



CANADA

UNCLASSIFIED

DEPARTMENT OF EXTERNAL AFFAIRS

RECORDS

CLASSIFICATION

GUIDE

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Dept. of External Affairs
Min. des Affaires extérieures
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RECORDS CLASSIFICATION GUIDE

NOTES ON AMENDMENTS

Amendment No. 5/72, November 2, 1972 (1 sheet)

Group No. 81

(Group No. 81-10 amended)

43.740.917

LIBRARY DEPT. OF EXTERNAL AFFAIRS
MINISTERE DES AFFAIRES EXTERIEURES

SUBJECT	GROUP NO.	SCOPE
LEGAL AFFAIRS AND SERVICES	81	Use for general material relating to legal affairs which cannot be classified by subject elsewhere in this Guide, such as the collection of legal opinions and interpretations, judicial assistance procedure; judicial and legal services performed abroad in connection with assistance to persons and firms; extradition procedures and cases; claims litigation between governments; claims procedures relating to protection of property (Canadian and foreign). Exclude purely administrative matters and organization of the Legal Division (1 to 10); travel expense claims and claims for loss of personal effects (4); claims for loss of departmental equipment and supplies and vehicle accident claims (9); claims for benefits and services from governments (80); territorial claims (25-3).
Policy and Plans	81-1	Include general policy, planning, coordination of work, scope of services, judicial assistance procedure, use of professional legal services by External Affairs and posts, and procedures on other general material which cannot be classified under more specific headings hereunder.
Reports and Statistics	81-2	Include general reports and statistical data too general to be classified under more specific headings hereunder; index of legal opinions and interpretations.
Judicial and Legal Services	81-3	Include policy, protests, enquiries and procedures too general to be classified under more specific headings hereunder.
Authentications and Notarial Acts	81-4	Include policy, reciprocal arrangements and procedures for administering oaths, taking of acknowledgements, etc.
Depositions and Letters Rogatory and Service of Documents	81-5	Include policy, reciprocal arrangements and procedures for taking testimony, witness' statements, proof of documents in evidence, servicing of documents for use in Courts, for civil and criminal cases only in Canada or abroad, etc.
Maintenance Orders	81-6	Include policy and procedures for reciprocal enforcement in cases of non-support, desertion and illegitimacy.

LEGAL AFFAIRS AND SERVICES 81-7

SUBJECT	GROUP NO.	SCOPE
Extradition	81-7	Include policy, reciprocal arrangements and procedures for the extradition, removal and in cases of voluntary surrender of persons.
Canadian Claims against Foreign Governments	81-8	Include general policy and procedures for registration and espousal of claims of Canadians against foreign governments for loss or damage to property or person through negligence, war, nationalization, expropriation, requisitioning, blocking, confiscation, sequestration, intervention or other taking or control or seizure of property. Subdivide by country where property located and thereafter by name of claimant if volume warrants.
Claims by Foreign Governments against Canada	81-9	Include policy and procedures for handling claims against Canadian Government by foreign governments for loss or damage to property or person through negligence, seizure or intervention (including blocking of foreign assets in Canada under Trading with the Enemy Regulations and intercustodial disputes).
Private Legal Disputes	81-10	Include policy and procedures for handling personal claims against or disputes between individuals and firms in matters pertaining to the assets, management of, and disposition of holdings (bank accounts, realty, chattels, copyrights, breach of contract, securities, insurance payments, private debts, and other accounts receivable; and litigation of such disputes.
Fraudulent Schemes	81-11	Include policy, reports and individual claims in cases of actual or alleged frauds in real estate and stock, etc.

Section 11

RECORDS CLASSIFICATION GUIDE

NOTES ON AMENDMENTS

Amendment No. 2/72, January 24, 1972 (4 sheets)

Group No. 24

SUBJECT	GROUP NO.	SCOPE
UNITED NATIONS	24	<p>Use for the organization, structure, administration, relations and sessions of the United Nations including the Security Council, ECOSOC, and also the United Nations System within the context of Group 24-15. Exclude the Specialized Agencies, the Trusteeship Council and the International Court of Justice, which are placed elsewhere in the guide under the subjects with which they deal; material on specific subjects (other than those outlined below) with which the UN and its agencies are concerned: UN peacekeeping operations (21-14). The sub-groups of Group 24 are designed to serve as the standard breakdown for the specialized agencies. For example, material on the ILO, which falls within Group 44-4-ILO may be subdivided as follows:</p> <p style="padding-left: 40px;">44-4-ILO-1 Policy and Programme 44-4-ILO-2 Constitution 44-4-ILO-3 Relations etc.</p> <p>For the Governing Body of ILO (or the Executive Boards of other agencies) employ the breakdown provided for the Security Council in this group (24-13). e.g. 44-4-ILO-13 Governing Body.</p>
Policy and Programme	24-1	<p>Include the history and future of the UN, its general purposes and aims, Secretary General's reports, general structure and functions.</p>
Charter	24-2	<p>Interpretation, review and amendments; changes in the size and composition of United Nations Councils and Organs which require charter amendments. Exclude public relations aspects (24-8).</p>
Relations	24-3	<p>With member and non-member countries, specialized agencies, other inter-governmental and non-governmental bodies.</p>
With Countries	24-3-1	<p>Country (member or non-member) attitudes towards the United Nations, country assessments, voting pattern of a country; reports on composition of permanent missions of countries. Subdivide by country.</p>
With Specialized Agencies	24-3-2	<p>Include ECOSOC role in coordinating work of Specialized Agencies.</p>

SUBJECT	GROUP NO.	SCOPE
With Inter-Governmental Organizations	24-3-3	Such as OECD. Exclude Specialized Agencies (24-3-2).
With Non-Governmental Organizations	24-3-4	Include granting of status to NGO's by ECOSOC. Subdivide by NGO if volume warrants.
Membership	24-4	Policy governing application, admission, expulsion and withdrawal of voting rights; policy on granting observer status to non-member countries. Exclude individual country applications and admission (24-3-1).
Secretariat	24-5	
Secretary-General	24-5-1	Functions, appointment of, activities, reports on and assessments of. See 24-1 for Secretary-General's reports to UNGA on work of UN and 24-3-1 for discussions with member governments.
Staff	24-5-2	Include recruiting, geographical distribution, compensation and benefits.
Finance and Administration	24-6	Include all aspects of UN financing such as contributions, budget, general administration, Working Capital Fund, UN Bonds, financing of UN peacekeeping and other operations.
Privileges and Immunities	24-7	Include policy of UN and host country affecting members of Secretariat, national delegations and permanent missions.
Public Relations	24-8	Include speeches and publications on measures and programmes to promote interest in the UN; UN Day, Flag, Emblem, Seal, Postage Stamps; Information Department. Exclude handling of UN documents (24-9).
Documents	24-9	Include distribution, control, depositary libraries, handling of UN documents in External Affairs.
Headquarters	24-10	Office accommodation at Headquarters, Geneva, regional offices; proposals for relocation of site.

SUBJECT	GROUP NO.	SCOPE
General Assembly	24-11	See 24-12 for breakdown by session.
Rules of Procedure	24-11-1	Include amendments.
Regional Groupings	24-11-2	Activities of regional groupings of countries in relation to United Nations.
General Assembly Sessions	24-12	Include material on resumed sessions in regular session files. For emergency sessions create separate files adding abbreviations (SP) after number of session, e.g. XXth (SP). Subdivide by sub-headings in this group and by Session – e.g. XIXth Session, XXth Session.
Time and Place	24-12-1	Include correspondence on convening, resumption of session.
Agenda	24-12-2	Include items to be placed on agenda; departmental, inter-departmental and country consultation prior to sessions; general material on General Debate including schedule of speeches and statements of heads of delegations; voting records of the General Assembly. Subdivide by subject (agenda, consultation, General Debate, etc.) and then by session.
Delegations	24-12-3	Include composition of delegation, selection of observers. (Normally one file for the Canadian delegation and one for all others will suffice for each session). Exclude administrative aspects (1-12); foreign assessments of Assembly proceedings (24-3-1) and Canadian assessments (24-12-9).
Commentary for Canadian Delegation	24-12-4	Include preparation and distribution.
Credentials	24-12-5	Include discussions in Credentials Committee; credentials of Canadian delegation.

SUBJECT	GROUP NO.	SCOPE
General Committee	24-12-6	Include allocation, precedence and transfer of agenda items; election of Presidents, Vice-Presidents, Chairmen of Main Committees; final report of the General Committee; size, composition and re-distribution of seats. Exclude Main Committees (24-12-7).
Main Committees	24-12-7	Include copy of Final Reports. (Note: For the UN, establish one file for each committee (First, Special, Second, etc.) for each session. For specialized agencies one file per session may suffice for all material on committees.)
Canadian Statements	24-12-8	
Reviews of Sessions	24-12-9	Include final report of Canadian Delegation and assessments of sessions ("post mortems").
Security Council	24-13	Exclude discussions on subject matter which will be found under appropriate subject headings.
Rules of Procedure	24-13-1	
	24-13-2	Spare
Delegations	24-13-3	
Membership	24-13-4	
Reports to General Assembly	24-13-5	
ECOSOC	24-14	Exclude material on specific functional commissions for which see appropriate subject. For material on the functional commissions as a group, see 24-14-2. For regional economic commissions see 35-20.
Rules of Procedure	24-14-1	

SUBJECT	GROUP NO.	SCOPE
Organization and Activities	24-14-2	
Delegations	24-14-3	
Membership	24-14-4	
Reports to General Assembly	24-14-5	
Sessions	24-14-6	Include agendas, reports, commentaries, resolutions, election of officers.
	24-14-7	Spare
	24-14-8	Spare
Review of Sessions	24-14-9	Include assessment of sessions, final reports.
U.N. System	24-15	<p>Include material on relations with the U.N. System of organizations as a whole, i.e. the U.N. proper, the Specialized Agencies, the U.N. Development Programme as well as other U.N. related bodies and international organizations of specific interest to Canada but within this context: Canada's efforts towards creating more effective machinery for international cooperation and for social and economic progress and towards projecting in the international context our national identity and our image as a bilingual country.</p> <p>Exclude Country contributions, financial or otherwise, to specific U.N. bodies and participation in specific programmes and projects of these bodies, when outside this general context, for which see appropriate subjects elsewhere in this Guide.</p> <p>Exclude also material related to Country representatives to international conferences and sessions of international organizations.</p>
Policy	24-15-1	Include general policy of the U.N. System and stated relevant objectives of the Canadian Foreign Policy.

SUBJECT

GROUP NO.

SCOPE

Reports

24-15-2

Include information of a general nature on the internal operations of the U.N. System of organizations and their involvement in international affairs within this context which would be of interest to Canada and to which the latter's contribution would be desirable. Also include contributions by countries other than Canada.

Exclude subjects of interest which would develop to the extent that would require an active contribution by Canada, for which see appropriate sub-groups below of a more specific nature.

Subdivide as required by organization or general subject matter.

Canadian Involvement

24-15-3

Include only the general aspects, degree of determination and overall contribution and participation by Canada to the U.N. System; the coordination of activities to ensure full interests of all concerned, whether governmental, public, academic or private institutions; the agenda, minutes and general reports of the interdepartmental meetings.

Exclude Canadian involvement in activities of a specific nature for which see appropriate sub-groups hereunder.

Subdivide as required by name of organization using respective symbols, or by general subject matter.

Employment of Canadians

24-15-4

Include material related to Canadian contributions in terms of human resources essential for a better understanding of Canada's policies and interests in the operations of the U.N. System of organizations; searching for suitable candidates through established contacts with Canadian institutions; stimulating and securing employment of highly qualified Canadians by identification of suitable posts within the U.N. System and by promotion of strong candidates through official sponsorship.

Subdivide by general subject and further subdivide as required; e.g. by name of candidate and by name of organization or description of post.

Subjects of Interest

24-15-5

Include material on all aspects of specific subject matter of interest to Canada; information acquired and contribution by Canada.

Subdivide by subject and further subdivide as required.

SUBJECT	GROUP NO.	SCOPE
	24-15-6	Spare
Privileges and Immunities	24-15-7	Include material pertaining to the convention on privileges and immunities as well as its implementation aspects. Subdivide as required.



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1963

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OTTAWA, 1964

DEPARTMENT OF EXTERNAL AFFAIRS
FILE CLASSIFICATION GUIDE
INTRODUCTION

The Records Classification Guide has been drawn up after a study of the 1940-series files at head office in consultation with the file users. This is a subject classification filing system: the Guide groups the diversified activities, operations and interests of the Department into related subjects and is designed, therefore, to serve regardless of changes in the organization of the Department or modifications in the functional responsibilities of departmental units. It follows that the present functions of a departmental unit may be dealt with in different sections of the Guide.

2. The primary purpose of the Guide is to provide personnel at head office and posts with a uniform system of classifying records. To this end the scope of individual subject groups is defined in the Guide, cross-references are made to related subjects and a detailed index is appended. While these features will assist in correct filing, it should be borne in mind that the Guide is an outline of file groups and not a file list.

3. In addition to the breakdown of subject groups and the index to this breakdown, the Guide contains a list of post, divisional, area and country abbreviations (or codes) employed in certain instances in the file numbers, and a list of abbreviations (of organizations, committees, military commands and other bodies) in common use in the Department.

4. The records classification comprises six major blocks:

Administration	Groups 1 - 19
Political and Defence	" 20 - 34
Economic and Social	" 35 - 54
Culture and Information	" 55 - 64
Science	" 65 - 79
Consular and Legal	" 80 - 89

Each block is divided numerically into primary groups representing the principal facets of the main subject. Each group, in turn, is broken down into sub-groups representing more detailed aspects. The groups and sub-groups shown in the Guide may or may not be represented in the filing system by actual files. However, they are always pointers to the location of the files and their scope is given in the Guide.

5. File titles are composed by using the subject headings of the groups and sub-groups. For example, the file in the Reports and Statistics sub-group of the General Administration group on policy and procedures relating to post reports (Groups No. 1-3-2) will be entitled:

General Administration - Reports and Statistics - Post Reports.

6. The post, divisional, area and country codes employed in conjunction with file numbers make it possible to avoid the proliferation of file numbers. The code may follow the primary, secondary or subsequent breaks in the file number depending on the circumstances. If, for example, it is desired to bring together all Supplies and Properties subject files on a given post, the code for the post will follow the primary number (9) of the Supplies and Properties group. Normally the position of the code is shown in the Guide. In the example (1-3-2) used above, the post report file for Brussels will be numbered:

1-3-BRU-2

and that for London

1-3-LDN-2

Files in which the codes are used are put away (i.e. filed in cabinets) first by the numbers (1-3), then Alphabetically by the code (BRU before LDN) and then numerically again. In addition to the three codes mentioned, abbreviations of well-known international organizations are also used in various groups.

7. Authority rests with the Registrar to add new groups to the Guide. Suggestions for new groups or the amendment of existing groups should be made in Ottawa by a memorandum to the Registrar and from posts by numbered letter. At headquarters, the Registrar also controls the opening of new files within the existing group numbers shown in the Guide. Abroad this responsibility rests with the post.

