

## Posts abroad

arrangements for departmental as well as foreign operations personnel of the Departments of Industry, Trade and Commerce, and Employment and Immigration; and the development and administration of special voting procedures for all public servants abroad.

The *Manpower Forecasting and Control Unit*, which reports directly to the Director-General of Personnel, is responsible for manpower control and allocation.

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

The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who may also be assigned such consular duties as are 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 of 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 done 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