

policy-planning and program-development in the personnel field, a function that obviously covers a large number of topics and activities in a department with responsibilities both in Canada and abroad. Finally, the division is responsible for the Department's personnel-data processing system for a personnel analysis and research unit and for an evaluation section that monitors personnel programs to assess their effectiveness.

The *Personnel Operations Division*, which is divided into five sections, is responsible for the recruiting, training, development, career-planning, assignment, posting, secondment, transfer and separation of Canada-based personnel of the Department (except the Passport Office staff), including officers, secretaries, clerks, communicators, security guards and specialist personnel (a total of 2,984 as of August 1, 1978). The division is also responsible for the implementation of the appraisal and promotion system for all categories of personnel. In addition, it deals with the administrative arrangements for assignments abroad and the designations of personnel of other departments and agencies at posts. Finally, it is responsible for career development

and counselling, as well as for a broad variety of general personnel matters associated with the operational aspects of the assignments of foreign-service personnel.

The *Staff Relations and Compensation Division* is responsible for: the development, review and administration of policy on foreign-service terms and conditions of service, as well as on travel and removal; the management and administration of pay and allowance and compensation services; the management and administration of the *Heads of Post Directives* and official hospitality abroad; leave and attendance; the retirement program and superannuation; employee participation in hospital and medical insurance plans; staff relations; the health and safety of employees abroad; personnel welfare counselling and the employee-assistance program (alcoholism); the development and implementation of systems and procedures consequent upon statutory provisions, central-agency directives and collective-bargaining agreements; the classification and pay administration of locally-engaged employees abroad; classification of Canada-based positions; travel and removal