

## MANDATE OF THE EXECUTIVE SERVICES BUREAU

*The Executive Services mandate is to ensure a coherent and transparent structure through which services to Ministers, Secretaries of State and Deputy Ministers are provided. The major services and products of the Bureau include Cabinet and Parliamentary Affairs, Ministerial Correspondence, Access to Information/ Privacy Protection, Coordination of Executive Services Support, and acting as a focal point on regulatory matters and policies. The Bureau also acts as the Secretariat for the Executive Committee. These services and products support Public Diplomacy through the provision of accurate and timely responses to inquiries from Canadian citizens and Parliamentarians. They are also a mechanism for direct outreach to Canadians, thereby developing their insight into, and understanding of, the broad mandate of the Department. In addition, they are an expression of Canada's democratic values, which serve as an example for societies whose further development we wish to promote and influence.*

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