

The division establishes Canadian participation, and co-ordinates policy, at various intergovernmental conferences or within organizations of the *francophone* countries. In particular, it handles Canada's participation in the Agency for Cultural and Technical Co-operation, of which Canada is a founding member. It co-ordinates formulation of the Canadian viewpoint at discussions of agencies of this organization, and establishes the broadest possible balanced participation by Canada in the Agency's programs and activities -- both those involving multilateral action and those taking place in Canada itself. At the private level, it performs a role of liaison and support in international associations and organizations of a private nature within the French-speaking world community, in order to ensure effective and representative Canadian participation.

Administrative Bureaux

The *administrative bureaux*, which constitute the rest of the headquarters bureaux structure, are: Communications and Information Systems; Finance and Administration; and Personnel. These support bureaux run the machinery for the widely-dispersed operations of the Department and, in consultation with the area bureaux, help to administer its resources.

The *Bureau of Communications and General Services* consists of the Central Services Division, the Library Services Division, the Records Management Division and the Telecommunications Division.

The *Central Services Division* produces the manuals, reports and circular documents needed for the efficient administration of the Department. It also edits post reports, and is responsible for the planning and subsequent operation of a data-processing unit to service all divisions of the Department.

The *Library Services Division* maintains, through the purchasing and organization of monographs, serials, documents and related information materials, a main library and one branch library at departmental headquarters. Besides making available to officers and others information relevant to the work of the Department, the Library Services Division functions as a research library for university professors and students as well as other researchers both from Canada and abroad.

The *Records Management Division* is charged with the custody and management of records at departmental headquarters and exercises functional control over records at posts. It is responsible for the data-processing of all official correspondence at the time of its receipt or production in such a way as to be able to retrieve it without delay by means of a classification and indexing system uniformly applied throughout the Department. It is also responsible for scheduling valuable records for retention and valueless ones for