8. Headquarters requirements have dictated the detailed breakdown of the primary subjects in the Guide. In Ottawa specific subject headings should be used before the more general headings. The Guide, however, is intended also for use at posts where major group headings will often suffice. The growth of files should be closely watched, however, to ensure that advantage is

taken of the detailed subject breakdown. This is why the injunction "Subdivide if volume warrants" is stated repeatedly throughout the Guide.

9. The new Classification system was put into use at headquarters in 1963; corresponding files in the 1940 series were closed. Material was not transferred from the old to the new files, except in the case of name files. However, desk officers may request that duplicate copies (to be provided by the desk officers) of vital reference papers antedating the new filing system be placed on the new files.

10. Amendments to the Guide may be issued from time to time. They should be recorded on the amendment page to be found at the beginning of the Guide.

11. Every piece of correspondence prepared in the Department should bear the appropriate file number, or group number when the file number is not known. This is the responsibility of the drafting officer but Registry personnel should be consulted when doubt exists. Given the difficulty of analyzing and classifying political documents, the need for continual consultation between officers and Registry classifiers will be appreciated.

12. Copies of this Guide are issued to posts and head office units and the Guide is office, not personal, property. Responsibility for accounting for copies and keeping them up to date as amendments are issued lies with posts and head office units.

AMENDMENT RECORD SHEET

AMEND'T NO.	DATE	GROUP NUMBER	AMEND'T NO.	DATE	GROUP NUMBER
1/65	27/ 4/65	Group No. 24	6/69	25/ 4/69	Group No. 22 to 22-10-6
2/65	1/ 6/65	Groups 4-3, 4-4, 4-5, 4-6	7/69	25/ 4/69	Group No. 28-7-5 to 28-10
6/65	30/ 6/65	Group No. 39-7	8/69	25/ 4/69	Group No. 38 to 38-12
7/65	30/ 6/65	Group No. 29-21	9/69	25/ 4/69	Group No. 39 to 39-10
9/65	30/ 6/65	Group No. 24-14-9	10/69	25/ 4/69	Group No. 42 to 42-12
10/65	9/ 7/65	Group No. 20-22-4	11/69	25/ 4/69	Group No. 46 to 46-14
11/65	9/ 7/65	Group No. 55-7	15/69	25/ 4/69	Abbreviations Part I Pages 3, 5, 11 & 13
1/66	25/ 1/66	Scope 20-9	16/69	25/ 4/69	Abbreviations Part II Pages 5, 7.
2/66	25/ 1/66	Scope 35-17	17/69	25/ 4/69	Alphabetical Index Pages 29 & 37
4/66	25/ 1/66	Group No. 83-8-14	18/69	1/ 5/69	Group No. 37 to 37-22
12/68	30/ 8/68	Group No. 1	19/69	1/ 5/69	Group No. 65 to 65-11
14/68	20/ 9/68	Group No. 7	20/69	18/ 9/69	Group No. 9
19/68	16/10/68	Common Abbr.	21/69	18/ 9/69	Group No. 11
20/68	17/10/68	Group No. 2	1/70	2/ 2/70	Departmental Symbols
21/68	17/10/68	Group No. 41	2/70	2/ 2/70	Geographical Symbols
23/68	4/11/68	Group No. 21	3/70	13/ 2/70	Group No. 30 added
24/68	15/11/68	Group No. 3	4/70	13/ 2/70	Political and Defence Block Index
25/68	15/11/68	Group No. 56	5/70	19/ 3/70	Table of Contents
26/68	15/11/68	Alphabetical Index	6/70	19/ 3/70	Codes
27/68	18/11/68	Administration Block Index	7/70	20/ 3/70	Record Sheet
1/69	2/ 1/69	Group No. 26 added	8/70	23/4/70	38-4 38-10 38-12
4/69	25/ 4/69	Group 1 to 1-3	9/70	"	57-14
5/69	25/ 4/69	Group No. 3 to 3-6-3	10/70	"	56-7 56-13

NOTE: Amendments not listed
have been superseded

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Consular & Legal	Groups 80 to 89
Codes	Departmental Symbols, Geographical Symbols, Common Abbreviations
Index (Alphabetical)	

AMENDMENT RECORD SHEET

AMEND'T NO.	DATE	GROUP NUMBER	AMEND'T NO.	DATE	GROUP NUMBER
1/65	27/4/65	Group 24	3/68	15/3/68	Group No. 2
2/65	1/6/65	Groups 4-3, 4-4, 4-5 & 4-6	4/68	15/3/68	Group No. 3
3/65	30/6/65	Group 1-2-4 added	5/68	15/3/68	Group No. 7
4/65	30/6/65	Group No. 56-22	6/68	15/3/68	Group No. 41
5/65	30/6/65	Group 7 Scope	7/68	15/3/68	Group No. 56
6/65	30/6/65	Group No. 39-7	8/68	15/3/68	Divisional Code
7/65	30/6/65	Group No. 29-21 added	9/68	15/3/68	Post Code and Geographical Code
8/65	30/6/65	Group No. 35-17	10/68	15/3/68	Common Abbreviations
9/65	30/6/65	Group No. 24-14-9	11/68	15/3/68	Index
10/65	9/7/65	Group No. 20-22-4	NOTE: The distribution of 1968 Amendments No. 1 to 11 was limited. All these amendments are now being revised		
11/65	9/7/65	Scope Group No. 55-7			
12/65	9/7/65	Scope Group No. 9-9	12/68	30/8/68	Group No. 1
13/65	9/9/65	CODES - 1 to 8	13/68	19/8/68	Group No. 7
14/65	9/9/65	Common Abbreviations 1 to 10	14/68	20/9/68	Group No. 7 (replaces No. 13/68)
1/66	25/1/66	Scope 20-9	15/68	20/9/68	Record Sheet
2/66	25/1/66	Scope 35-17 amend.	16/68	23/9/68	Group No. 9
3/66	25/1/66	Amend. subj. Heading & Scope 65-10	17/68	23/9/68	Group No. 11
4/66	25/1/66	Group No. 83-8-14 added	18/68	7/10/68	Divisional Codes
5/66	25/1/66	Amend Codes: Div., Post and Geo.	19/68	16/10/68	Common Abbreviations
6/66	25/1/66	Additions to Common Abbreviations	20/68	17/10/68	Group No. 2
7/66	24/10/66	Post and Geo. Codes	21/68	17/10/68	Group No. 41
1/68	15/3/68	Record Sheet	22/68	31/10/68	Post and Geo. Codes
2/68	15/3/68	Group No. 1	23/68	4/11/68	Group No. 21

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Abbreviations	Divisional Code, Post Code, Geographical Code, Common Abbreviations
Index (Alphabetical)	

ADMINISTRATION BLOCK

<u>SUBJECT</u>	<u>GROUP NO.</u>
General Administration	1
Organization and Establishment	2
Personnel Administration	3
Travel and Removal	4
Finance Administration	5
Communication Services	6
Records Administration	7
Library Services	8
Materiel Management	9
Security	10
Property Management	11

GENERAL ADMINISTRATION 1

SUBJECT	GROUP NO.	SCOPE
GENERAL ADMINISTRATION	1	Use for material pertaining to general aspects of the administration of the Department of External Affairs. Include material on parliamentary matters and emergency planning pertaining to the department. Exclude organization and personnel establishment of head office units and posts (see Group 2).
POLICY AND COORDINATION	1-1	Include general administrative policy, coordination of work at Ottawa and abroad and liaison with Canadian Government departments and agencies. Include also lists of committees in which Department of External Affairs participates. Exclude assignment and realignment of departmental functions for which see Group 2.
SURVEYS AND STUDIES	1-2	Include material which cannot be classified elsewhere in the Administration Block. Exclude Inspection Service surveys and reports (1-8).
Committee on Administration	1-2-1	Include studies, programmes of work simplification and systems and similar management improvement activities. Also include automation. Exclude employee's suggestions (3-6-4).
Government Investigations	1-2-2	Include work of Royal Commissions and their reports.
Federal Institute of Management	1-2-3	Include papers on all aspects of Canadian Government administration.
Organization and Methods	1-2-4	Include programmes, surveys, projects and related material concerning improvement in organization and methods of work.
Manpower and Planning	1-2-5	Include studies and surveys concerning personnel resources.
Information Systems Studies	1-2-6	Include reporting schedules, workloads and other statistical data and material which cannot be classified elsewhere in the Administration Block or under more specific subjects hereunder. Exclude Inspection Service reports (1-8), and Security reports (10).
REPORTS AND STATISTICS	1-3	

April 25, 1969

Amendment No. 4/69

SUBJECT	GROUP NO.	SCOPE
REPORTS AND STATISTICS (cont'd)		
Post Record Books	1-3-1	Include policy and procedures. Subdivide by Post (e.g. 1-3-Post-1).
Post Reports and Conditions at Posts	1-3-2	Include policy and procedures. Subdivide by Post (e.g. 1-3-Post-2).
MEETINGS, CONFERENCES AND VISITS	1-4	Include agendas and minutes of meetings and conferences on the administration of the department and visits of departmental officers to posts on general aspects of administration. Exclude work of Committee on Administration (1-2-1) and of Inspection Services (1-8). Subdivide by meeting, conference or visit.
Heads of Posts	1-4-1	Include policy and arrangements for such meetings, minutes and agenda. Subdivide by meeting.
REGULATIONS AND PROCEDURES	1-5	Include material and procedures too broad in nature to be classified elsewhere in the Administration Block or under more specific subjects hereunder. Exclude regulations and procedures issued in the form of departmental publications and Directives (see 1-6).
	1-5-1	SPARE
Authorities	1-5-2	Include procedures on submissions to Treasury Board; outstanding submissions.
Channels of Communication	1-5-3	Include policy and procedures on channels of communication with posts, other departments or agencies and foreign governments.
Translation Service	1-5-4	Include policy and procedures on translation of communications; provision of interpreters.
Reproduction and Distribution	1-5-5	Include policy and procedures on reproduction and distribution of documents.
Correspondence	1-5-6	Include policy and procedures on the preparation of correspondence, terminology, style, abbreviations in use in the Department and signing authorities (excluding Financial 5-4-1), instructions on use of forms, form or guide letters (1-5-7).

SUBJECT	GROUP NO.	SCOPE
REGULATIONS AND PROCEDURES (cont'd)		
Paperwork	1-5-7	Include programmes and studies for reducing paperwork; prevention of unnecessary reports; forms design, control, improvement, standardization.
ADMINISTRATIVE PUBLICATIONS AND DIRECTIVES	1-6	Include material on the preparation, amendment, distribution control and inventory of Manuals, Handbooks, Directives, Booklets, Pamphlets and Circular Notes to Foreign Missions.
Policy and Procedures	1-6-1	Include policy and procedures on Administrative Publications and Directives not listed under more specific headings hereunder.
Administrative Manuals	1-6-2	Include preparation, amendments, distribution and inventory control.
Division Handbooks of Current Practices	1-6-3	Include preparation, amendments, distribution and inventory control.
Directives	1-6-4	Include preparation, amendments, copies and distribution of Administrative Notices and Circular Documents.
Circular Notes to Foreign Missions	1-6-5	Include policy and procedures only.
Non-External Affairs	1-6-6	Include circulars of other government departments and agencies (to be kept chronologically) which are too broad in nature to be classified elsewhere in the Administration Block.
Departmental (or Administrative) Booklets and Pamphlets	1-6-7	Include preparation of the CANADIAN REPRESENTATIVES ABROAD AND REPRESENTATIVES OF OTHER COUNTRIES IN CANADA, the EXTERNAL AFFAIRS REGISTER (Biographical notes on officers) and the QUARTERLY DIRECTORY OF OFFICERS.
GUIDANCE TO HEADS OF POST	1-7	Include policy and procedures on the issuance of policy and procedural information to Heads of Post. Exclude guidance, such as Letters of Appointment, not specifically related to the Administration Block (20-1-5).
Letters of Administrative Instructions	1-7-1	Include policy and procedures. Subdivide by post (e.g., 1-7-Post-1).

SUBJECT	GROUP NO.	SCOPE
INSPECTION SERVICE	1-8	
Policy and Procedures	1-8-1	Policy, plans, proposals for inspection of functional systems and organizational elements of department; procedures and methods for briefing and reporting; suggestions and recommendations to improve efficiency of operations; liaison with other government departments having interests at posts. Subdivide by subject. Exclude inspections, surveys, studies of departmental functions by outside agencies.
Tours	1-8-2	Include participation of other government departments in tours of posts; administrative arrangements, preparations and general reports. Subdivide by tour. Exclude other visits abroad not under the jurisdiction of the Inspection Service (1-4).
Functional Briefs and Reports	1-8-3	Pre-inspection briefs and post-inspection reports. Subdivide by function (Political, Economic, Defence, U.N., Protocol, Consular, Information, Security, Communications, Supplies and Properties, Finance, Personnel, Administrative, Disarmament, Library Records and relations with other government departments at posts).
Organizational Briefs and Reports	1-8-4	Pre-inspection briefs and post-inspection reports. Subdivide by organizational element (e.g., 1-8-Post-4).
PARLIAMENTARY MATTERS	1-9	
Liaison	1-9-1	Include material of a general nature pertaining to parliamentary matters when it cannot be classified under a more specific subject in this group. Include appointment and departure of Secretary of State for External Affairs and Parliamentary Secretaries, procedures on preparation of notes for Minister's parliamentary speeches and Handbook.
Legislative Programme	1-9-2	Include legislation and debates affecting departmental programmes and operations; Throne speech material.

