

assists the legal profession and the public with the administration of private international law, particularly international civil practice and procedure pertaining to the service and authentication of documents in legal proceedings abroad and the furthering of extradition proceedings to and from Canada.

The *Bureau of Consular Services* deals with all consular matters except the issuing and control of passports and other travel documents that are the business of the Passport Office. The Director-General is responsible to the Under-Secretary of State for External Affairs for managing the consular function of the Bureau and for exercising general supervision over the Consular Policy and Research Division and the Consular Operations Division. Within the framework of these two broad areas - policy and operations -, the Bureau, besides dealing with the constant flow of enquiries from the Canadian public, has the major responsibility of giving daily guidance and instructions to Canadian posts, particularly with regard to assisting the rapidly-increasing number of Canadians travelling in all parts of the world.

The *Consular Policy and Research Division* is responsible for the drafting of consular agreements with other countries; for tendering advice on consular policies and procedures and assessing their implications for a variety of activities, including Canadian merchant shipping, immigration and citizenship matters; for completing and amending the *Manual of Consular Instructions*; for preparing and issuing circular documents of instructions to posts abroad; for conducting consular training programs; for developing consular policy research and undertaking special projects; for publication of the departmental publication *Information for Canadians Travelling Abroad*; and for maintaining liaison with other departments or organizations concerned with matters of consular policy.

The *Consular Operations Division* is responsible for providing advice and instructions to posts with respect to Canadians in difficulty abroad, including those who are ill, have sustained injury, or are in detention or temporarily destitute; for giving them, where warranted, financial aid on a recoverable basis to relieve immediate distress or to enable them to return to Canada; for facilitating arrangements in connection with the death of Canadians abroad and the settlement of estates; for authorizing the issuance of diplomatic and courtesy visas to foreign officials; for answering enquiries in matters pertaining to travel abroad; for providing consular advice to Canadians in Canada on such matters as dual nationality, adoptions, etc.; for providing assistance in obtaining birth, marriage, death, and other official documents from certain foreign countries; for contingency planning and for maintenance of a register of Canadian residents abroad.