

CHAPTER I

GENERAL DUTIES

1.01 The Instructions for the Guidance of Officers Performing Consular Duties are issued under the authority of the Secretary of State for External Affairs vested in him by P.C. 1391 of June 21, 1909 which provides that the "Administration of consular matters and the use of passports...be conducted through the Department of External Affairs".

Authorization
of Consular
Instructions

1.02 a. In these instructions the term "consular officer" includes consuls-general, consuls, vice-consuls, members of Canadian diplomatic missions, High Commissioners' Offices and Trade Commissioners' Offices performing consular duties, and honorary consular officials appointed to carry out consular duties.

Terminology

b. The term "consulate" means the Office of the consular officer, including when appropriate an officer at a diplomatic mission performing consular duties.

c. The term "Department" means the Department of External Affairs of Canada.

d. The term "consular district" means the area within which a consular officer is entitled to exercise his functions.

1.03 a. The correct designation of a Canadian consular office is: "Canadian Consulate (General)", "Consulat (Général) du Canada".

Designations

b. The correct designation of the head (whether man or woman) of a Canadian consular office is: "Consul (General) of Canada", "Consul (Général) du Canada".

1.04 a. When the Department decides to recommend the appointment of a consular officer, a Submission to Council is prepared specifying the name, designation, consular seat, and consular district and recommending that a Commission of Appointment (Consular Commission) be issued under the Great Seal of Canada. When the Order-in-Council is passed, the appointment is announced in the *Canada Gazette* and the Commission is prepared by the Department of the Secretary of State affirming the appointment of the consular officer in the name of the sovereign.

Procedure for
Appointment of
Consular Officers

b. Consular officers may begin to exercise their functions in the receiving state when authorized by the author-