SUBJECT	GROUP NO.	SCOPE
PARLIAMENTARY MATTERS (Cont'd)		
Cabinet Matters	1-9-3	Include material dealing exclusively with items for Cabinet, memoranda on Cabinet decisions, Cabinet agendas.
Committee on External Affairs	1-9-4	
	1-9-5	SPARE
Questions in Parliament	1-9-6	Questions and returns of either House affecting the Department.
EMERGENCY PLANS AND CIVIL DEFENCE	1-10	Include material on agreed contingency plans for war, disturbances and natural disasters likely to affect the physical operations of the Department in Ottawa; departmental administrative procedures under the Readiness Plan; arrangements for the protection of non-essential departmental personnel. Exclude Emergency planning as such (27-24); Emergency funds (5-6-1); and evacuation arrangements abroad (80-10).
Administration Policy and Procedures	1-10-1	For material so general in nature that it cannot be classified under more specific subjects in this group.
External Affairs Readiness Plan and Warning System	1-10-2	Include material on External Affairs Operations, War Book, relocation sites, assignment of personnel and removal arrangements for the Department.
Warden Services	1-10-3	Include papers on civil defence, warden services, Federal Fire Prevention Committee and actual implementation of plans in emergencies.
DIVISIONAL ADMINISTRATION	1-11	Use for material pertaining to the internal administration of a Head Office unit.
Internal Organization and Function	1-11-1	Include papers not related to any specific function or activity listed elsewhere. Also include duplicate material relating to divisional participation in a function or operation administered by two or more divisions for which the subject file is held by another division. Include

SUBJECT	GROUP NO.	SCOPE
DIVISIONAL ADMINISTRATION (cont'd)		
Internal Organization and Function (cont'd)	1-11-1	establishment and organization; functions and activities of the head office unit; instructions to staff; personnel matters, accommodation; supplies, equipment, furniture, etc. Subdivide by division and thereafter by subject (e.g. 1-11-Code-1-1).
Contributions	1-11-2	Include divisional contributions to the Minister's Handbook; questions in Parliament; Annual Reports; Letter of Administrative Instructions; Letters of Appointment and financial estimates, External Affairs debates and External Affairs Monthly Bulletin. Subdivide by division and thereafter by subject (e.g. 1-11-Code-2-1).
CONFERENCE ADMINISTRATIVE ARRANGEMENTS	1-12	Use for invitations received by the Department for Canada to participate in International Conferences, Meetings etc. in Canada or abroad. Include administrative services provided by the Department of External Affairs but exclude the administration work carried out by the international bodies which are classified under appropriate subject headings elsewhere in the Guide. Exclude also security arrangements (see Group No. 10). In cases of non-participation by Canada use 1-12 as the general file for all invitations. When Canada is participating, subdivide by name, Organization (indicated by common abbreviation) and/or number of the conference. In most cases one file, 1-12-ORG-CONF as described above, will suffice but in other cases, especially when Canada is the host country, further subdivisions will be required (e.g. Policy and Procedures - 1-12-ORG-CONF-1, Financial and Travel - 1-12-ORG-CONF-2).
Policy and Procedures	1-12-1	Include only general policy and procedures not pertaining to specific organizations or conferences, extent of Canadian participation, list of forthcoming conferences, coordination of effort and liaison with Canadian governmental or non-governmental agencies.

SUBJECT	GROUP NO.	SCOPE
CONFERENCE ADMINISTRATIVE ARRANGEMENTS (Cont'd)		
Financial and Travel	1-12-2	Include only general policy and procedures not pertaining to specific organizations or conferences concerning the financial and travel programme, budget and general arrangements for passports, visas, customs and medical requirements.
Accommodation and Supplies	1-12-3	Include only relevant general policy and procedures not pertaining to specific organizations or conferences. Exclude Hospitality supplies (1-12-6).
Selection of Personnel	1-12-4	Include only relevant general policy and procedures not pertaining to specific organizations or conferences.
Communications	1-12-5	Include only general policy and procedures regarding Department facilities and arrangements; postal, telegraphic and telephone not pertaining to specific organizations or conferences.
Hospitality and Entertainment	1-12-6	Include only general policy and procedures on ceremonials, entertainment and hospitality supplies not pertaining to specific organizations or conferences.

SUBJECT	GROUP NO.	SCOPE
ORGANIZATION AND ESTABLISHMENT	2	Use for material on the organization of the Department and the personnel requirements for the execution of departmental responsibilities. Exclude General Administration (see Group 1), Personnel Administration (3) and Protocol Aspects (22).
Policy and Planning	2-1	Include External Affairs Act, policy and statements on departmental responsibilities; shifts in responsibilities, assignment and realignment of functions; functional and organizational breakdown and charts; coordination and liaison with Canadian Government departments and agencies having personnel abroad; proposals on creation of new departmental units and on opening of new posts with corresponding personnel complement, functional duties and position descriptions. Exclude material on incumbents of positions (3-6). Subdivide by head office unit or post for material specific to units or posts (e.g., 2-1-DIV or 2-1-Post).
Surveys and Reports	2-2	Include reports, surveys, statistical data prepared by the department or an outside agency, on the department as a whole or on two or more head office units or posts. Exclude Inspection Service (1-8) and Royal Commission reports and surveys (1-2-2).
Personnel Establishment	2-3	Include Treasury Board Minutes authorizing personnel establishment and any amendments to the establishment of the individual head office units and posts. For Annual Reviews, subdivide by fiscal year and include material on submissions of annual personnel establishment requirements (Main and Supplementary Estimates) by the individual head office units and posts. (e.g., 2-3-Fiscal Year).
Position Classification and Pay	2-4	Include surveys, reports, statements of duties, classification of grades and salaries, designations of rank and title. Subdivide by category of position. Exclude material on incumbent of position; for appointment (see 3-6), protocol aspects (22), collective bargaining (3-6-12) and grievances (3-6-11).

SUBJECT	GROUP NO.	SCOPE
PERSONNEL ADMINISTRATION	3	Use for papers on various aspects of personnel management from recruitment to termination of service. Include locally-engaged staff abroad; departmental applications of P.S. and Foreign Service Regulations; attendance, leave, pay and allowances, health and medical care of personnel; staff activities and services. Include also staffing of head office units and posts by subdividing respectively by divisional symbols and post codes. Exclude internal administration of divisions dealing with personnel administration (see group I - II); Personnel Establishment (2); grade classifications and salaries (2); security investigations (10); Personnel Travel and Removal (4).
Policy and Coordination	3-1	Include general policy, rotational and non-rotational policy, liaison with P.S.C. and organizations on personnel matters too general to be classified under more specific headings hereunder. Exclude collective bargaining (3-6-12) and estimates of personnel requirements and establishment (2).
Reports and Statistics	3-2	Include strength returns, notices for Part B of Administrative Notices, exchange of lists of postings and promotions in other government departments. Include also statistical data, enquiries and other material too general to be classified under more specific headings hereunder. Exclude staff directories (3-14-6), diplomatic and Consular lists (22-12) and establishment reviews (2-3).
Regulations and Procedures	3-3	Include Public Service Employment Act, Public Service and Departmental circular letters and forms. Also include Public Service competitions held abroad for other Government departments. Exclude Foreign Service Regulations (3-10-3).
Recruitment	3-4	
Policy and Procedures	3-4-1	Include policy, procedures and co-ordination and liaison with P.S.C., Universities, etc.

SUBJECT	GROUP NO.	SCOPE
Recruitment (Cont'd)		
Applicants for Employment	3-4-2	Include enquiries about employment and offers of employment in Ottawa or at posts. Subdivide by qualifications of applicant (e.g. post-graduate, under-graduate, over-age, etc.)
Selection of Employees	3-4-3	Subdivide by personnel classification (e.g., FSO, AS, other officers, administrative and technical employees, seasonal, part-time and casual employees). Exclude locally-engaged staff at posts (3-9).
Training	3-5	Include policy and procedures, liaison with PSC and other agencies. Subdivide by type of training course (e.g., departmental, PSC and others) and/or by course. Exclude departmental security training (10).
Employment and Records of Service	3-6	Include material on individual employees (name files). Exclude ratings and promotions and related appeals (3.8); leave and attendance (3-12) and pay records (3-11); travel and removal papers (4), superannuation (3-13-7), security (10), health plans (3-13-4).
Entry to Service	3-6-1	Include policy and procedures; forms to be completed, medical and other examinations; government policy affecting number of new employees. Use 3-6-Name for material on individual employees.
Personal Status	3-6-2	Of employees such as marriage, divorce or other name change, dependency status, etc. Include policy and procedures only. Use 3-6-Name for material on individual employees.
Discipline	3-6-3	Include regulations and procedures governing conflict of interest, insubordination, prohibited political activity, (for authorized political activities, see 3-14-7), intoxication sale or barter of personal property abroad, local currency transactions of employees, acceptance of gifts, etc.; demotion and suspension, but exclude dismissal (3-6-8). Use 3-6-Name for material on individual employees.

SUBJECT	GROUP NO.	SCOPE
Employment and Records of Service (Cont'd)		
Awards	3-6-4	Include material on activities of Suggestion Award Committee; policy on the acceptance of any type of awards by members of the Department. Exclude material on individual employees (3-6-Name); awards to other Canadians (22-14).
Postings	3-6-5	Include policy, procedures; posting preferences, tour of duty, instructions before and after postings. Use 3-6-Name for material on individual employees.
Senior Appointments	3-6-6	Policy and procedures only. Exclude name files (3-6-Name); protocol aspects (22-9).
Loans, Secondment and Exchange	3-6-7	Policy, procedures and duplicate material on individual cases.
Termination	3-6-8	Include policy and procedures on dismissal, resignation, transfer to other Canadian Government departments and agencies, termination of service through death. Exclude separation on retirement. Use 3-6-Name for material on individual employees.
Appeals	3-6-9	Include policy, rights of employees and procedures for appealing against disciplinary action, demotion, suspension, dismissal, transfer to other Government departments or agencies. Exclude appeals against ratings, promotions, denial of statutory increases (3-8-1) and against security decisions (10). Use 3-6-Name for material on individual employees.
Retirement	3-6-10	Use 3-6-Name for material on individual employees. Exclude superannuation (3-13-7).
Grievances	3-6-11	Include policy and procedures.
Collective Bargaining	3-6-12	Include policy and procedures.
Non-EA Appointments to Posts 3-7		Include policy and procedures, liaison with department or agency concerned, status of appointees and reports on performance. Subdivide by class of appointee (Service Attache, Trade & Commerce Adviser, Appointee other than Military and Trade and Commerce). Subdivide by post, when volume warrants. Exclude protocol aspects (22-9).

SUBJECT	GROUP NO.	SCOPE
Ratings and Promotions	3-8	Place material on individual employees in closed personnel folders under 3-6-Name.
Policy and Procedures	3-8-1	Include policy and procedures on ratings, statutory increases, promotions, Rating Review Boards, Promotion Selection Boards, requests for ratings of officers other than Technical (3-8-5), appeals against denials of statutory increases, ratings and promotions; liaison with PSC; other material of a general character.
Probationary Period	3-8-2	Include general material on rating of employees during initial period of service; waiving, extension or reduction of this period; rejection of employees. Use 3-6-Name for material on individual employees.
FSO's	3-8-3	Include policy and procedures, promulgation of promotions, board meetings, examinations, tests, appeals. Use 3-6-Name for material on individual employees.
EAO's and AO's	3-8-4	Include policy and procedures, promulgation of promotions, board meetings, examinations, tests, appeals. Use 3-6-Name for material on individual employees.
Administrative and Technical Staff and Technical Officers	3-8-5	Include policy and procedures, promulgation of promotions, board meetings, examinations, tests, appeals. Use 3-6-Name for material on individual employees.
Locally-Engaged Staff Abroad	3-9	While in Ottawa material on individual locally-engaged employees will be filed by post, posts may use 3-9-Name for individual files on local employees including all material pertaining to the individual.
Policy and Procedures	3-9-1	Include policy and procedures on personnel management abroad; regulations, Treasury Board Advisory Committee and liaison with other Canadian Government departments or agencies; other policy material too general to be classified under more specific headings below.
Returns and Statistics	3-9-2	Include general reports, personnel returns and statistical data which do not pertain to more specific headings below.

SUBJECT	GROUP NO.	SCOPE
Locally-Engaged Staff Abroad (Cont'd)		
Establishment Reviews and Estimates	3-9-3	Include policy and procedures on personnel establishment reviews from individual posts. Subdivide by fiscal year (e.g. 3-9-3-Fiscal Year). Also subdivide by post (e.g. 3-9-Post-3), including material on hiring of staff and termination of employment.
Staff Questions and Compensation	3-9-4	Include policy and procedures on local staff questions and compensation such as pay, income tax, salary surveys, bonuses, transportation allowances, free accommodation. Include also policy and procedures on all social security measures such as pensions, wives' or children's allowances, health insurance, local workmen's compensation under local law to which the Canadian Government contributes. Include also Canadian Government pension plans for locally-engaged staff and precedent cases for payment of future pensions. Use subject outline for material common to all posts. Subdivide by post (e.g. 3-9-Post-4).
Foreign Service Compensation and Conditions	3-10	Use for material on determination of allowances. Exclude payment of allowances. Subdivide by post (e.g. 3-10-Post) including general material on allowances at individual posts.
Policy and Coordination	3-10-1	Include general policy, Interim Committee on Foreign Service Personnel Policy, basic and supplementary allowances, cost of living surveys, exchange rates, and other papers which cannot be classified under more specific headings below.
Reviews	3-10-2	Include general reviews of the various allowances and of all allowances at individual posts. Subdivide by review.
Regulations	3-10-3	Include enquiries from and Foreign Service regulations of other countries; Canadian Foreign Service regulations and amendments; Isolated Post regulations.
Heads of Post	3-10-4	Include policy and reviews of regulations on basic aggregate, prerequisites and dual accreditation and other allowances. Also include Heads of Post Regulations. Subdivide by post (e.g. 3-10-Post-4).

PERSONNEL ADMINISTRATION 3-10-5

SUBJECT	GROUP NO.	SCOPE
Foreign Service Allowances (Cont'd)		
Representational	3-10-5	Include policy, reviews and regulations on indirect and direct representational allowances. Subdivide by post (e.g. 3-10-Post-5).
Rental	3-10-6	Include policy, reviews and regulations. Subdivide by post (e.g. 3-10-Post-6).
Educational	3-10-7	Include policy, reviews and regulations. Exclude educational facilities abroad and surveys of costs (3-10-8). Subdivide by post (e.g. 3-10-Post-7).
Educational Facilities	3-10-8	Include surveys and reports of educational costs and facilities at posts. Subdivide by post (e.g. 3-10-Post-8).
Language	3-10-9	Include policy, reviews and regulations; tuition fees. Subdivide by post (e.g. 3-10-Post-9).
Club	3-10-10	Include policy and regulations.
Hardship Posts	3-10-11	Include post classification determined by surveys of hardship posts and related benefits such as assisted leave, post differential, tour of duty, tropical clothing allowance, etc.
Special Authorities	3-10-12	Include policy and regulations on special compensation for July 1 Reception, Royal Visits, Naval Visits, etc.; terminable and courier allowances and posting loans. Subdivide by type of compensation.
Non-EA Personnel	3-10-13	Include policy and liaison with other Canadian Government departments and agencies concerning allowances to their personnel abroad.
Pay Service	3-11	Use for papers on salaries and the payment of allowances.
Policy and Procedures	3-11-1	Include general policy, liaison with Central Pay Office, Comptroller of the Treasury, Chief Treasury Officer and Civil Service Commission.

