

The *Personnel Operations Division* is responsible for the recruiting, assignment, posting, secondment, transfer and separation of Canada-based personnel in the Department (except for Passport Office staff), including officers, clerks, stenographers, communicators, security guards and specialist personnel (a total of 3,062 as of January 31, 1976). The division is also responsible for the implementation of the appraisal and promotion system for all categories of personnel. In addition, it deals with the administrative arrangements relating to assignments abroad and the designations of personnel of other departments and agencies at posts. Finally, it is responsible for career development and counselling, as well as for a broad variety of general personnel matters associated with the operational aspects of the assignments of foreign service personnel.

The *Staff Relations and Compensation Division* is responsible for: the development, review and administration of policy on foreign service terms and conditions of service, as well as on travel and removal; the management and administration of pay and compensation services and policy governing accommodation abroad; leave and attendance; the retirement program and superannuation; employee participation in hospital and medical insurance plans; staff relations; the health and safety of employees abroad; personnel welfare counselling; the development and implementation of systems and procedures consequent upon statutory provisions, central agency directives and collective bargaining agreements; the administration of locally-engaged employees abroad; the making of travel and removal arrangements for departmental as well as for foreign operations personnel of the Departments of Industry, Trade and Commerce, and Manpower and Immigration; the development and administration of special voting procedures for all public servants abroad.

Posts abroad

Canada's diplomatic missions and consular offices 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 may also be assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate