

- (a) collecting information on useful precedents in a given matter by searching in records (both United Nations and departmental, files, books and publications);
- (b) coordinating Canadian input to policy formulation, policy positions and activities in U.N. related areas;
- (c) consulting, orally or in writing, with interested Bureaux, both federal and provincial level government departments and with experts, interested groups and organizations;
- (d) providing advice to senior management on new courses of action (initiatives) Canada should take at the United Nations and its related organs;
- (e) assessing political implications of UN developments;
- (f) preparing briefs for the attention of the Prime Minister, Cabinet, the Minister and the Under-Secretary as required;
- (g) preparing position papers to be approved by the competent authorities for the guidance of Canadian delegations on political, social and humanitarian, administrative and budgetary items to be considered and with respect to the elections to be held at the above-mentioned meetings and issuing the necessary (voting) instructions;
- (h) preparing briefs, as appropriate, for guiding Canadian delegations to existing bilateral consultations on United Nations political, social and humanitarian, administrative and budgetary matters;
- (i) consulting with foreign U.N. delegations, both formally and informally,
 - (i) to influence member countries' policies and attitudes in a sense favourable and beneficial to Canadian interests;
 - (ii) to make the international community benefit from the Canadian experience;
- (j) ensuring and coordinating Canadian attendance at and participation in various U.N. sponsored or related