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SUBJECT	GROUP NO.	SCOPE
Pay Service (Cont'd)		
Reports and Statistics	3-11-2	Include civil service salary scales, prevailing rates, reports to Public Accounts Committee and other material not specifically related to the following headings.
Payment of Salaries and Allowances	3-11-3	Include policy and procedures to effect payment of salaries and allowances to Ottawa staff and personnel abroad. Include designation of banks for the deposit of cheques. Subdivide by post (e.g. 3-11-Post-3).
Pay Deductions	3-11-4	Include policy and procedures on authorizations for pay deductions such as recovery of salary, over-payments, PSAC dues, income tax, unemployment insurance, R.A. dues, group health plan premiums, savings bonds, charities, etc. Exclude general material on these subjects not specifically related to pay deductions: health plan claims (3-13-4).
Attendance and Leave	3-12	
Policy and Procedures	3-12-1	Include policy, regulations, liaison with PSC, coordination and procedures in recording for pay purposes all personnel leave and attendance; hours of work, authorized holidays and duty rosters.
Reports	3-12-2	Include individual records of personnel in chronological sequence. For head office employees subdivide by fiscal year. (e.g. 3-12-2-Fiscal Year). For employees abroad subdivide by post (e.g. 3-12-Post-2).
Staff Welfare	3-13	Use for material on health and medical care of personnel and social security. Exclude hardship post benefits (3-10-11) and medical examinations on entry to service (3-6-1).
Health Facilities, Ottawa	3-13-1	Include policy, liaison with NH & W, health clinics, first aid, tuberculosis and other health surveys.
Health Facilities at Posts	3-13-2	Include policy, liaison with local hospital and medical authorities, pooling of doctors attached to various embassies and other medical arrangements.

SUBJECT	GROUP NO.	SCOPE
Staff Welfare (Cont'd)		
Foreign Service Medical Arrangements	3-13-3	Include policy, procedures and medical arrangements prior to and after postings, procurement of medical supplies and vaccines for personnel abroad; medical case histories.
Health Insurance	3-13-4	Subdivide by Plan. Include policy, coordination and liaison with health insurance offices, procedures for publicizing and implementing plans. Exclude pay deductions for payment of premiums (3-11-4). Establish name files for all material pertaining to the individual employee. (e.g. 3-13-4-Name).
Accidents on Duty	3-13-5	Include policy, regulations, liaison with Workmen's Compensation Board, procedures. Establish name files for papers on individual employees.
Social Security	3-13-6	Subdivide by type including policy, regulations and procedures. Exclude pay deductions (3-11-4).
Superannuation	3-13-7	Include policy, laws, regulations and procedures on superannuation and Supplementary Death Benefits; transfer of pension rights to and from the public service. Exclude retirement lists (3-6-10). Establish name files for contributors.
Staff Activities and Services	3-14	Use for papers on organizations in which EA staff participate; staff activities on individual or group basis; services by which benefits are derived by staff.
Campaigns, Drives	3-14-1	Subdivide by name of organization; EA Contributions Fund, Community Chest, Red Cross and other charities, Safe Driving Week, Fire Prevention Week, Blood Donor Service drives, etc. Exclude pay deductions (3-11-4).
Staff Associations	3-14-2	Subdivide by name of organization; Civil Service Association of Canada, Civil Service Federation, Professional Institute of the Public Service and their general activities.

SUBJECT	GROUP NO.	SCOPE
Staff Activities and Services (Cont'd)		
Savings and Loans	3-14-3	Subdivide by name of organization: Canada Savings Bonds, Civil Service Mutual Benefit Society, Civil Service Cooperative Credit Society, Tradex Investment Fund, etc.
Recreation	3-14-4	Subdivide by name of organization. Include social activities, clubs, hobbies.
Staff Publications	3-14-5	Subdivide by name of publication. Include "Externally Yours".
Directory Service	3-14-6	Subdivide by name of directory; Staff Directory, Quarterly Directory, Government Telephone Directory, Bell Telephone Directory and City Directory.
Personal Services	3-14-7	Subdivide by type of service. Include assistance to staff in obtaining parking permits for personal cars, personal supplies of any kind; in locating housing accommodation, in providing assistance in preparing tax forms, information on voting rights, authorized political activities (for unauthorized political activities, see 3-6-3) and other general services not outlined elsewhere.

SUBJECT	GROUP NO.	SCOPE
TRAVEL AND REMOVAL	4	Use of papers on travel arrangements of departmental personnel and other government officials and dependants on official business, transportation of household and personal effects. Exclude travel and removal arrangements for Canadian delegates to International Conferences and meetings of international bodies (1-12).
Policy and Procedures	4-1	Include general policy; regulations and procedures too general to be classified under the more specific subjects below; coordination and liaison with other Canadian government departments.
Reports and Statistics	4-2	Include travel schedules, itineraries, rates, fares, insurance; general liaison with air, rail, truck and ship transportation agencies; other material too general to be classified under the more specific headings below.
Travel Arrangements and Expenses - External Affairs Personnel	4-3	Include requests for travel authorization, reservations, priorities, means of transportation, passports, visas and immigration arrangements; procedures on preparation and submission of travel claims; policy on use of local transportation such as taxis and use of private vehicles; and other general material not pertaining to specific cases. Exclude travel arrangements for non-External Affairs personnel (4-6). Establish name files for individual employees.
Removal of Personal Effects - External Affairs Personnel	4-4	Include policy and procedures on packing, shipping, customs clearance, storage and insurance of unaccompanied household and personal effects, including personal purchases; personal inventories and claims for loss of personal effects. Exclude general average claims for loss of supplies (9-4) and removal of personal effects of non-External Affairs personnel (4-5). Establish name files for individual employees.
Removal of Personal Effects - Non-External Affairs Personnel	4-5	Include all aspects of the removal of personal effects for non-External Affairs personnel. Exclude Canadian representatives to international conferences and to international bodies (1-12). Subdivide by name.
Travel Arrangements and Expenses - Non-External Affairs Personnel	4-6	Include policy, procedures and liaison with other Government departments and agencies; travel arrangements and travel claims. Exclude Canadian representatives to international conferences and to international bodies (1-12). Subdivide by department or agency for government employees and by name for others.

SUBJECT	GROUP NO.	SCOPE
FINANCE ADMINISTRATION	5	Use for papers relating to departmental financial plans and estimates based on Government policy; departmental applications of basic financial regulations, accounting procedures, government directives, audit systems in accounting for appropriated funds and funds for special programmes; actual accounts and expenses and related statements and reports. Exclude administration of Finance Division (1-11), and travel and removal expense claims (4).
Policy, Planning and Estimates	5-1	Include departmental policy and planning on financial management. Also include Government spending policies reflecting on the preparation of departmental estimates; instructions on submission of estimates. For annual estimates, subdivide by fiscal year (e.g. 5-1-Fiscal Year) and include actual preparation of estimates by head office units and posts; reviews of unit and post estimates; co-ordination and submission to Parliament of estimates; Appropriation Act, type of funds available and adjustment of allotments; supplementary and revised estimates based on changes, if any, after approval.
Surveys and Statistics	5-2	Include surveys of operations to effect economy, general studies and reports on financial management; information for the Public Accounts Committee and other material such as audit inspections and reports too general for more specific headings hereunder. Exclude financial statements and reports (5-5).
Laws and Regulations	5-3	Include Financial Administration Act, Basic Financial Regulations; Comptroller of the Treasury, Treasury Board and departmental circulars and directives; accounting procedures, code books and other procedural handbooks; audit systems.
Safeguarding of Funds	5-4	
Personnel Designation	5-4-1	Include designation and bonding (Government Officers Guarantee Fund) of personnel handling funds; loss or theft of official funds; signing authorities.

SUBJECT	GROUP NO.	SCOPE
Safeguarding of Funds (<i>Cont'd</i>)		
Physical Protection	5-4-2	Include requirements and standards for physical protection of funds and negotiable instruments; local depositories and banking facilities. Exclude construction and installation aspects of physical protection (9-5).
Accounting for Funds	5-5	Exclude Special Funds Accounting (5-6). Include general material on financial management affecting the accounting for funds at posts. Use subject outline for material applying to all posts. Include also correspondence on financial statements (sent to and held by Treasury Office) of a general nature. Include observations by audit and accounting staff.
At Posts	5-5-1	Subdivide by post for all material pertaining to individual posts (e.g. 5-5-Post-1).
Administrative Votes Accounting	5-5-2	Include accounting for expenses of departmental operations and activities such as communications services, information activities, etc.
Special Accounts	5-6	
Emergency Funds	5-6-1	Include departmental policy and responsibility in providing and accounting for funds for emergency evacuation arrangements at posts, such as letters of credit and Air Q-cards. Exclude Emergency Planning as such (1-10). Subdivide by post if volume warrants (e.g. 5-6-Post-1).
Canadian Contributions to International Bodies	5-6-2	Subdivide by name of organization if volume warrants.
Relief Funds	5-6-3	Include handling of funds in connection with disasters (for actual disasters see 38-11). Exclude relief for distressed Canadians (see 5-2 for surveys of expenditures and 80-12 for cases).
British Foreign Office	5-6-4	Include debit and credit notes.

SUBJECT	GROUP NO.	SCOPE
COMMUNICATION SERVICES	6	Use for papers on the communications facilities operated or employed by the department. Exclude administration of the Communications Division (see 1-11); aspects of communications classified under General Administration (1); general telecommunications matters (41) and postal affairs (40).
Policy and Procedures	6-1	Include departmental programme, plans, coordination and liaison with other agencies; regulations and procedures that cannot be classified under more specific subjects below.
Reports and Statistics	6-2	Include departmental surveys, studies, reports, returns and statistical data too general to be classified under more specific groups below.
Mail Facilities and Services	6-3	
Policy and Procedures	6-3-1	Include general instructions, schedules and procedures for handling personal mail and mail for or from other Canadian Government departments.
Courier	6-3-2	Include policy, instructions, use of special couriers, travel arrangements and itineraries.
Diplomatic Bag	6-3-3	Include policy, instructions, use of diplomatic bag and procedures. Subdivide by post (e.g. 6-3-Post-3).
Messenger	6-3-4	Include policy and procedures; scheduling of messenger runs; message centres; automated delivery in lieu of messenger service.
Postal	6-3-5	Include policy, general liaison, Post Office enquiries and investigations, postal information and rates, franking privilege, use of postage metering machine and stamps and other related procedures.
Military Transport	6-3-6	Include policy and procedures; general liaison with DND on the use of their transport facilities.
Commercial Transport	6-3-7	Include policy and procedures; general liaison with firms on the use of transport facilities.
Telegraphic Facilities and Services	6-4	Include telegraphic communications for or from other Canadian government departments. Exclude telephone. Subdivide by post if volume warrants.
Policy and Procedures	6-4-1	Include policy and procedures; type of facilities and services employed; information on rates.

SUBJECT	GROUP NO.	SCOPE
Telegraphic Facilities and Services (Cont'd)		
Returns and Statistics	6-4-2	Include traffic returns, studies and reports too general to be classified elsewhere in this group.
Teletype and Telex	6-4-3	Include policy; instructions and liaison with governmental or commercial facilities; equipment and maintenance instructions.
Cryptographic Facilities	6-5	
Policy and Procedures	6-5-1	Include policy, clearances and instructions on cryptographic systems; use of material and related procedures.
Material Maintenance and Disposition	6-5-2	Include inventories, requisitions, distribution, receipt, transfer and destruction of cryptographic material. Subdivide by post if volume warrants. (e.g. 6-5-Post-2).
Equipment	6-5-3	Include requisitions, shipment, maintenance instructions, training, repairs and destruction in case of emergency. Subdivide by post if volume warrants (e.g. 6-5-Post-3).
Telephones	6-6	Include switchboards.
Policy and Procedures	6-6-1	Include policy, coordination, liaison, laws and regulations; rates, long distance calls, use of private lines; statistical data required for the acquisition of telephones.
Installation and Relocation - Ottawa	6-6-2	Include switchboards.
Installation - Posts	6-6-3	Include switchboards. Subdivide by post if volume warrants. (e.g. 6-6-Post-3).

SUBJECT	GROUP NO.	SCOPE
<u>RECORDS ADMINISTRATION</u>	7	Use for material on the administration of current and dormant records at head office and posts. Include access to and publication of records for historical purposes. Exclude administration of divisions engaged in records administration (see 1-11), production of official documents in legal proceedings (81-1) and production of documents for orders for return (1-9-6).
POLICY AND PROCEDURES	7-1	Include general policies, procedures and coordination; meetings, terms of reference and recommendations of the Public Advisory Council and references to essential records.
SURVEYS AND STATISTICS	7-2	Include material on records administration generally such as surveys of records methods and studies of records systems.
CURRENT RECORDS	7-3	Include all aspects of the management of current records. Subdivide by post.
Policy and Procedures	7-3-1	Include filing systems; numbering of letters and despatches, telegrams and other communications; records classification guide; indexing and divisional prefix symbols; mail opening and distribution; handling of NATO documents and top secret records; control and movement of files; forms control; retrieval of information; and security classification and downgrading. Exclude policy on loan of files to other departments or agencies (7-1).
Reports and Statistics	7-3-2	Include statistical data and file lists; reports of inspection of records and inventory of RECORDS CLASSIFICATION GUIDE.
NON-CURRENT RECORDS	7-4	Include all aspects of disposition of records removed from current records units. Subdivide by post.
Policy and Procedures	7-4-1	Include Archives Committee; material on the disposition of various records; submissions to Treasury Board and Public Records Advisory Council on the scheduling of records for disposition.

SUBJECT	GROUP NO.	SCOPE
NON-CURRENT RECORDS (cont'd)		
Reports and Statistics	7-4-2	Include inventories of records held by Dormant Section, Records Management Division and PARC. Subdivide by year.
Non-External Affairs Records	7-4-3	Include Governor-General's and other records in departmental custody.
Personal Collections	7-4-4	Include policy on formation of private collections of official papers by members of the department. Subdivide by name of individual.
Destruction	7-4-5	Include lists of destroyed files. Exclude methods of destruction (10).
Preservation	7-4-6	Include microfilming and protection against fire and war files of continuing interest.
HISTORICAL RECORDS		
	7-5	Include research on and publication of historical official records.
Policy and Procedures	7-5-1	Include liaison with other departments, agencies and non-governmental associations; policy on access to and publication of departmental records and those of other governments.
Research and Studies	7-5-2	Include material on historical studies prepared officially by the Department on its activities as well as research undertaken by persons outside the Department and extramurally by members of the Department; clearance for publication of manuscripts by members of the Department, even though access to records is not involved.
Policy Documents	7-5-3	Include material concerning collections of foreign policy papers; conferences, (briefings, commentaries and reports); and other aspects of the work of the Department.
Documents on External Relations	7-5-4	State Papers. Include clearance of documents with other governments, editorial policy.

SUBJECT	GROUP NO.	SCOPE
LIBRARY SERVICES	8	Use for material on the maintenance of libraries and reading rooms at headquarters and posts; procurement of library publications and their distribution; subscriptions to periodicals and newspapers. Exclude: publications for information activities (see Group 56) and book presentations (55-14); divisional administration of unit (1-11).
Policy and Procedures	8-1	Include policy and procedures on procurement, maintenance, microfilming, distribution and disposition of library publications; subscriptions to periodicals and newspapers; coordination (Library Committee) and liaison with other libraries. Queen's Printer and publishers; other material of a general nature not pertaining to organizational elements.
Reports and Statistics	8-2	Include accession lists, surveys and reports of a general nature not pertaining to organizational elements; statistical material on specific publications.
Headquarters	8-3	Include requests, selection and distribution of publications to head office libraries; general material and services pertaining to Headquarters only. Subdivide by library and thereafter by type of service.
Posts	8-4	Include requests for selection and shipment of publications to posts; general material pertaining to library services at individual posts. Subdivide by post, and thereafter by library at post such as residence, Trade Commissioner, etc.

