

of the institutions of the Agency for Cultural and Technical Co-operation, the main forum of the international French-speaking community. Since its creation in 1970, the Agency has brought together about 20 member countries, two associate states, and Quebec as a participating government. The division thereby ensures the participation of the Canadian Government and of those provincial governments involved in the programs and other activities of the Agency.

The division also co-ordinates Canadian participation in the two major *francophone* ministerial conferences of which Canada is a member — the Conference of Ministers of Education and the Conference of Ministers of Youth and Sports of French-speaking Countries.

In the non-governmental sphere, it provides liaison with private international French-speaking associations and agencies and lends them its support with a view to promoting effective and representative Canadian participation.

Administrative bureaux

The administrative bureaux, which constitute the rest of the headquarters bureaux structure, are Communications and General Services, Finance and Administration, Personnel, and Physical Resources. These support bureaux run the machinery for the widely-dispersed operations of the Department and, in consultation with the area bureaux, help to administer its resources.

The *Bureau of Communications and General Services* consists of the Central Services Division, the Library Services Division, the Records Management Division, the Director of Information Systems and the Telecommunications Division.

The *Central Services Division* provides a variety of common support services to the Department at headquarters in Ottawa. It develops the detailed requirements for office accommodation, furnishing and equipment in the Lester B. Pearson Building. It administers telephone services and parking at headquarters. It is also responsible for the preparation and editing of manuals, reports and circular documents required for the efficient administration of the Department.

The *Library Services Division* maintains a main library and one branch library, specializing in international law, at departmental headquarters. Besides making available to officers and others infor-