

foreign policy, and arranges press conferences and interviews for the Secretary of State for External Affairs in Ottawa and abroad.

The press office facilitates the work of Canadian journalists going abroad on assignments by planning their visits, if they request it, and by ensuring that Canadian posts provide them with all necessary assistance, including that of informing them when asked of the political, economic and social situation in the country visited.

The press office also has a role to play when the Prime Minister or the Secretary of State for External Affairs travels abroad officially, accompanied by Canadian journalists. In addition to briefings to explain the objectives of the visit, the press office usually distributes a press kit containing the main economic and political data the journalists require for their assignments. Arrangements of this sort were made in 1981 on a number of occasions.

When foreign dignitaries make official visits to Canada, the press office organizes a program - coverage of special events, briefings, meetings and interviews - for journalists accompanying the visitor or visitors. When necessary, the office arranges for the accreditation of foreign and Canadian journalists.

The press office publishes all press releases issued on behalf of the Secretary of State for External Affairs, as well as his speeches and formal announcements. By means of a daily telegraphic transmission to all Canadian posts of a scan of the Canadian printed and electronic media, the office makes a key input into the range of information these posts receive from the Department to help them do their work.

The press office regularly assists foreign correspondents reporting on the Canadian scene and who are based in Canada or in the United States. The office is in constant touch with these correspondents - there are some 40 of them - and, in a variety of ways, facilitates their work of covering news and developments in Canada.