SUBJECT	GROUP NO.	SCOPE
MATERIAL MANAGEMENT	9	Use for material on the procurement, maintenance, shipment, storage and disposal of household and office equipment, supplies, furniture and furnishings and government-owned vehicles. Exclude: removal and storage of personal effects and personal purchases (see Group 4-4); physical security of equipment (10); divisional administration (1-11).
Policy and Procedures	9-1	Include material on general policy, coordination and liaison, plans, laws, regulations and procedures which cannot be classified under one of the more specific subjects hereunder.
Distribution Account	9-2	
Policy and Procedures	9-2-1	Include (i) general directives on method of operating distribution account (ii) general directives on adjustment of deficiencies discovered during audit of distribution account. Exclude (i) directives concerning distribution accounts operations of specific responsibility centres (departmental unit or post) (ii) accounts of immoveable assets and land holdings (11) (iii) general average claims for value of materiel lost in transit (9-4) (iv) directives concerning departmental responsibility for removal of personal effects (4-4 and 4-5).
Headquarters	9-2-2	Subdivide by Responsibility Centre.
Posts	9-2-3	Subdivide by individual post (responsibility centre). If volume warrants further subdivide by type of accommodation. Include all correspondence specifically directed to the particular post (responsibility centre) concerning the operation of the distribution account at that post (responsibility centre). Exclude general directives and correspondence to all posts (responsibility centre) which should be assigned to 9-2-1.
Shipping	9-3	Include policy and procedures on routes, rates, customs, shipping documents, packing lists, storage, statistics and stock controls, and other related material of a general nature which cannot be classified under one of the more specific subjects hereunder. Exclude removal and storage of personal effects (4-4). Subdivide by post (e.g. 9-3-POST).
General Average Claims	9-4	Include lost or damaged shipments. Subdivide by name of vessel.

SUBJECT	GROUP NO.	SCOPE
General Average Claims (Cont'd)		
	9-5	SPARE
Furnishings	9-6	Include material on interior decoration, design, Emblems, flags, curtains, drapes, office and household furniture, floor coverings. Exclude electrical equipment (9-8) and pictures (9-7).
Policy and Procedures	9-6-1	Include general policy and procedures on procurement, distribution, maintenance and repairs; coordination and liaison; surveys, visits abroad of External Affairs personnel and interior decorators and related reports. Include also other material which does not pertain to specific buildings at head office and at posts.
Headquarters	9-6-2	Include requests from and distribution at head office. Subdivide by property or head office unit.
Posts	9-6-3	Include requests from and shipments to posts. Subdivide by individual post (e.g. 9-6-3-POST), then by location (chancery, official residence or staff accommodation).
Pictures and Works of Art	9-7	Use for material on paintings, photos of Royal Family, sculpture etc. Exclude articles used for information activities. Exclude also art work as part of new headquarters (11-6-2).
Policy and Procedures	9-7-1	Include policy, procurement procedures, distribution, coordination, liaison and reports and other general material which does not pertain to specific posts.
Headquarters	9-7-2	Include requests.
Posts	9-7-3	Include requests from and shipment to posts. Subdivide first by individual post (e.g. 9-7-3-POST), then by location (chancery, official residence or staff accommodation).
Electrical Equipment	9-8	Include material on refrigerators, radios, dish and clothes washers, dryers, stoves, appliances, air-conditioners and generating plants (except built-in). Exclude business machines; e.g. electric typewriters and computers (9-10), Telecommunications equipment (6) and security equipment (10).

SUBJECT	GROUP NO.	SCOPE
Policy and Procedures	9-8-1	Include policy and procedures for procurement, distribution, maintenance, repair and disposal. Include also coordination and liaison matters, reports and other general material not pertaining to organizational units.
Headquarters	9-8-2	Include requests.
Posts	9-8-3	Include requests from and shipment to posts. Subdivide first by individual post (e.g. 9-8-3-POST) then by location (chancery, official residence or staff accommodation).
Printing, Stationery and Office Supplies	9-9	Use for material on stationery, office supplies (excluding furniture), hospitality supplies, information material and publications including calling cards and forms.
Policy and Procedures	9-9-1	Include policy and procedures on procurement and distribution; coordination and liaison matters and other general material not pertaining to specific organizational elements. Exclude furniture, furnishings, business machines and equipment.
Headquarters	9-9-2	Include requests from and distribution to head office units.
Posts	9-9-3	Include requests from and shipments to posts. Subdivide by post (e.g. 9-9-3-POST).
Business Machines and Equipment	9-10	Use for material on office machines such as electric typewriters, dictaphones, photocopiers etc. Exclude Telecommunications equipment (6) and security equipment (10).
Policy and Procedures	9-10-1	Include policy and procedures for procurement, distribution, maintenance, repairs, disposal coordination and liaison. Subdivide by type of equipment if volume warrants.
Headquarters	9-10-2	Include requests from and distribution to head office units. Subdivide by head office unit if volume warrants.
Posts	9-10-3	Include requests from and shipments to posts. Subdivide by post (e.g. 9-10-3-POST).
Vehicles - Official	9-11	Use for material on acquisition, assignment, use, maintenance, repairs and disposal of government-owned vehicles.

MATERIEL MANAGEMENT 9

SUBJECT	GROUP NO.	SCOPE
Vehicles – Official (Cont'd)		
Policy and Procedures	9-11-1	Include policy and procedures on purchase, assignment, maintenance, repairs, use and sale of official vehicles. Include also Insurance policies, procedures on accident reports and other material not specific to an organizational element.
Headquarters	9-11-2	Include requests from and assignments to head office units, reports on maintenance, repairs and accidents.
Posts	9-11-3	Include requests from and assignments to individual posts and reports on maintenance, repairs and accidents. Subdivide by post (e.g. 9-11-3-POST).
Clothing		
	9-12	Use for material on uniforms and other clothing for chauffeurs and locally-engaged staff abroad. Exclude tropical clothing allowance (3-10-11).
Policy and Procedures	9-12-1	Include policy and procedures on procurement and distribution. Include also material not specifically related to organizational elements.
Headquarters	9-12-2	Include requests for special clothing or uniforms at head office.
Posts	9-12-3	Include requests from and shipment to individual posts.

SUBJECT	GROUP NO.	SCOPE
SECURITY	10	Include all aspects of the administration of security regulations including the handling of documents and information, and personnel, physical and technical security. Exclude material on the administration of the security section (1-11); intelligence aspects (29).
Policy and Co-ordination	10-1	Include general policy, planning coordination, reporting requirements, security panel, sub-panel and other bodies dealing broadly with security; co-operation with other governments, international organizations and other material too general to be classified under more specific headings hereunder. Exclude committees concerned with specific aspects of security.
Reports and Information	10-2	Include summaries of activities, inquiries, general reports and statistical data too general to be classified under more specific headings hereunder; information on security threat to Post or Department, intelligence activities of agencies and local employees, personnel problems, etc. Exclude code name material and personnel security investigations (10-19). Subdivide by type of report or information and thereafter by organizational element.
Treaties and Agreements	10-3	Include general material which cannot be placed under more specific headings.
	10-4	(Spare)
Legislation and Regulations	10-5	Include departmental security manual and material too general in content to be classified under more specific headings hereunder. Subdivide by country.
Visits	10-6	Include general matters concerning visits of security officials visiting Canada and Canadian officials on trips abroad. Subdivide by name or country if volume warrants. Exclude inspections (10-14).
Arrangements	10-7	Include general arrangements at posts, buildings in Ottawa and within divisions; general material which cannot be placed on a more specific subject listed elsewhere in this outline. Subdivide by post, building and division.
Conferences and Delegations	10-8	Include responsibility for security arrangements at international conferences and for delegations to such conferences. Exclude security officers conference (10-16) and conferences on general security matters (10-1).
Assistance to Foreign Missions	10-9	In Canada and abroad.

SUBJECT	GROUP NO.	SCOPE
Passport	10-10	Include precautions and investigations. Exclude duties and responsibilities of passport security officers (10-17), intelligence aspects (29-11).
Communication Services	10-11	Include security aspects only of diplomatic courier service, confidential messenger service and cypher facilities, telephones, use of officers as couriers, etc.; action to improve or supervise operations from security point of view; bagging and sealing of material, and other operations related to communications.
Documents and Information	10-12	Include systems and procedures for the handling and control of information and documents such as access to and use or release of, accounting of documents and their classification and declassification, designation, upgrading and downgrading, etc. Exclude loan of files to other government departments (7-3).
Violations	10-13	Include regulations and procedures and statistical reports. Subdivide by type of violation.
Inspections	10-14	By departmental personnel. Include programmes and arrangements (itineraries, briefs, etc.) Exclude all reports (10-2), Inspection Service reports and briefs (10-2), individual visits or reports on visits which are to be classified under 10-6 if general, or subject headings if specific. Subdivide by inspection body.
	10-15	(Spare)
Education and Training	10-16	On all aspects of security. Include policy, information and intelligence, Post Security Officers Conferences, use of visual aids, lectures, etc., and arrangements for the training of personnel on induction, preposting, technical maintenance, as security guards; education and training of wives. Subdivide by type of training.
Responsibilities of Staff	10-17	Include security precautions during riots and demonstrations; designations, duties, functions, list, etc., of security officers and guards, commissionaires, locally-engaged nightwatchman; responsibilities of Heads of Post and of Division and of other departmental staff. Exclude Guard protection (10-18). Subdivide by responsible body or organizational element.
Guard Protection	10-18	Include limitations, restrictions on use of different types of guard protection; use of foreign agencies, etc., for protection. Exclude security guard responsibilities and functions (10-17).

SUBJECT	GROUP NO.	SCOPE
Personnel	10-19	Subdivide material on individuals by name in the following manner: for departmental personnel 10-19-EA, for locally-engaged staff abroad 10-19-L and for non EA personnel 10-19-M; for investigations of persons subdivide by code name. Include information, intelligence, policy and operations related to character questions, appeals, oaths, and declarations; espionage cases, clearances, vetting procedures of countries and quarterly reports to Security Panel; reports on persons' activities by post; investigative procedures including thefts. Subdivide by subject. Exclude intelligence aspects (29).
Debriefing	10-20	Include information and intelligence, policy and operations. Subdivide by post if necessary.
Physical	10-21	Include information, intelligence, policy and operations on construction, layout, design of buildings and fixed installations, briefs for architects, EA building programmes, control of access to Government buildings such as passcards, after hours entry and departure, key control, paper disposal, combination settings and fire protection. Subdivide by subject and if volume warrants by post or division. Exclude violations (10-13), equipment (10-23), and technical security (10-22), overall security arrangements by organizational element (10-7).
Technical	10-22	Include information and intelligence, policy and operations, on technical security, counter intrusion, programmes, responsibilities, coordination and co-operation with outside agencies. Subdivide by subject and if volume warrants by organizational element. Exclude equipment (10-23), physical security (10-21), violations (10-13) and overall security arrangements (10-7).
Equipment	10-23	Include information and intelligence, policy and operations on the procurement, reproduction, installation and distribution of security equipment such as containers, safe storage, incinerators and shredders, keys and locks; devices against counter intrusion; guard tools, training aids, seals and other measures for the safe transmission and reproduction of material. Subdivide by type of equipment.
NATO	10-24	Include meetings and decisions of the NATO Security Committee and regulations for handling NATO documents such as opening of registries, indoctrination of personnel, access and use of, release of information, accounting and control, classification and designation of documents; inspections by NATO security authorities.

SUBJECT	GROUP NO.	SCOPE
PROPERTY MANAGEMENT	11	Use for the acquisition, leasing, construction, alteration, use, maintenance, up-keep of grounds and janitorial services. Use also for the disposal of government-owned or government-leased property. Exclude physical security (10) and divisional administration (1-11).
Policy	11-1	Include material on general policy and programmes, long-range or 5-year forecast, co-ordination and liaison with government departments and firms soliciting business. Plans and procedures which cannot be classified under one of the more specific subjects hereunder.
Reports and Statistics	11-2	Include general summaries of activities, reports and statistical data not pertaining to a specific post or property. Also include inquiries of a general nature, reporting on insurance, fire loss prevention and real property holdings.
Agreements	11-3	Include general material, concerning agreements with various countries or agencies, which does not pertain to a specific property or subject hereunder.
Organizations and Conferences	11-4	Include material related to organizations and conferences on property management as a whole. Subdivided by name of organization or conference.
Legislation and Regulations	11-5	Canadian Government legislations and regulations governing property management, e.g. Cdn Specification Board. Cdn contract regulations, and general material not specific to a property. Also include "Manuals of Regulations" with its mailing list, distribution control and comments on manual.
Headquarters	11-6	Include space allocation and moves in Ottawa. Subdivided by property or departmental units.
Policy and Procedures	11-6-1	Include material on general policy which cannot be classified under one of the more specific subjects hereunder.
New Building	11-6-2	Subdivide space allocation by organizational or functional element.
Current Building	11-6-3	Subdivide by building.
Post Planning	11-7	Include material on planning, establishment, projects of acquisition of buildings and land. Cost data for leasing, construction and alteration. Studies of general conditions and space requirement, co-ordination, liaison and procedures for planning which cannot be classified under one of the more

-PROPERTY MANAGEMENT 11

SUBJECT	GROUP NO.	SCOPE
Post Planning (Cont'd)	11-7	specific subjects listed hereunder, Exclude space studies and space requirements for Architect's briefs. Subdivide by post and by location using the code letter listed below.
Chancery	11-7-post-C	Code C for Chancery.
Official Residence	11-7-post-R	Code R for Official Residence.
Staff Accommodation	11-7-post-S	Code S for Staff Accommodation and further subvide by project number for individual identification of Staff Accommodation, i.e: 11-7-post-S- 2601.
Special Project	11-7-post-X	Code X for Special Projects. Include material for compounds-chancery, annexes, cultural centers, etc.
Policy	11-7-1	General Policy only.
	11-8	Spare
Post Capital Projects	11-9	Include all material specific to a property and concerned with an actual project of alteration or construction from the planning phase until final occupancy of premises. Subdivide by post and by location using code letter as described in group 11-7 and further subdivide by each successive phase of project if necessary as listed hereunder.
Planning Phase	11-9-post-location-1	Material for planning of project, post briefs, land search, architect's lists and selection, options, E.A. site visit, space schedule for architect's brief, land selection, T.B. submission for land or building purchase, buying of land. Exclude preliminary space studey.
Preliminary design Phase	11-9-post-location-2	Include material on preliminary design, architect's site visit, concepts, schematics, first Arch cost estimates, TBAC-Arch sub-committees approval, decision to carry out working drawings.
Working drawings Phase	11-9-post-location-3	Include material on working drawings. 30,60,90 and 100% drawings and specifications. Liaison with D.P.W. Approval, progressive cost estimates, contract, documents, translation, selection of job supervisor, contractor lists, final estimate, tender call and award of tender. Subdivide as requested by topic, e.g: 11-9-post-location-3-Job supervisor.
Construction Phase	11-9-post-location-4	Include material on construction progress, payments, design changes, diplomatic free material, time estimates until occupancy. Subdivide as requested by topic, i.e: 11-9-post-location-4-elect/mech.

