

PRESS AND LIAISON SERVICES DIVISION

This Division is responsible for handling press releases and provided a channel of communication between the Department and various governmental organizations such as the National Defence College, Office of the Prime Minister, and Office of the Governor General. It also keeps the Canadian Missions abroad regularly informed of important international developments and trends in, as well as government announcements of, Canadian foreign policy outside their immediate field of responsibility.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	300	P.O.
D.C.O. and Secretary	2	210	G.O. including reception area.
Deputy Head	1	200	P.O.
Officers	2	300	P.O. 2 @ 150 each.
Officers	2	210	G.O.
Steno Services	3	350	G.O.
Duplication Room		150	G.O. Photocopy machine and duplicating machine.
Special Press Services		300	G.O. will include up to ten teleprinter receivers for press releases. Acoustic treatment required.
Press Room		600	G.O. space for six public telephones and an area of 250 for radio interviews.
Total	11	2,620	