

Registry Division

The work of the Division has now been reorganized on the basis of six decentralized Records Units situated close to the Division they serve, with the Central Records Services being attached to Registry headquarters. Supervisors of the Records Units submit regular reports on the processing of various types of correspondence, on the performance of unit personnel, and on a regular programme of file examination and upkeep.

With reclassification of positions to meet the requirements of extended service now achieved, vigorous efforts have been made to bring the establishment of the Division up to its permitted strength.

Through the organization of a new Training Section, the development of a Registry Division Manual of Procedures, and greater emphasis on the Records Classification Guide, the modernized procedures of the Registry Division have gained wider acceptance. A new guidance section on proper handling of files has been incorporated in the manual of departmental procedures for the benefit of file users.

During the year, the responsibility for the preparation of records schedules to use as a guide in systematically retiring large quantities of obsolete records was transferred from the Historical Division to the Registry. This activity entails also the supervision of the retirement of obsolete records in posts abroad. In 1965, some 1,000 linear feet of files, excluding those of the Passport Division, were eliminated in Ottawa and abroad.

Personnel

The personnel affairs of the Department have recently become the charge of two divisions—Personnel Operations and Personnel Services—which deal with all matters affecting disposition, training, promotion and the general administration of personnel affairs. They handle matters concerning the organizational structure and staff requirements of the Department as well as the classification of its positions. Recruitment, induction of personnel and the representation by the Department on examination boards set up by the Civil Service Commission are undertaken by these two divisions. The welfare of members of the Department, including its locally-engaged staff abroad, comes within their province, as well as the maintenance of personnel records and research studies of all phases of personnel management.

Entrants to the foreign service of Canada do so on a career basis under the merit system. Only Canadian citizens who have resided in Canada for at least ten years are eligible for admission. To enter foreign service officer competitions, they must possess a university degree, preferably with post-graduate study. Competitions for entry at the junior level, which are held annually, consist of two parts, a written test and an oral examination, with war veterans given preference in all appointments. A few candidates with particularly good academic standards and experience are also recruited at somewhat higher levels.

Such senior positions as those of ambassador and high commissioner are filled normally by the appointment of career officers, but occasionally by the appointment of distinguished citizens from outside the Department.

Since shortly after the Second World War, women have been admitted to the Canadian diplomatic service on the same basis as men. At the end of 1965, the Departmental roll included 62 female officers, one of whom has the rank of ambassador.