

- 1) Weekly
  - the Personnel Administrative Notices which are distributed throughout Headquarters and to all other offices of the Department and carry information on appointments, assignments, promotions, separations, etc.
- 2) Monthly
  - EA PMIS printouts showing employees by classification and level.
  - Strength Reports.
  - Telephone Lists (to obtain an overview of women's responsibilities at Headquarters).
- 3) Semi-Annually
  - Canadian Representatives Abroad book (to obtain an overview of women's responsibilities abroad).
- 4) Various
  - Statistics on recruitment and appointments.
  - Information copies of correspondence, directives, reports, etc.
  - Grievances, if any, and appeal decisions.
  - Staffing Requests (EXT7).
  - Classification decisions (TB330).
- 5) Other
  - Liaison with other Sections of the Department (informal exchanges of information).
  - Training and development programmes.
  - Interviews with employees.

D - Participation in, and contribution to, the EOW Interdepartmental Committee or other Interdepartmental activities

IDC meetings are attended either by the Official Representative, who chairs the Departmental EOW Committee, or by the EOW Co-ordinator, who is the Alternate.

Since two-thirds of the Department's employees are in the career foreign service, their concerns differ from those employees who work in Canada. Therefore, the Department has been more concerned with comparing notes with the other two Foreign Service Departments, and has suggested a series of luncheon meetings with them. The Embassy in Washington carries out