SUBJECT	GROUP NO.	SCOPE
Policy	11-9-1	Include policy material which is not specific to a post or a property such as co-ordination and liaison and procedures on purchase or construction. Subdivide as follows if necessary.
Acquisition	11-9-1-1	
TBAC-AA	11-9-1-2	Treasury Board Advisory Committee on Accommodation Abroad.
Arch Sub-Cttee	11-9-1-3	Architectural sub-committee of TBAC-AA
Staff Acc Policy	11-9-1-4	
Staff Acc for Non E.A.	11-9-1-5	
Architectural Plans	11-9-1-6	
	11-10	Spare
Post Leasing	11-11	Include material on the leasing of properties abroad by the department including details of leasing, fitting-up cost, renewals, options and rental payments. Subdivide by post and by location using code letter as described in group 11-7.
Policy	11-11-1	Use for material on leasing policy and procedures not specific to one location or building.
Post Maintenance and Operations	11-12	Include material on all aspects of Maintenance and Operations. Maintenance contract negotiations, Maintenance and Operations requests and Approvals Standards for post, etc. Subdivide by post and by location using code letter as described in group 11-7.
Policy	11-12-1	Include material on all aspects of maintenance and operations not specific to one post or one building.
	11-13	Spare
Post Disposal	11-14	Include material on the disposal of properties, lands and buildings abroad. Subdivide by post and location using code letter as described in group 11-7.
Policy	11-14-1	Include material on the Policy and Procedures for the general disposal of properties at post not specific to one location.

POLITICAL AND DEFENCE BLOCK

SUBJECT	DATE IN FORCE	GROUP NO.
Political Affairs	Sept. 1/63	20
Military Actions	Sept. 1/63	21
Diplomatic Representation	July 15/63	22
Commonwealth	Sept. 1/63	23
United Nations	July 15/63	24
Boundaries	Sept. 1/63	25
Francophonie	Jan. 2/69	26
Defence	Sept. 1/63	27
Disarmament	July 15/63	28
Intelligence	Sept. 1/63	29
International Involvement of Canadian Provinces	Feb. 13/70	30
SPARE		31-34

SUBJECT	GROUP NO.	SCOPE
POLITICAL AFFAIRS	20	Use for material on general questions of international political significance, multilateral relations amongst countries including regional alignments, the domestic political situation of countries and their foreign relations.
Policy and Background	20-1	Include general material relating to <i>trends</i> in global, international or national affairs such as general papers on foreign and national policy and political strategy, briefing notes prepared on international or national affairs in general, or other material of general political significance. Exclude annual reviews (20-2-1); recognition and severance of relations (20-14); territorial questions (25); trade and tariffs (37); defence arrangements (27); state visits to Canada and other visits involving detailed planning (20-9); relations on a formal multi-lateral basis (20-4). <i>Note:</i> This group is intended for trend material and every effort should be made to classify material on <i>detailed</i> aspects of political affairs under the appropriate subject headings elsewhere in this Guide. <i>Duplicates</i> of material filed elsewhere, however, may be placed on 20-1 files if they serve to identify or explain trends.
Global Trends	20-1-1	Include assessments of general trends in international affairs, tours d'horizon, forecasts of developments in the relations between areas and studies of the growth of interdependence in the international community. Exclude material confined to the foreign policy of any individual country for which see 20-1-2 or 20-1-3.
Canadian External Policy and Relations	20-1-2	Include general material relating to Canadian external policy and political relations between Canada and individual states or areas; external affairs debates; general assessments of Canada's external policy; notes and speeches on those subjects. For Canada's relations with a specific country or area, subdivide by country (e.g. 20-1-2-AUSTL).
Foreign Policy Trends	20-1-3	Include foreign policy debates. For smaller countries one general file will suffice and the country abbreviation will be added to the number (e.g. 20-AUSTL-1-3). When, however, relations with a specific country or area create a growing amount of paper, a separate file should be opened and the codes for both countries added in alphabetical order (e.g. 20-AUSTL-1-3-USA) or (for relations with the area) the code for the country

SUBJECT	GROUP NO.	SCOPE
Policy and Background (Cont'd)		
Foreign Policy Trends (Cont'd)		first and that for the area second (e.g. 20-AUSTL-1-3-LAT AM). For relations between two areas see 20-1-1. Exclude Canadian external policy and relations with other countries for which see 20-1-2.
Internal Policy Trends	20-1-4	Subdivide by country.
Guidance to Heads of Post	20-1-5	Include material on letters of appointment, reporting instructions and requirements and other directives for the guidance of Heads of Post; copies (originals of which are filed in 1-8) of Inspection Service assessments of reporting by individual posts. Exclude guidance to Heads of Post on administrative matters (1-7). Subdivide by post (e.g. 20-1-5-Post).
Reports and Statistics		
	20-2	General material from Canadian or other sources such as annual and other periodic reviews, summaries and tour reports which deal broadly with a country or area. Exclude material which may be filed under a specific heading elsewhere in this Guide.
Periodic Reports	20-2-1	
Tour Reports	20-2-2	
Treaties and Agreements		
	20-3	Confine to treaties and agreements which cannot be filed under a more specific heading in this Guide. Also include treaty-making procedures, capacity to enter into treaties, treaties and the succession of states, depositary practice, registration of treaties, Treaty Lists.
Treaty Making Powers	20-3-1	Include treaty-implementing powers.
Treaty Reservations	20-3-2	
Treaties and the Succession of States	20-3-3	Include application of British Empire Treaties.
Treaty Procedures	20-3-4	Include Classified Agreements.
Treaty Interpretation	20-3-5	Include status of treaties.
Depositary Functions	20-3-6	Include Canada's responsibilities as depositary of specific treaties.
Registration of Treaties	20-3-7	Include registration with the U.N. under article 102 of the Charter.

SUBJECT	GROUP NO.	SCOPE
Treaties and Agreements (Cont'd)		
Treaty Registers and Lists	20-3-8	Include Canada Treaty Register, Canada Treaty Series.
Organizations and Conferences	20-4	Include political groupings of states and regional organizations and alignments (e.g. OAS, Arab League, AAPC, PAFMECSA and their meetings and conferences. Also include non-governmental organizations concerned with international affairs (e.g. CIIA). Exclude Commonwealth (see 23), United Nations (24). Employ abbreviations of organizations or grouping (e.g. 20-4-OAS) in the file number and follow the subject breakdown used in Group 24 if volume warrants (as in case of OAS).
Laws	20-5	Confine to material which cannot be filed under one of the more specific subjects in the Guide. Include material on International law bodies and legal organizations (e.g. International Court of Justice, International Law Commission, Permanent Court of Arbitration) such as membership, general activities, conferences, Canadian participation. For the ICJ use the standard breakdown provided in Group 24 if volume warrants. For ICJ cases see appropriate subject elsewhere in this Guide and particularly 20-24 and group 25. For the legal profession, national law societies and bar associations, see 45-11. Also include material on the domestic laws of a country which cannot be filed under specific headings elsewhere.
Personality Biographies	20-6	For Personalities of a country or international organization. Where biographical data is included in reports filed elsewhere, copies or extracts must be placed here. Individual name files may be keyed to the personalities file coded by country or organization. N.B. Material on an individual will normally go on the file of the country to which he belongs. For example, a biographical paper on an Ambassador should be classified under the country which he represents, not where he is stationed. However, a sketch of the Secretary-General of the United Nations goes on the U.N. personalities file, not that of his country of origin.
	20-7	(Spare)
Nationalism	20-8	Exclude nationalist organizations (20-18), independence (20-14), Human Rights aspects (45-13-3).
Visits	20-9	Use only for visits which necessitate the filing of planning papers and other preparatory material.

SUBJECT	GROUP NO.	SCOPE
Visits (<i>Cont'd</i>)		Generally this group will be limited to visits of primary political significance by members of the Canadian Government to other countries and by foreign VIP's to Canada. Include material on policy in regard to exchange of visits with Communist bloc countries and activities of the Visits Panel. Subdivide by the country to which the visitor belongs and thereafter by the name of the visitor if the volume warrants. (e.g. 20-CTRY-9-NAME). Further subdivide by area or country if necessary for visits of Canadians to other parts of the world. (e.g. 20-CDA-9-ME-). Use 20-1-3 for political visits between foreign countries. Exclude Royal Visits (23-6) and visits of individuals or groups for whom departmental facilities or courtesies are requested (57)
Neutralism and Non-Alignment	20-10	Include material on neutralism and non-alignment. For non-aligned or neutralist blocs and their meetings see 20-4. Exclude declarations of neutrality and related material arising from outbreak of war (21).
Peace and Non-Aggression	20-11	Include general expressions of peace, good-will and friendship (see 20-1-2 and 20-1-3 for bilateral declarations). Include peace organizations and petitions and correspondence from general public advocating peace in general terms. Exclude proposals concerning UN peace-keeping and use of UN forces in peace-keeping operations (21-14). Also exclude disarmament (28).
Intervention and Non-Intervention	20-12	Include general material on the subject such as definitions, treaties and agreements and international conferences. For actual cases of intervention by one country in affairs of another see 20-1-2 and 20-1-3. For military intervention see 21.
Dependent Territories	20-13	
Colonialism and Imperialism	20-13-1	Include general material on colonialism, neo-colonialism, and imperialism, initiatives and policy and position statements which do not concern a specific territory.
Organizations and Conferences	20-13-2	Include material on the South Pacific Commission and the United Nations Trusteeship Council (UNTC) their organization, terms of reference, activities and conferences. Exclude material on a specific territory.
Colonial Administration	20-13-3	Include material on the relationship between the metropolitan country and its dependencies, their evolution towards self-government and independence, and discussions, including those of the UNTC, of the future of specific dependent

SUBJECT	GROUP NO.	SCOPE
<i>Dependent Territories (Cont'd)</i>		
<i>Colonial Administration (Cont'd)</i>		
Interim Control and Surveillance	20-13-4	territories. Subdivide by the metropolitan country (e.g. 20-13-3-BRIT) and further subdivide by the specific dependent territory if volume warrants. Include international arrangements for interim control and surveillance during transition from dependent to independent status (e.g. United Nations interim control in West Irian).
Independence and Recognition	20-14	Include the policy and usages of recognition of states and governments and severance of relations; independence ceremonies and messages of congratulations on independence. See 22-9-3 for special Canadian Envoys. Where the volume of material on the recognition of specific countries warrants, separate country files may be created (e.g. 20-DOM-14).
Political Asylum	20-15	Include material on policy on political asylum and the treatment of defectors or expellees. Include requests for asylum, political activities in exile. Also include governments-in-exile, oppositions-in-exile, and their emigre political movements in Canada and abroad. For refugees as a social problem see Group 47; for immigration questions concerning refugees and defectors see 83-10.
Government	20-16	Include organization and structure of government. Use specific headings below when volume warrants.
Constitution	20-16-1	The constitution itself and amendments to it. Include British North America Act.
Head of State	20-16-2	Appointment, succession or election of heads of state. Include the Governor-General of Canada and also powers of the head of state (e.g. Royal Prerogative). For Queen and Royal Family see Group 23. See 20-1-2, 20-1-3, or 20-9 for visits by head of state to other countries.
Cabinet	20-16-3	Include material on the composition and relations with head of state and parliament of the cabinet or executive. Include Juntas.
Legislature	20-16-4	Include parliamentary procedures, sessions. Also include legislation which cannot be classified under a specific subject elsewhere in this Guide. Exclude election of members of legislature (20-19).
Judiciary	20-16-5	As a branch of government only. For the legal profession and societies of jurists see 45-11.

SUBJECT	GROUP NO.	SCOPE
Government (<i>Cont'd</i>)		
Administration	20-16-6	Include civil service. Organization of departments of government including Foreign Ministries. Exclude biographical material on personalities (20-6).
National Symbols	20-16-7	Include anthem, seal, coat-of-arms, flag, location of capital, official languages. Exclude use of (22-13 and 55-19).
Church-State Relations	20-16-8	Include general material on the relationship between church and state when the religious groups play an important role in political affairs. Exclude material on purely religious questions (e.g. church union, church customs) (45-12) and on religious discrimination whether official or unofficial (45-13-3).
Political Parties	20-17	Include membership, conferences, party factions and splits. Exclude material on elections (20-19). Exclude national Communist Party in non-communist countries (20-21) and Communist Parties in Communist countries (20-16). Subdivide by country and if volume warrants thereafter by party.
Non-Party Groups	20-18	Include groups, blocs, pressure groups and organizations which engage in political activities to some degree or have an influence on political development, although their primary activities are the subject of groups elsewhere in the Guide. Subdivide by type or organization if volume warrants (e.g. labour, youth, ethnic minority, business, farm, religious, cultural, military, veterans, nationalist, extremist). Exclude communist-dominated organizations (20-21).
Elections	20-19	Include material on national general elections and by-elections such as electoral procedures, issues, forecasts, candidates, party tactics, results, foreign interference. Exclude provincial and municipal elections (20-20), elections of head of state (20-16-2).
Provincial and Municipal Affairs	20-20	Include relations with central government, elections.
Communism	20-21	For general material on the international Communist movement including doctrine, party line, objectives, fronts, fellow-travellers, schisms and propaganda. Include national communist parties in non-communist countries. See 20-15 for defectors; 20-16 for activities of communist parties in communist countries; 29-16 for international communism as an instrument of subversion.

SUBJECT	GROUP NO.	SCOPE
Internal Security	20-22	Include security police activities as well as the police or armed forces role in riots, disturbances and demonstrations which are politically motivated. Exclude ordinary police and military activities and organizations for which see 45-10 and 27-10 respectively.
Forces	20-22-1	Composition and capabilities of purely internal security components of the police or armed forces. See 45-10 for ordinary police activities and 27-10 for general role and organization of armed forces.
Political Prisoners	20-22-2	Include trials, amnesty, executions, treatment.
Subversion and Espionage	20-22-3	Other than Communist (29-20).
Demonstration and Riots	20-22-4	Other than those involving rebellion. Include shootings, bombings and similar acts of violence and disorders. Also include non-violent activities such as petitions and protest meetings, directed against the government. Exclude petitions or protests on specific matters (e.g. a constitutional amendment) which should be classified elsewhere by subject.
Coup d'Etat	20-22-5	Include planned or actual revolt against the government whether abortive or successful. Exclude civil war (21).
Disputes, Incidents	20-23	(Spare)
Disputes, Incidents	20-24	Other than those involving territory, boundaries, air space or territorial waters for which see Group 25.

