

procuring and authenticating legal documents and providing advice and assistance on citizenship questions. The Consular Division is also responsible for the negotiation of agreements with foreign countries permitting citizens of Canada to enter these countries for certain specified periods of time without the necessity of obtaining visas. Agreements have already been concluded under which Canadians may temporarily enter 16 countries without visas.

The Passport Office, which operates as a division of the Department, is responsible for issuing passports and certificates of identity to residents of Canada wishing to travel abroad. During the calendar year 1962 some 155,363 passports and 2,807 certificates of identity were issued. The fees received by the Passport Office during the year amounted to \$826,940.07.

The Personnel Division is responsible for the training and posting of personnel, both among the various divisions in Ottawa and to the missions abroad. Its responsibilities include all matters affecting disposition, training, promotion and the general administration of personnel affairs. The Personnel Division arranges 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 personnel records and is concerned with a variety of matters relating to the welfare of members of the Department.

The administrative work of the Department is done by the Finance, Supplies and Properties, Administrative Services and Registry Divisions.

Chief among the responsibilities of the Finance Division are the preparation of the main and supplementary estimates for External Affairs, general financial control over departmental expenditures, the financing of missions and auditing of mission accounts, the handling of travel and removal claims, payments to international organizations, and administrative arrangements for Canadian participation at international conferences.

The Supplies and Properties Division arranges for the purchase of sites and premises for departmental use at posts abroad as well as the planning and development of construction projects. The Division also has the responsibility for the leasing of office accommodation, official residences for heads of post and accommodation for staff in certain cases. The maintenance and upkeep of all government-owned or leased properties controlled by the Department at posts abroad form a part of this Division's activities. It is also responsible for the purchase of furniture, furnishings and equipment for chanceries, official residences and departmentally-controlled staff quarters, together with the carrying out of major schemes of interior decoration related to such properties. All official vehicles for the Department's use abroad are purchased through the Supplies and Properties Division. It is also responsible for subsequent servicing, maintenance, replacement and insurance on these vehicles. The ordering, packing and shipping of all stationery, office supplies and equipment, to include personal removal cases in and out of Ottawa, are handled by this Division.

The work of the Administrative Services Division includes the handling of pay and allowances, leave and attendance, superannuation, printing and reproduction of documents, co-ordination of services relating to posting of personnel abroad, and the preparation and administration of departmental regulations.

The Registry Division is responsible for the custody of the official records of the Department.