

- (d) the negotiation and conclusion of treaties and other international agreements;
- (e) the representation of Canada in foreign capitals and at international conferences.

Departmental Organization in Ottawa (See attached chart.)

The headquarters of the Department in Ottawa is the East Block of the Parliament Buildings.

The staff is headed by an Under-Secretary of State for External Affairs with a Deputy and four Assistant Under-Secretaries. These are assisted by three groups of officers of various ranks classified by the Civil Service Commission as Foreign Service Officers, Junior Executive Officers and External Affairs Officers. Officers at diplomatic posts are formally designated according to their rank, from senior to junior, as ambassadors, ministers, counsellors and first, second and third secretaries. Those serving at consular posts are called consuls general, consuls and vice-consuls.

With the rapid expansion of Canadian representation abroad, the work of the Department in Ottawa has increased correspondingly. It is at present carried on in 29 divisions, organized largely on a functional basis. The Deputy and Assistant Under-Secretaries are each responsible for supervising the work of a group of divisions.

There are six geographical divisions: African and Middle Eastern, Commonwealth, European, Far Eastern, Latin American and U.S.A. Their primary task is to provide the advice on which Canada's general political relations with other countries are based. In addition, they are consulted on the political aspects of matters that are primarily legal, economic, consular, etc., and they have a general responsibility for co-ordinating the various aspects of Canadian policy with respect to the countries and areas under their jurisdiction.

The United Nations Division deals with matters relating to the United Nations and its Specialized Agencies. It is responsible for providing advice on matters relating to Canadian participation in and policies toward these organizations and for co-ordinating the work of other divisions of the Department and other departments of government in this connection.

The Information Division has two main responsibilities: (1) to convey to the people of other countries a knowledge and understanding of Canada and the Canadian people and (2) to provide information on Canada's external policy and on the work of the Department of External Affairs. To these ends it produces and distributes a variety of publications such as Statements and Speeches, Reference Papers, Reprints, the departmental monthly bulletin External Affairs, the Canadian Weekly Bulletin, and occasional booklets and folders to meet specific needs. Outside Canada, the task of the division is to co-ordinate Canadian information activities and, in most countries, to conduct those operations that include dissemination of general and specific information about Canada's external policy. The division helps