

Canada or abroad, during and after their period of service. Members of the department are informed that serious consequences may follow a breach of the provisions of this Act.

Employees of the department are not authorized to submit manuscripts or prepare articles for publication, give press interviews or make public speeches on matters of current controversy, unless authority has first been obtained as provided in the following section.

The following procedure should be observed in publishing articles, in making public statements and in giving press interviews:

### **2.12.2 Employees Serving in Ottawa**

- (1) **Publication of Articles.** When submitting a request for authority to publish an article, the employee must indicate the nature and content of the article and the publication for which it is intended. This request must, in the first instance, be directed to the head of the division concerned who may, for the Under-Secretary, authorize its publication. If the head of division considers it appropriate to obtain the views of a senior officer, the request may be directed to the Under-Secretary's office. A draft copy of the article should be forwarded with the request for approval. The same principles apply to the submission of manuscripts intended for publication in book form.
- (2) **Making of Public Statements.** The procedure set out in the preceding paragraph will be followed to obtain approval for making a public statement by a member of the department. Each request for approval need not necessarily be accompanied by a draft copy of the speech.
- (3) **Press Interviews.** "Press Interview" means the type of interview at which the employee is identified personally, as an article signed by him/her or a public statement would identify him/her. No member of the department will give interviews on matters relating to the work of the department, except on the authority of the Under-Secretary.

This instruction does not refer to normal queries directed by the press to heads of division, Press Officer and other senior officers. Employees answering these queries make it clear that any published report must not identify them. Junior officers do not reply to press enquiries except on the authority of the Under-Secretary or a head of division.

### **2.12.3 Employees Serving Abroad**

- (1) **Publication of Articles.** All articles for publication prepared by members of the Department serving abroad must be forwarded to the Department where they will be referred to the Personnel Operations Bureau. Requests for approval must be accompanied by draft manuscripts of the articles. The same procedure will be followed for manuscripts intended for publication in book form.
- (2) **Making Public Statements.** No member of the Department serving abroad will make a public statement except on authorization of his/her head of mission.
- (3) **Press Interviews.** The same rules apply to press interviews abroad as in Ottawa, except that heads of missions may, for the Under-Secretary, authorize them.

## **2.13 Management of Public Funds**

In the performance of their duties and functions, employees may be required to spend public funds or make decisions concerning the disposition of public funds.

The provisions of the *Financial Administration Act*, other financial regulations, directives, circulars and special authorities provide specific instructions and guidance on spending and accounting for public funds.