SUBJECT	GROUP NO.	SCOPE
MILITARY ACTIONS	21	Use for all warfare, declared or undeclared, involving two or more countries, as for example blockade, armed intervention, invasion, etc. Use also for armed conflict within a single country, as in the case of rebellion, guerrilla warfare, and insurrection where troops are necessary to restore order and protect the civil population. Include the use of forces as a deterrent or to exert political pressure even though no fighting ensues. Include armistice negotiations and agreements, their supervision and control, and other peacekeeping activities by international forces.
Show of Force	21-1	Include troop concentration and movement of forces as a deterrent, or to exert political pressure even though the troops are not engaged in active combat.
Blockade	21-2	Include "Quarantine".
Warfare	21-3	Include all disputes that develop into actual shooting wars, whether between countries or within a single country. Subdivide first by the country, area, group involved, name or other designation of the war, and then subdivide according to the volume of material. Include such matters as guerrilla warfare, use of foreign personnel on an official or unofficial basis, resistance groups and partisan forces, etc. Include conflicts in which the United Nations is involved as a combatant, as in Korea, but for UN peacekeeping and truce supervisory duties, see 21-13 and 21-14. Exclude material on the other subjects listed below.
Germ and Chemical Warfare	21-4	Include charges and denials of such activities, and investigations arising out of these. Exclude investigations made by ICSC (21-13).

SUBJECT	GROUP NO.	SCOPE
Supply	21-5	Include supply of rebels by foreign countries. Exclude supply of UN forces and observation groups, for which see 21-13 and 21-14.
Casualties	21-6	Exclude casualties in UN peace-keeping forces and observer groups, for which see 21-13 and 21-14.
Prisoners of War and Internees	21-7	Include international conventions on the status and rights of prisoners of war and civilian internees, and the activities of the Red Cross on behalf of these groups. Include treatment, welfare, interrogation, and exchange of prisoners. Exclude assistance to individual cases (80) and ICSC Operations and Investigations (21-13).
Looting	21-8	For restitution of looted cultural property see 55-19.
War Damage	21-9	Include reparations. Exclude claims by individuals, and for protection of Canadian interests see 81.
War Crimes and Criminals	21-10	
Occupation	21-11	Include administration of occupied areas.
Neutrality	21-12	Include declarations of neutrality and statements of position by governments regarding a particular conflict. Exclude neutralism (20-10).
Armistice	21-13	Include armistice negotiations and agreements, and their supervision by UN and other International observer groups such as the UNTSO, MAC, UNMOGIP, or ICSC. Subdivide as volume warrants.

SUBJECT	GROUP NO.	SCOPE
Peacekeeping	21-14	Include the political, military, and economic efforts of the UN to maintain the peace or halt a war. Include discussions of a possible permanent UN force, material on the existing forces (ONUC, UNEF) and on the Canadian contributions to these forces. Exclude the financing of these forces (24-6). Exclude conflicts in which the UN is engaged as one of the combatants, as in Korea (21-3).
Policy and Plans	21-14-1	Include definition of aggression, rights of self-defence.
Reports and Statistics	21-14-2	
Treaties and Agreements	21-14-3	
Political Measures	21-14-4	
Permanent and Stand-by-Force	21-14-5	
Special Forces	21-14-6	Subdivide by name of special force (e.g. 21-14-6-ONUC) and further by the following subjects: Mission and Status, Operations, Administration, Canadian Contingent, Personnel, Supply, Public Relations including visits, etc.
Economic Measures	21-14-7	Include sanctions and other kinds of economic pressure.

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SUBJECT	GROUP NO.	SCOPE
DIPLOMATIC REPRESENTATION	22	Use for usages of diplomatic and consular representation, the appointment of Canadian and foreign representatives, hospitality and ceremonial, honours and awards. Exclude: purely administrative material on the Canadian foreign service (see Group 3); diplomatic recognition of a country (20-14).
Policy and Plans	22-1	Include usages and procedure of rejection of notes; international diplomacy of a general nature; other material which cannot be classified under one of the more specific headings in this outline.
Reports and Statistics	22-2	Include material too broad in content to be classified under a more specific heading hereunder.
Treaties and Agreements	22-3	Include Vienna Conventions and diplomatic and consular relations.
Organizations and Conferences	22-4	
Legislation and Regulations	22-5	
Status and Precedence	22-6	Policy and usages of the status of precedence of diplomatic and consular representatives. Include appointment and activities of the deans of diplomatic and consular corps. Exclude status and precedence of individual Canadian and foreign representatives for which see 22-9 and 22-10.
Accreditation	22-7	Policy and usages only. Include expulsion. For cases see 22-9 or 22-10.
Privileges and Immunities	22-8	Of Canadian representatives in other countries and foreign representatives in Canada. Exclude UN (24-7) and Visiting Forces (27-7).
Polict	22-8-1	Include international agreements, usages and policy on privileges and immunities generally. Also include Manual of Privileges and Immunities.
In Canada	22-8-2	Include privileges and immunities and facilities granted to foreign diplomatic, consular, trade and other representatives in Canada. Include abuse of privileges. Subdivide by type of privileges; free entry, customs courtesies, exemption from income tax, succession duties, provincial sales, gasoline or other direct taxes; exemption from property tax, dog licences and other municipal levies; exemption from car and driver licence fees and motor boat licences;

22-8-3 DIPLOMATIC REPRESENTATION

SUBJECT	GROUP NO.	SCOPE
Privileges and Immunities (Cont'd)		exemption from fishing and hunting licences; immunity from criminal and civil jurisdiction; police protection, provision of traffic
In Canada (Cont'd)		police, fire protection, handling of demonstrations at embassies; VIP suite at airport; status and privileges of locally engaged personnel; parliamentary passes for diplomats.
Privileges and Immunities Abroad	22-8-3	Include privileges and immunities and facilities granted to Canadian representatives abroad. Subdivide by country. Exclude representatives of provincial governments (22-11).
Canadian Representatives Abroad	22-9	Include all material on the accreditation of Canadian representatives abroad including consular representatives. Subdivide by country of dual accreditation further subdivide by name of city where Head of Mission resides, e.g. Head of Mission with accreditation to Bulgaria but residing in Belgrade, Yugoslavia. Use Bulg-BGD.
Heads of Post	22-9-1	Include Cabinet approval, Queen's informal approval, agrément, formal appointment, credentials, presentation of credentials, letter of recall, appointment of Chargé d'Affaires.
Consular Officers	22-9-2	Consular Commissions for individual cases.
Special Envoys	22-9-3	Include special representatives to inauguration ceremonies.
Foreign Representatives in Canada	22-10	For all material on the accreditation of foreign representatives in Canada including notification of arrival, temporary absence and departure. Subdivide by country represented and by category of representative. For consulates subdivide by country and city.
Heads of Post	22-10-1	Include Apostolic Delegate.
Political Advisers	22-10-2	
Military Advisers	22-10-3	
Commercial Advisers	22-10-4	Exclude Trade Commissioners (22-10-6).
Special Advisers	22-10-5	Where separable from other Advisers.
Consular Officers & Trade Commissioners	22-10-6	

SUBJECT	GROUP NO.	SCOPE
Provincial Representatives Abroad	22-11	e.g. Ontario, Alberta and B.C. agents in London and Quebec agent in Paris. Include appointment of and privileges and immunities accorded by foreign countries.
Diplomatic and Consular Lists	22-12	Include Canadian and Foreign Diplomatic and Consular lists; preparation and distribution of Canadian lists; foreign lists at missions abroad.
Ceremonial	22-13	Include: national day celebrations in Canada and abroad, opening of Parliament and other ceremonies requiring presence of diplomatic representatives; flying of flags, use of coat of arms and other national symbols; ceremonies at National War Memorial, Court Mourning; Governor-General's Levee; patronage of Governor-General; protocol practice, styles and titles; messages of congratulations and condolences. Exclude: special envoys to inaugural ceremonies (22-9-3); celebrations not involving diplomatic representation (55-21).
Honours and Awards	22-14	Include; policy on award of foreign and international honours; awards and decorations to Canadians; Committee on Honours and Awards; appointment of Canadians to U.K. Privy Council. See: 3-6-4 for acceptance of foreign decorations by E.A. personnel; 27-10-9 for military decorations and awards.
Hospitality	22-15	Include; policy and usages; committees; guest lists, invitations, table-seating plans; purchase and presentation of gifts. Exclude hospitality pertaining to International Conferences (1-12).

SUBJECT	GROUP NO.	SCOPE
COMMONWEALTH	23	Use for general material on the nature and role of the Commonwealth, its constitutional development, membership, the use of terms such as "Commonwealth", "British Commonwealth". Include consultation amongst members at all levels; representation in international organizations; Commonwealth organizations, whether governmental or non-governmental, excluding those concerned with a specific subject listed elsewhere in this Guide. Exclude relations between any two Commonwealth countries, not involving the Commonwealth itself, for which see Groups 20-1-2 and 20-1-3.
Policy, Development	23-1	Include Commonwealth constitutional development and terminology.
Membership	23-2	Include: admission of members, continued membership of republics.
Prime Ministers' Meetings	23-3	Exclude meetings on a bilateral basis between heads of government of Commonwealth countries (20-1-2 and 20-1-3 or 20-9).
Inter-governmental Conferences	23-4	General only. Use groups elsewhere in Guide for conferences on specific subjects.
Organizations	23-5	Include official and unofficial organizations for Commonwealth liaison of a general character. See subjects elsewhere in this Guide for Commonwealth organizations concerned with a specific field (e.g. for Commonwealth Press Union (56-17), Commonwealth Youth Association (45-13-5)).
Royal Visits	23-6	
Queen and Royal Family	23-7	Include ceremonial and protocol aspects such as requests for audiences, invitations to garden parties, Royal patronage, etc.

SUBJECT	GROUP NO.	SCOPE
UNITED NATIONS	24	<p>Use for the organization, structure, administration, relations and sessions of the United Nations including the Security Council and ECOSOC. Exclude the Specialized Agencies, the Trusteeship Council and the International Court of Justice, which are placed elsewhere in the guide under the subjects with which they deal; material on specific subjects (other than those outlined below) with which the UN and its agencies are concerned: UN peacekeeping operations (21-14). The sub-groups of Group 24 are designed to serve as the standard breakdown for the specialized agencies. For example, material on the ILO, which falls within Group 44-4-ILO may be subdivided as follows:</p> <p style="padding-left: 40px;">44-4-ILO-1 Policy and Programme 44-4-ILO-2 Constitution 44-4-ILO-3 Relations etc.</p> <p>For the Governing Body of ILO (or the Executive Boards of other agencies) employ the breakdown provided for the Security Council in this group (24-13). e.g. 44-4-ILO-13 Governing Body.</p>
Policy and Programme	24-1	Include the history and future of the UN, its general purposes and aims, Secretary General's reports, general structure and functions.
Charter	24-2	Interpretation, review and amendments; changes in the size and composition of United Nations Councils and Organs which require charter amendments. Exclude public relations aspects (24-8).
Relations	24-3	With member and non-member countries, specialized agencies, other inter-governmental and non-governmental bodies.
With Countries	24-3-1	Country (member or non-member) attitudes towards the United Nations, country assessments, voting pattern of a country; reports on composition of permanent missions of countries. Subdivide by country.
With Specialized Agencies	24-3-2	Include ECOSOC role in coordinating work of Specialized Agencies.
With Inter-Governmental Organizations	24-3-3	Such as OECD. Exclude Specialized Agencies (24-3-2).
With Non-Governmental Organizations	24-3-4	Include granting of status to NGO's by ECOSOC. Subdivide by NGO if volume warrants.

SUBJECT	GROUP NO.	SCOPE
Membership	24-4	Policy governing application, admission, expulsion and withdrawal of voting rights; policy on granting observer status to non-member countries. Exclude individual country applications and admission (24-3-1).
Secretariat	24-5	
Secretary-General	24-5-1	Functions, appointment of, activities, reports on and assessments of. See 24-1 for Secretary-General's reports to UNGA on work of UN and 24-3-1 for discussions with member governments.
Staff	24-5-2	Include recruiting, geographical distribution, compensation and benefits.
Administration	24-5-3	Exclude Financial Administration (24-6).
Financial Administration	24-6	Include all aspects of UN financing such as contributions, budget, Working Capital Fund, UN Bonds, financing of UN peacekeeping and other operations.
Privileges and Immunities	24-7	Include policy of UN and host country affecting members of Secretariat, national delegations and permanent missions.
Public Relations	24-8	Include speeches and publications on measures and programmes to promote interest in the UN; UN Day, Flag, Emblem, Seal, Postage Stamps; Information Department. Exclude handling of UN documents (24-9).
Documents	24-9	Include distribution, control, depositary libraries, handling of UN documents in External Affairs.
Headquarters	24-10	Office accommodation at Headquarters, Geneva, regional offices; proposals for relocation of site.
General Assembly	24-11	See 24-12 for breakdown by session.
Rules of Procedure	24-11-1	Include amendments.
Regional Groupings	24-11-2	Activities of regional groupings of countries in relation to United Nations.
General Assembly Sessions	24-12	Subdivide by sub-headings in this group and by Session - e.g. XIXth Session, XXth Session. Include material on resumed sessions in regular session files. For emergency sessions create separate files adding abbreviation (SP) after number of session, e.g. XXth (SP).

SUBJECT	GROUP NO.	SCOPE
General Assembly Sessions (Cont'd)		
Time and Place	24-12-1	Include correspondence on convening, resumption of session.
Agenda	24-12-2	Include items to be placed on agenda; departmental, inter-departmental and country consultation prior to sessions; general material on General Debate including schedule of speeches and statements of heads of delegations; voting records of the General Assembly. Subdivide by subject (agenda, consultation, General Debate, etc.) and then by session.
Delegations	24-12-3	Include composition of delegation, selection of observers. (Normally one file for the Canadian delegation and one for all others will suffice for each session). Exclude: administrative aspects (1-12); foreign assessments of Assembly proceedings (24-3-1) and Canadian assessments (24-12-9).
Commentary for Canadian Delegation	24-12-4	Include preparation and distribution.
Credentials	24-12-5	Include discussions in Credentials Committee; credentials of Canadian delegation.
General Committee	24-12-6	Include: allocation, precedence and transfer of agenda items; election of Presidents, Vice-Presidents, Chairmen of Main Committees; final report of the General Committee; size, composition and re-distribution of seats. Exclude Main Committees (24-12-7).
Main Committees	24-12-7	Include copy of Final Reports. (Note: For the UN, establish one file for each committee (First, Special, Second, etc.) for each session. For specialized agencies one file per session may suffice for all material on committees).
Canadian Statements	24-12-8	
Reviews of Sessions	24-12-9	Include final report of Canadian Delegation and assessments of sessions ("post mortems").
Security Council	24-13	Exclude discussions on subject matter which will be found under appropriate subject headings.
Rules of Procedure	24-13-1	
	24-13-2	Spare
Delegations	24-13-3	
Membership	24-13-4	
Reports to General Assembly	24-13-5	

SUBJECT	GROUP NO.	SCOPE
ECOSOC	24-14	Exclude material on specific functional commissions for which see appropriate subject. For material on the functional commissions as a group, see 24-14-2. For regional economic commissions see 35-20.
Rules of Procedure	24-14-1	
Organization and Activities	24-14-2	
Delegations	24-14-3	
Membership	24-14-4	
Reports to General Assembly	24-14-5	
Sessions	24-14-6	Include agendas, reports, commentaries, resolutions, election of officers.
	24-14-7	Spare
	24-14-8	Spare
Review of Sessions	24-14-9	Include assessment of sessions, final reports.

