

XI. Personnel

THE recruiting of personnel for the Department of External Affairs is carried out by the Civil Service Commission which qualifies candidates by competitive examination for the clerical, stenographic, administrative and diplomatic posts in the Department. Once a person has been recruited by the Commission and has been assigned to this Department, the Personnel Division assumes responsibility for his training, permanent appointment, promotion, reclassification, assignment, superannuation and separation. These responsibilities, which affect very directly each member of the staff, have been clarified and expanded during 1949.

Distribution of Personnel

The staff of the Department on December 31, 1949, was as follows:

	<i>Ottawa</i>	<i>Abroad</i>	<i>Total</i>
Officers (including Heads of Mission).....	116	123	239
Administrative Staff.....	488	255	743
Local Employees.....	—	271	271
	—	—	—
Total.....	604	649	1,253

Development in Planning and Organization

During 1949 considerable attention has been given to departmental personnel policies. Action has been taken in the following instances:

Establishment Board

The past year has marked the close of a period of rapid expansion of Canadian representation abroad. As a result of this expansion, it was recognized that the overall personnel establishment of the Department should be reviewed. Consequently, an Establishment Board, composed of senior officials of the Department, was set up in order to examine the existing establishment of each division in Ottawa and of each mission abroad and to make recommendations on the most effective and economical distribution of personnel between these units. The Establishment Board has been assisted in its work by a representative of the Civil Service Commission who has been available to