

The division's operations are divided among two posting assignment sections concerned with the development, recommendation and implementation of policies on assignments, postings, career development, etc.; an Employment Section, concerned primarily with recruiting and staffing; and an Administrative Section responsible for financial control and the maintenance of records and statistics.

The *Staff Relations and Compensation Division* is responsible for the development, review and administration of policy on foreign service terms and conditions of service; the management and administration of pay and compensation services and regulations governing accommodation abroad; leave and attendance; superannuation and employee participation in hospital and medical insurance plans; staff relations; the health and safety of employees abroad; personnel counselling; the development and implementation of systems and procedures consequent upon statutory provisions, central agency directives and collective bargaining agreements; and the administration of locally-engaged employees abroad.

Posts Abroad

Canada's diplomatic missions and consular offices form an integral part of the Department. Heads of diplomatic and consular posts report to the Secretary of State for External Affairs and receive their instructions from him.

The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who may also be assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the appropriate division in the Department.

Part of the work of a post is to distribute information about Canada. In a few places this is done by full-time information officers; elsewhere it is undertaken by other officers. Where there are no diplomatic or consular representatives, trade commissioners or other Canadian Government officials stationed in the country do this work.

In some cases officers of other departments of the Canadian Government -- commercial, immigration, military, naval, air or others -- are attached to missions. Though responsible to their departmental heads in Ottawa, they also work under the general supervision and direction of the head of the mission.

The work of a mission is:

- (a) to conduct negotiations with the government to which it is accredited;