

The Historical Division is responsible for the archival activities of the Department, for historical work in the field of foreign affairs and, on occasion, for the preparation of background material on international issues. Library services at home and abroad fall within the jurisdiction of the Historical Division, which also operates a press-clipping service.

The Press and Liaison Division is concerned with most aspects of Departmental relations with press, radio and television concerning Canadian foreign policy. The division deals with a continuing flow of requests for facts, comment, background briefings and interviews. It prepares press conferences for the Minister and makes information arrangements for international conferences at home and abroad and for visiting dignitaries. It issues press releases, policy statements and announcements of major diplomatic appointments and the opening of new posts. It also distributes advance texts of statements and speeches by the Minister and assists Canadian journalists on assignment to foreign countries.

The division provides assistance to posts abroad through timely reports and analyses of Canadian news and government policy, and helps them in their dealings with the local press.

The division also has primary responsibility, in a consultative capacity, for liaison between the Department and the CBC-International Service.

Posts Abroad

Canada's diplomatic missions and consular offices abroad form an integral part of the Department. Heads of diplomatic and consular posts report to the Secretary of State for External Affairs and receive their instructions from him.

The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who are also assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the Consular Division in the Department.

Part of the work of a post is to distribute information about Canada. In a few centres this is done by full-time information officers; elsewhere it is undertaken by other officers. Where there are no diplomatic or consular representatives, the trade commissioners or other Canadian Government officials stationed in the country do this work.

In some cases officers of other departments of the Canadian Government -- commercial, immigration, military, naval, air or others -- are attached to the missions. Though responsible to their departmental heads in Ottawa, they also work under the general supervision and direction of the head of the mission.