

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 officers of various ranks classified by the Civil Service Commission as Foreign Service Officers. Foreign Services Officers at diplomatic posts abroad are formally designated, according to their rank from senior to junior, 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 eighteen divisions organized largely on a functional basis, a section for political co-ordination and a press office. The Deputy and Assistant Under-Secretaries are each responsible for supervising the work of a group of divisions.

There are four geographical divisions: the Commonwealth and Middle East, European, American and Far Eastern Divisions. These deal with all matters not the primary concern of one of the other divisions of the Department. 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. Its chief function is to co-ordinate the work of the other divisions of the Department and other departments of the Government in United Nations matters.

The Economic Division deals with all financial, commercial and general economic questions possessing international implications. It is therefore responsible for the work of the Department in connection with commercial and financial treaties and agreements; treatment of foreign assets in Canada and of Canadian assets abroad; programmes of assistance to foreign countries; foreign loans; international civil aviation; telecommunications; shipping; and exchange and balance-of-payments problems. Co-ordination of policy is secured by co-operation with the Departments of Finance, Trade and Commerce, National Revenue, Agriculture and Transport and with the Bank of Canada. Relations with certain international agencies in the economic field are also the responsibility of the Economic Division.

The Protocol Division deals with all matters of diplomatic protocol, precedence, privileges and immunities. It attends to the accrediting of Canadian diplomatic and consular representative abroad and to the acceptance of the credentials of similar representatives of other countries in Canada. It arranges for visits to Canada of distinguished foreign visitors and for the extension to them of government hospitality. It deals with foreign honours and awards.