

The Press and Liaison Division is concerned with the Department's relations with news media, including the holding of press conferences and the issuing of press releases, and for keeping personnel at the posts informed on Canadian domestic and foreign affairs developments.

The Inspection Service carries out a program of operational audits within the Department designed to assess the effectiveness of its present policies, practices and controls, both at headquarters and abroad.

The Personnel Branch, ^{plus Division breakdown} whose plan of organization is being reviewed by staff of the Public Service Commission, operates at present through three divisions as shown in Exhibit 1. These divisions are responsible for providing the normal range of personnel services to the Department plus the specialized services required in connection with the training and posting of staff under the Department's rotational system, and the administration of a complex system of pay and allowances for personnel serving abroad.

The Communications and Information Systems Branch ^{Breakdown} is also in the process of being reorganized, and consists of a Telecommunications Division and a Records Management Division at present, with an Information Systems Division to be added if further study indicates that such a division is needed to develop and keep up-to-date the Department's information handling techniques. In the meantime, the Branch is responsible for the operation of the Canadian diplomatic communication system, the provision of telephone service at headquarters and the posts, and for providing registry services to the Department. This latter function includes the opening and distributing of incoming mail, the classifying and filing of official correspondence, and the scheduling of records for retention or destruction.