The Legal Division functions under the direction of the Departmental Legal Adviser, who is also an Assistant Under-Secretary of State for External Affairs. Its principal task is to ensure that Canadian participation in international affairs is conducted, so far as possible, in accordance with approved international legal principles and practices. It provides an advisory service to other divisions in the Department as well as serving as the operational arm of the Department for a number of international legal activities. In the former capacity, it provides the Department with advice on public and private international law, on constitutional and comparative law, and maintains contact on various matters of legal import with the Departments of Justice and the Solicitor-General, the Office of the Judge Advocate General in the Department of National Defence and the legal offices of other government departments. In the latter capacity, it follows closely United Nations deliberations on legal questions, as well as other topics having legal aspects. It has particular responsibility for Canada's position on subjects under discussion in the Sixth (Legal) Committee of the United Nations General Assembly and concerns itself in a variety of ways with Canada's role with respect to the development of international law.

The division is organized into four sections: the Claims Section is concerned with the advancement of the interests of Canadian citizens and the Canadian Government arising out of injury or damage to Canadian property abroad: the Law of the Sea Section deals with maritime legal questions, including territorial waters, fishing zones and the continental shelf, peaceful uses of the seabed and the resources thereof beyond the limits of national jurisdiction and pollution matters which have a relation to the law of the sea; the Treaty and Economic Section advises on treaty interpretation questions, assists in the preparation and interpretation of international agreements, assures that treaties entered into by Canada are concluded in accordance with Canada's constitutional procedures, maintains treaty records, registers treaties with the United Nations - publishing them in the Canada Treaty Series and tabling them in Parliament and is concerned with the legal aspects of Canada's international economic relations; and the United Nations and Legal Planning Section is responsible for United Nations legal and human rights items, questions relating to recognition of states and governments, and diplomatic and consular privileges and immunities, co-ordination of the Canadian approach to international legal activities in the field of human environment, and assists in the planning of Canadian policy on legal and quasi-legal matters.

The Personnel Branch consists of the Personnel Planning and Development Division, the Personnel Operations Division, the Staff Relations and Compensation Division and the Classification and Establishment Section.

The Personnel Planning and Development Division is responsible for manpower planning and forecasting, position classification, manpower training and development and for special personnel planning projects.

The Personnel Operations Division is responsible for the recruiting, promotion and assignment of staff, the maintenance of personnel records and the designation of all government personnel serving abroad.