

## **I. Organization of the Department**

### **At Ottawa**

THE staff of the Department is headed by an Under-Secretary of State for External Affairs with a Deputy Under-Secretary and three Assistant Under-Secretaries. They are assisted by officers of various ranks, formally designated as Counsellors and First, Second and Third Secretaries. By Civil Service classification these are known as Foreign Service Officers.

The work of the Department at Ottawa is carried out through thirteen Divisions organized partly on a geographical and partly on a functional basis.

There are three geographical Divisions: the Commonwealth, the European, and the American and Far Eastern. There are ten functional Divisions: United Nations, Economic, Legal, Defence Liaison, Information, Consular, Personnel, Protocol, Finance, and Establishments and Organization.

Re-organization of the administrative services of the Department was completed during the year. A Finance Division was established to provide for a closer scrutiny of expenditures. Questions arising out of superannuation, allowances, registry, communications and many other related matters became the responsibility of the new Establishments and Organization Division. Sections dealing with international conferences and supplies and properties were also set up. The Archives unit and the Library were incorporated in a new Reports and Research section.

On September 14, 1950, the Department announced the establishment of a separate Press Office to assist members of the Parliamentary Press Gallery and other journalists to secure information on Canada's external relations. This work, which had previously been the responsibility of the Information Division, now became the exclusive task of the Press Office.

### **Missions Abroad**

Canada now has diplomatic representation in thirty-three countries. There are sixteen embassies, seven legations and five High Commissioner's Offices. In addition, the Canadian representatives in Belgium, Norway and Sweden are accredited to Luxembourg, Iceland and Finland respectively, though legations are not at present maintained in the latter countries. There are also missions in Germany and Japan. A High Commissioner's Office was established in Pakistan in January 1950. Canadian posts abroad include twelve consular offices. Canada maintains a Permanent Delegation to the United Nations in New York; to the European Office of the United Nations at Geneva; and to the OEEC\* in Paris.

\*Organization for European Economic Co-operation.