

2.10.12 Quarterly reports. Quarterly reports should be sent to the Director General responsible for the territory, through ABDE, for review and analysis and ADMs will be made aware of the results. The absence of a report will indicate that no free transportation, accommodation, etc., has been accepted or declined by the mission in that period.

2.11 Awards and Decorations

In addition to the general policy on gifts and awards set out in Section 2.10, the following is the policy with regard to the awarding of an Order, Decoration or Medal by a Commonwealth or Foreign government.

2.11.1 Proposals. Any Commonwealth or foreign government desiring to award an order, decoration or medal to a Canadian citizen shall obtain the prior approval from and submit their proposal to the Government of Canada through their diplomatic mission in Canada.

2.11.2 Criteria for acceptance. The Government of Canada will consider granting approval for the awarding of an order, decoration or medal offered in recognition of:

- (a) an extraordinary service to mankind;
- (b) conspicuous bravery in saving or attempting to save lives;
- (c) an exceptional service rendered to the country desiring to make the award; or
- (d) any substantial act or acts contributing to better relations between Canada and the country desiring to make the award.

2.11.3 Basis for rejection. The Government of Canada shall not grant approval for an award:

- (a) that is at variance with Canadian policy or the public interest;
- (b) that carries with it an honorary title or confers any precedence or privilege;
- (c) that is conferred otherwise than by a Head of State or a government recognized as such by Canada;
- (d) that is conferred in recognition of services by an individual in the employ of Her Majesty in Right of Canada or of a province in the normal performance of official duties; or
- (e) that is in respect of events occurring more than five years before the offer of the award.

2.11.4 Honours Policy Committee. Advice on questions regarding the interpretation and application of the policy on the awarding of orders, decorations or medals by a Commonwealth or Foreign Government may be obtained from the government's Honours Policy Committee through the Office of Protocol (XDX).

2.12 Publication of Articles or Books and the Making of Public Statements or Speeches

2.12.1 Limitations. Employees of the Department of External Affairs are limited in their freedom to write for publication or to give speeches or press interviews. They must exercise great discretion in discussing questions of public concern, whether orally or in writing. First, members of the department have access to information which is confidential. The sources of information must be protected. Again, it is difficult for a member of this department to avoid the impression that an official departmental opinion is expressed. Finally, the *Official Secrets Act* of 1931 (as amended, 1950) applies to all public servants in