

services, registry, and the preparation of departmental regulations.

The Historical Research and Reports Division is responsible for the provision and maintenance of libraries and archives in the Department in Ottawa and in posts abroad. It is also responsible for the preparation of historical reports.

The Communications Division is responsible for the despatch, receipt and distribution of communications by telegram and teletype between Ottawa and Posts abroad.

The Press Office handles inquiries from the press. It is responsible for the arrangement of Departmental press conferences. The Press Office co-operates in the publicity arrangements for visits of distinguished foreign officials, and assists Canadian journalists visiting other countries.

The primary function of the Political Co-ordination Section is to conduct the Department's liaison with the CBC International Service. It provides the CBC-IS with information and guidance on Canadian foreign policy and with suggestions for broadcasts.

"The Inspection Service was formed for the purpose of arranging for the periodic visits of liaison teams to Posts abroad so that the work and performance of each Post may be reviewed in relation to the requirements of the Department. The Inspection Service is responsible also for making recommendations for more efficient and economical operation of the Service as a result of the liaison visits and for seeing that such recommendations, when approved, are implemented".

#### Posts Abroad

Canada's diplomatic missions and consular offices abroad form an integral part of the Department. Heads of diplomatic and consular posts 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 foreign service officers, who are also assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the Consular Division in the Department.

Part of the work of a post is to distribute information about Canada. In a few centres this is done by full-time information officers; elsewhere it is undertaken by other officers. Where there are no diplomatic or consular representatives the trade commissioner or other Canadian government officials stationed in the country does this work.

In some cases officers of other departments of the Canadian Government -- commercial, military, naval, air or others -- are attached to the missions. Though responsible to their own departmental heads in Ottawa