

documents and grant visas, to render assistance to distressed Canadian nationals, to prepare and notarize documents, to conduct correspondence, to maintain records and accounts, and to perform such other related duties as may from time to time be prescribed.

It should be noted that though the representational duties of a Consul will vary with the post at which he may be stationed, his particular responsibilities as defined above remain fairly constant.

When a Consul is stationed at a capital where there is a diplomatic mission, he will be responsible to the Head of Mission for all the consular activities at the post. When he is at a Consulate General, he will be responsible in the same manner to the Consul General. At an independent post he will be in sole charge.

*Consuls Qualifications*

Age, not less than forty years. Education, graduation from a university of recognized standing or its equivalent in experience in an administrative capacity in official, business or professional life. He should be a man of good bearing, breeding and dignity, having extensive experience as noted above. He should have the general ability to acquire at least a working knowledge of international law and customs concerning consular practices, and a complete and detailed knowledge of all Canadian instructions and regulations dealing with consular and related matters. He should possess facility in public speaking, tact and ability to meet the public.

*Vice-Consuls Duties*

The duties of a Vice-Consul vary only in degree with those of a Consul. He will be required to deal with the same wide range of subjects, but usually under the supervision of a Consul to whom he will be responsible.

*Vice-Consuls Qualifications*

Age, not less than twenty-five years. Education, graduation from a university of recognized standing — proven capacity and suitability by service in the Department of External Affairs may be accepted in lieu of university graduation, good family background, general cultivation and pleasant personality, experience — either post-graduate, academic, business, professional or Departmental.

*Consuls and Vice-Consuls Emoluments*

Consuls Grade I:	—	\$6300.,	\$6600.,	\$6900.,	\$7200.;	
Consuls Grade II:	—	\$5400.,	\$5640.,	\$5880.,	\$6000.;	
Consuls Grade III:	—	\$4500.,	\$4680.,	\$5040.,	\$5220.,	\$5400.;
Vice-Consuls Grade I:	—	\$3900.,	\$4080.,	\$4260.,	\$4440.,	\$4500.;
Vice-Consuls Grade II:	—	\$3300.,	\$3420.,	\$3540.,	\$3780.,	\$3900.;
Vice-Consuls Grade III:	—	\$2700.,	\$2820.,	\$2940.,	\$3060.,	\$3120.

Salaries as above would be supplemented while on post by such allowances as might be approved.

*Recruitment of Consuls and Vice-Consuls*

It will be noted that the salary ranges proposed for Consuls and Vice-Consuls are the same as those already approved for Foreign Service Officers Grades I to VI.