

The Office also administered the official Government Guest House in Ottawa and managed an official hospitality facility at headquarters. During the 1985-86 fiscal year 12 815 guests were entertained in these facilities.

Communications, information retrieval and library

The Communications and General Services Bureau was responsible for most of the Department's information management services: global telecommunications, records information systems, diplomatic courier and mail, library, and word processing. As well, the Bureau provided office accommodation and furnishings for headquarters.

The period under review was characterized by the introduction of significant measures to improve efficiency and reduce costs. Major parts of the mail and messenger operations were contracted out to private companies, and a phased reduction in courier service was begun. Procedures were developed to limit expenditures on office supplies and building alterations.

The automation of various Bureau operations continued apace. The telecommunications network was improved through the introduction of new arrangements of circuits and the use of new terminal and processing equipment at selected embassies. An automated system was developed to facilitate the management of the Department's 50 000 files and 500 000 file volumes. The library continued testing a development of catalogue software and the preparation of catalogue materials and serials for input into the computer. As well, its on-line research and retrieval capabilities were enhanced with the inclusion of UN data and statistics, and a new graphics package. The Headquarters Facilities Management Division is pursuing the implementation of a computerized inventory system to replace the present manual operation.

The Bureau responded to a number of special and emergency requirements. Secure telecommunications services were provided during the Air India and Mexican earthquake disasters, and for conferences and ministerial visits abroad, often under difficult circumstances. Special data bases were established to assist the Deschênes Commission and the "La Bretagne" Adjudication Task Force.

Security and intelligence

During the year, the Intelligence Analysis and Security Bureau and the Economic Intelligence Bureau were restructured into the Foreign Intelligence Bureau and the Security Services Bureau.

The Foreign Intelligence Bureau is responsible for collecting, analyzing and distributing political and economic intelligence for policy makers both within the Department and for other departments with foreign policy interests.

The Security Services Bureau retains the responsibility for ensuring the protection of Canada's interests, including facilities, personnel and information, within the Department's mandate. The Bureau's Emergency Co-ordination Division has been strengthened. As a result, the Department can better meet its responsibilities for internationally protected persons in Canada as well as for its own personnel and missions abroad stemming from the drastically increased threat caused by the rise in international terrorism. It can also better co-ordinate the government's response to disasters in other countries, such as the volcanic eruption in Colombia and the Mexican earthquake.

This Division is responsible for: development of Canadian government policy on international co-operation against terrorism; maintenance of the Department's preparedness to respond to any crisis on a 24-hour basis; co-ordination of the policy aspects of protection of Canadian missions and personnel abroad as well as the protection of foreign diplomats in Canada.

Personnel

The Personnel Branch was responsible for the recruitment, assignment, remuneration and working conditions of the Department's 4 031 Canadian employees, 2 640 of whom were in the rotational foreign service, and 1 391 in the non-rotational service (i.e. those who work only in Canada). In addition, the Department had 3 825 locally engaged employees working at posts abroad. The Branch also provided services to the Passport Office, which had 371 employees in the National Capital Region and in 16 regional offices across Canada. The Department had 110 of its employees on secondment to other government departments and agencies, while 232 public servants from other departments and agencies were seconded to the Department.

A total number of 1 137 transfers of foreign service personnel and their families to and from Canada, or from one post to another, were effected during the year.

The Personnel Branch dealt with the consequences of the first round of the government-wide downsizing of the public service on its own employees. The vast majority of the employees encumbering deleted positions were redeployed to other departmental positions and only a few (approximately 30) had to take advantage of the provisions of the government policy for work force adjustment.

The departmental Affirmative Action Plan establishing numerical and operational objectives for 1985-88 was approved by Treasury Board Ministers in September 1985.