally-engaged	Canada-based	Locally-engaged
International organizations	48	0	65	40
United States	178	86	88	346
Africa and Middle East	169	35	144	655
Latin America and Caribbean	160	57	85	471
Asia and Pacific	224	72	126	811
Europe	292	124	288	994
Total	1 071	374	796	3 317¹
GRAND TOTAL	5 558			

¹ The figure of 3 317 reflects the number of actual positions/incumbents, while the second figure of 3 274.4 reflects the actual position utilization, some positions being part-time.