

Civil Service Commission for the recruitment of staff for the Department; interviews candidates for positions in the Department; maintains personnel records and is concerned with a variety of matters relating to the welfare of members of the Department.

The Information Division of the Department has two main responsibilities: to provide information on Canada's external policies and the work of the department; and to convey to the citizens and governments of other countries a knowledge and understanding of Canada and the Canadian people. Within Canada the Information Division makes available current and background information on government policy on international issues of concern to this country, and on the activities of the department in general; deals with requests from government departments, educational institutions, business, private organizations and the Canadian public for information pertaining to Canada's external relations; and produces and distributes to interested organizations and individuals a variety of publications such as the texts of Statements and Speeches, Monthly Bulletin, Reference Papers, feature articles and occasional booklets or folders to meet specific needs. The Division also assists Journalists and other visitors from foreign countries to obtain information on Canada. Outside Canada, the Information Division is responsible for the coordination of Canadian information activities and, in most countries, also has direct responsibility for the conduct of these activities which include the dissemination of general and specific information concerning our economic and cultural interests as well as our external policies. The Division has specific responsibility for liaison with the United Nations Educational, Scientific and Cultural Organization and for the maintenance of certain aspects of cultural relations with other countries. It also has responsibility for liaison with the Information Services of the United Nations in New York, of the North Atlantic Treaty Organization in Paris, and of the Colombo Plan in Colombo and, through the Interdepartmental Committee on Information, with other government departments concerned with distributing Canadian information abroad - the National Film Board, the International Service of the Canadian Broadcasting Corporation, the National Gallery, two divisions of the Department of Trade and Commerce (Trade Publicity and the Exhibition Commission), and the Department of Citizenship and Immigration.

The administrative work of the Department is handled by three divisions - Finance, Supplies and Properties, and Establishments and Organization. Chief among the responsibilities of the Finance Division are the preparation of the main and supplementary estimates for External Affairs, administrative work in connection with Canada's part in the setting up of international conferences, and the review of monthly financial accounts from the posts abroad. The Supplies and Properties Division arranges the purchase of sites and buildings and construction or leasing of office or residential accommodation at the posts abroad, and prints and distributes circular documents and a variety of publications produced by the Information Division. The work of the Establishments and Organization Division includes the handling of pay and allowances, leave and attendance, and superannuation, operation of mail and diplomatic bag