

to Cabinet for consideration by Cabinet Committees. Liaison is also carried out with other government departments on Cabinet business affecting EAITC. A final Cabinet-related function is to coordinate the submission of departmental Orders-in-Council to the Privy Council Office.

The Secretariat is the focal point for the Department's relations with Parliament and its committees, and also with individual members of Parliament. This involves facilitating

access to the Department's services, coordinating the provision of papers and witnesses to parliamentary committees, organizing briefing sessions for parliamentary groups participating in international events, and coordinating Departmental participation in parliamentary exchanges.

The Secretariat also managed the Department's international conference allotment and coordinated the scheduling of high-level visits to and from Canada.

C. PERSONNEL

The Personnel Branch has the primary responsibility for the policies and operations for the management of the Department's rotational, non-rotational and locally engaged employees. The major activities of the Branch are staffing, classification, training, staff relations, compensation and the special activities related to assignment of rotational employees.

In addition to its ongoing activities, the Branch has focussed its efforts on a number of priority items. New measures have been adopted to assist in the employment of spouses and dependants abroad and upon their return to Canada.

More equitable representation of the Canadian population is being achieved through increased recruitment and promotion of employment-equity target groups, particularly women and visible minorities.

The Branch consolidated the program of assistance to employees experiencing personal problems. Additional career counselling has also been made available to non-rotational employees.

The awareness of the value of training continues to increase. The demand for training to meet new knowledge and skill requirements far exceeded available resources; however, employee participation in training programs did