

conferences and press releases in Ottawa. Certain aspects of cultural relations with other countries, including correspondence on matters relating to education and the fine arts, the arrangement of art exhibits, and the provision of adequate libraries for missions abroad, come under its supervision. Through an Inter-Departmental Committee, liaison is maintained with the other government departments concerned with distributing Canadian information abroad: the National Film Board, the C.B.C. International Service, the National Gallery and three divisions of the Department of Trade and Commerce (Trade Publicity, the Exhibition Commission and the Travel Bureau).

The Consular Division is responsible for the conduct of all consular matters. It instructs Foreign Service and Consular Officers in consular duties when serving at home and directs them in such duties when serving abroad. It assists the Personnel Division to recruit Consular Officers as necessary. It makes recommendations concerning the expansion of the Canadian Consular Service and the formulation of policies related thereto.

The Personnel Division is responsible, under the Personnel and Planning Board, for the training and posting to various divisions in Ottawa and the missions abroad of all personnel employed by the Department. The Personnel and Planning Board, with the Under-Secretary as Chairman, considers all matters affecting the disposition, training, promotion and general administration of personnel affairs. The Personnel Division attends to the representation of the Department on Examining Boards set up by the Civil Service Commission for the recruitment of staff for the Department; interviews candidates for positions in the Department; maintains records of personnel; and is concerned with a variety of matters relating to the welfare of members of the Department.

The finances of the Department are handled in the Administrative Division, which also looks after salaries, living allowances, the purchase of property and related matters, in addition to carrying out the regular work of administering Civil Service regulations at home and abroad.

### The Missions Abroad

Canada's missions abroad are an integral part of the Department. Heads of missions report to the Secretary of State for External Affairs and receive their instructions from him.

The diplomatic staff of an embassy or a legation consists of the Ambassador or Minister assisted by one or more diplomatic officers.

In places where there is sufficient consular work a consular officer is attached to the mission; otherwise this work is done by one of the Secretaries. Where there is a consulate alone it operates under the general supervision of the mission head in that country, while receiving detailed instructions from the Consular Division at Ottawa.

Part of the mission's work is to distribute information about Canada. In New York, Washington, London, Paris, and Canberra information officers, working under the Information Division at Ottawa, are attached to the mission for this