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SUBJECT	GROUP NO.	SCOPE
BOUNDARIES	25	Include air space, territory and water; territorial claims and irredentism, demarcation and delimitation, partition, unification and merger, internationalization of territory, island claims, use of air space, river boundaries, international rivers, freedom of navigation, territorial seas, "exclusive fishing zone".
Organizations and Conferences	25-1	Include material on the terms of reference, membership, meetings and other activities and general discussions of international boundary commissions (e.g. International Boundary Commission, International Joint Commission) which cannot be classified under more specific headings hereunder. Exclude specific projects covered by subjects listed hereunder.
Air Space	25-2	Include claims and disputes arising from use of air space, violation of air space, contamination of air. Exclude authorized military overflights (27-19) and authorized commercial overflights (42-8-13).
Territory	25-3	Other than air space or water. Include territorial claims, irredentism, demarcation and delimitation, partition, unification or merger, internationalization, island claims. Exclude Canadian Arctic (25-4).
Agreements, Treaties and Organizations	25-3-1	For general material which cannot be classified under headings below.
Disputes	25-3-2	Include claims and violations other than those involving air space or water.
Delimitation	25-3-3	
Partition	25-3-4	
Unification	25-3-5	
Internationalization	25-3-6	
Island Claims	25-3-7	
Enclaves	25-3-8	Include right of access to enclaves.
Canadian Arctic and Scientific Expeditions	25-4	Include sovereignty over; granting of permission for visits of foreign scientific expeditions. Exclude air space (25-2) and water boundaries (25-5).
Water	25-5	Include; boundary and international rivers, bays and lakes; canals, waterways and seaways; territorial waters, continental shelf, high seas, free access to sea, and Law of the Sea; claims and violations.

SUBJECT	GROUP NO.	SCOPE
<i>Water (Cont'd)</i>		
Agreements, Treaties and Organizations	25-5-1	For general material which cannot be classified under subjects listed below.
International Rivers, Bays and Lakes	25-5-2	Include; boundary rivers, bays, and lakes; construction of dams, water diversions, flooding of land, sanitation projects, water rights, pollution, fishing. Subdivide by name.
Canals and Seaways	25-5-3	
Law of the Sea	25-5-4	Confine to general material which cannot be classified under more specific subjects in this group. Include general reports on conferences.
Territorial Waters	25-5-5	Include claims, limits, baselines, contiguous zone, seabed and subsoil, right of innocent passage, fishing.
Continental Shelf	25-5-6	Include claims, limits, rights of coastal states, minerals. Subdivide by country.
High Seas	25-5-7	Include: free access to seas, right of innocent passage; freedom of navigation; hot pursuit; access to sea by land-locked states; access to ports; right to lay cables; fishing rights; searching and detention of ships; exploitation of seabed; flying of maritime flags.
International Bridges, Tunnels and Highways	25-6	Include railways crossing international borders.

SUJET	GROUPE NO.	PORTÉE
FRANCOPHONIE	26	S'emploie pour toute documentation relative à la nature, au fonctionnement, à l'orientation et au développement de la Francophonie. Ce groupe de dossiers comprend non seulement toutes les activités de l'ensemble des pays-membres mais aussi les consultations de ces pays entre eux et avec les multiples associations gouvernementales et privées qui contribuent à son objectif et à ses programmes. Il inclut également l'attitude envers cette organisation des pays n'en faisant pas partie. Est exclue toutefois de ce groupe l'exécution des programmes mis en oeuvre dans le cadre de la Francophonie. Dans ces cas, il y a lieu d'utiliser le groupe se rapportant spécifiquement au sujet du programme. i.e. culturels (groupe 55); scientifiques (67), aide (38) etc.
Orientation et Développement	26-1	Inclut toute documentation de caractère général dont la portée englobe plus qu'un sujet spécifique suivant. Correspondances avec le public, demandes de renseignements sur la Francophonie et commentaires émanant du public à ce sujet.
Admission et Participation	26-2	Participation, y compris la participation canadienne, la participation québécoise, l'aspect des relations Fédérales Provinciales Canadiennes et la participation des autres pays. A subdiviser par pays, si le volume l'exige.
Attitudes des pays non-membres	26-3	Attitudes des pays non-membres à l'égard de la Francophonie. A subdiviser éventuellement par pays si le volume l'exige.
Conférences Internationales	26-4	Conférences et réunions tenues dans le cadre de la Francophonie. A subdiviser par un code ou abbréviation reconnue et l'année de la Conférence.
Secrétariat	26-5	Comprend les agences responsables pour le fonctionnement de la Francophonie, l'administration et le financement, les archives et publications de ces agences.
Agences inter-gouvernementales et Associations privées	26-6	Comprend documentation sur l'agence, l'organisation ou l'association en question; activités générales. Exclut l'exécution des programmes. A subdiviser par un code ou abbréviation reconnue de l'agence.

SUBJECT	GROUP NO.	SCOPE
DEFENCE	27	Use for defence policy agreements, treaties, legislation, cooperation, composition of armed forces, armaments and equipment. See Group 21 for warfare and peace-keeping operations; 20-16 for organization of defence departments; 28 for Disarmament; 29 for Intelligence.
Policy and Plans	27-1	Include general defence policy, plans and commitments; general statements on defence affairs, national planning bodies such as the Cabinet Defence Committee, Chiefs of Staff Committee, Joint Planning Committee; alert systems.
Reports and Statistics	27-2	For general material which cannot be classified elsewhere hereunder. Exclude service attache reports (27-23).
Treaties and Agreements	27-3	General material only. For agreements on specific subjects (e.g. training, use of bases) use subject breakdown. Exclude administration, membership and activities of organizations established by treaties or agreements (27-4).
Organizations and Conferences	27-4	Use for organization, administration, membership and activities of inter-governmental bodies in the defence field (e.g. NATO, SEATO, Warsaw Pact, IADB, PJBD). Exclude UN peacekeeping bodies (Groups 21-13 and 21-14). Include conferences of these organizations, subdividing by date of conference when volume warrants. For material on NATO employ the standard subject breakdown of Group 24. (NOTE: The military organization or command structure of NATO will fall within subgroup 27-4-NATO-1. The sub-heading "Secretariat" (-5) should be interpreted to include military personnel; the sub-heading "Headquarters" (-10) will include military as well as civilian accommodation at NATO Headquarters. The organization, meetings and general activities of the PAC and Military Committee may be accommodated by sub-groups numbered beyond those listed in Group 24). Exclude specific aspects of NATO's role and projects for which use subject headings elsewhere in this outline. See Group 10 for security and handling of NATO documents; 29 for Intelligence and Counter-Intelligence; 20 for NATO consultations on international political problems (e.g. PAC discussions) and 35 on economic problems (e.g. NATO Economic Advisers Committee).

SUBJECT	GROUP NO.	SCOPE
Legislation and Regulations	27-5	General material only.
Visits	27-6	Use for visits of naval units, troops or aircraft. Also use for visits by individuals only when volume warrants, otherwise classifying such visits under bilateral relations (27-8 or 27-9). Exclude; tours of defence colleges (27-10-10); participation in naval reviews, air shows, exhibitions and ceremonies (27-10-11); travel of military personnel for training under mutual assistance (27-20); visiting (status of) forces agreements (27-7).
Policy	27-6-1	Of visits to other countries by Canadian forces and forces of other countries to Canada. Include agreements and procedures such as NATO procedures for naval visits.
Canadian Forces	27-6-2	Subdivide by type (Naval, Air Force) and name of tour. Include clearances for entry of naval vessels into foreign territorial waters but exclude aircraft clearances (27-19). Exclude policy (27-6-1).
Foreign Forces	27-6-3	Include visits by forces of one country to another country. Subdivide by name of country whose forces are making the visit. Include clearances for entry of naval vessels into territorial waters whether on official visit or on manoeuvres. Exclude policy (27-6-1).
Defence Authorities	27-6-4	Use only when visit involves detailed planning. Otherwise use 27-8 or 27-9.
Visiting Forces	27-7	Status of Forces Agreements affecting forces of one country stationed in another country.
Bilateral Relations - Canada	27-8	Include general material on defence relations between Canada and other countries on a bilateral basis; use of facilities in one country by defence forces of another country. Subdivide by name of other country. Exclude; organizations established to effect cooperation (e.g. PJBD) 27-4; material which can be classified under specific subjects outlined elsewhere in this group such as procurement of equipment (27-11), mutual aid and provision of instructors (27-20), etc.
Bilateral Relations - Other Countries	27-9	Use for general material on defence relations between countries (other than Canada) on a bilateral basis; use of facilities in one country by defence forces of another country. Exclude organizations (27-4).

SUBJECT	GROUP NO.	SCOPE
Armed Forces	27-10	Include organization, strength, recruiting, training, mobilization, morale, discipline and arming and equipping of regular and non-permanent forces of Canada and other countries. Exclude role of armed forces in military actions or peacekeeping operations (21); political activity and internal security components of armed forces (20-22).
Policy and Procedures	27-10-1	Include military laws and regulations.
Coordination	27-10-2	Organization of defence command, role of defence forces, inter-service relations, unification of armed forces.
Personnel	27-10-3	Include recruitment, conscription, enlistment of aliens, foreign enlistment, morale, pay and allowances, veterans benefits, discipline, desertion. Exclude Status of Forces (27-7); welfare services (27-10-12); Prisoners of War (21-17); consular assistance to POW's (80-22) and veterans (80-20).
Navy	27-10-4	
Army	27-10-5	
Air Force	27-10-6	
Para-Military Forces	27-10-7	
Uniforms and Insignia	27-10-8	Include design and manufacture and regulations on the wearing of uniforms.
Decorations	27-10-9	Canadian and Foreign. Exclude award of decorations to External Affairs personnel (3-6-4) and acceptance of non-military foreign decorations by others (22-14).
Colleges and Courses	27-10-10	Include NATO Defence College, IDC, NDC and their tours. Exclude selection of EA personnel for defence colleges or courses (3-6); training of foreign personnel (27-20).
Commemorations and War Graves	27-10-11	Include participation of armed forces in ceremonies, celebrations, naval reviews, air shows, exhibitions; battlefield tours by veterans.
Welfare and Entertainment	27-10-12	Include concert tours to troops overseas.
Non-Military Activities	27-10-13	Include rescue during civil disasters, public works, mapping and survey, civic action, and fraternal relations with other regiments and other operations not involved in defence and military activities.

SUBJECT	GROUP NO.	SCOPE
Conventional and Nuclear Armaments	27-11	Include development, production, procurement and stockpiling of conventional and nuclear weapons, equipment and supplies for a country's forces or those of another country; NATO Armaments Committee, standardization of equipment, foreign enquiries about Canadian-developed weapons and equipment; nuclear tests and attendance of Canadians at nuclear tests. Exclude general policy of cooperation with other countries (27-8 or 27-9).
Defence Research	27-12	Include organizations involved in a Defence Research and Fellowship Programme.
Military Information	27-13	Include exchange of military information. Exclude intelligence information (29-6).
Air Defence Systems	27-14	Include NORAD, Mid-Canada Line, DEW Line, BMEWS, MIDAS, NADGE. Exclude alert systems (27-1).
Manoeuvres and Exercises	27-15	Exclude manoeuvres of national forces or their components (27-10).
Bases, Installations and Related Activities	27-16	Canadian bases abroad and foreign bases in Canada and abroad; NATO infrastructure (installations such as storage sites, pipelines and other facilities jointly financed); logistics generally.
Military Transportation	27-17	Exclude clearances for over-flights by military aircraft (27-19) or entry into territorial waters by naval units (27-6).
Communications	27-18	Include military telecommunications, postal service, telephone, radio, submarine cables. Exclude early warning systems (27-14).
Aircraft Clearances	27-19	Include clearances for Canadian and foreign military aircraft; Air Defence Inspection Zones. Exclude violations of air space (25-2).
Policy and Procedures	27-19-1	
Canadian Aircraft	27-19-2	
Foreign Aircraft	27-19-3	
Military Assistance	27-20	Including training facilities for foreign countries in Canada; requests for and use of Canadian instructors in foreign countries; gifts, lend-lease arrangements and mutual aid.
Mobilization for War	27-21	Include plans for general mobilization of resources and manpower. Exclude mobilization of armed forces (27-10).

SUBJECT	GROUP NO.	SCOPE
Outer Space	27-22	Military uses of outer space. Exclude disarmament aspects (28-7-1); scientific research in outer space (66).
Service Attaches	27-23	Exclude appointment of (3-7), privileges and immunities (22-8). Include deployment, standing instructions, activities, travel and reports; tours by foreign service attaches in Canada. Subdivide by country when volume warrants.
Civil Defence and Emergency Planning	27-24	Include national, bilateral and NATO emergency planning; NATO and national civil exercises. Subdivide by country for general civil defence matters in individual countries. For administrative aspects (1-10) Funds (5-6-1) and Consular Aspects (80-10).

SUBJECT	GROUP NO.	SCOPE
DISARMAMENT	28	Use for conventional and nuclear disarmament, "collateral measures" and the suspension of nuclear tests. For control of arms exports see 37-22; for safeguards on nuclear material 65-9; for the problem of atomic radiation see 46-10; for UN Outer Space Committee see 66.
Policy and Positions	28-1	General material such as statements of Government policy, press releases. Include discussions of interdepartmental committee on disarmament. Subdivide by region or bloc (such as Western Countries, Communist Bloc, Asian Countries, Middle Eastern Countries, African Countries, Latin American Countries and Australasian Countries. If volume warrants, subdivide by country within the appropriate regional sub-group. Exclude national or regional view on suspension of nuclear tests (28-8-1).
Reports and Statistics	28-2	General material only. Include correspondence with the public on disarmament; surveys of public opinion and expressions of opinion by private groups or societies. Use subject headings elsewhere in this outline for similar material on specific aspects of disarmament.
Public Opinion in Canada	28-2-1	
Public Opinion Abroad	28-2-2	
Treaties and Agreements	28-3	General disarmament treaties only. Use subject headings below for agreements on specific aspects of disarmament.
International Organizations and Conferences	28-4	Include organization, administration, membership and activities of intergovernmental bodies in the field of disarmament and arms control; Eighteen Nation Disarmament Committee, UN Disarmament Commission: arrangements for and discussions at meetings of these bodies; discussions at the United Nations (subdivided by session), in NATO and bilateral discussions but exclude material on suspension of nuclear tests (28-8). Subdivide by name of organization, date and place whenever possible.
Legislation and Regulations	28-5	

SUBJECT	GROUP NO.	SCOPE
Measures	28-6	Exclude suspension of nuclear tests (28-8).
Plans and Proposals	28-6-1	Include only general plans for complete disarmament or reduction of armed forces and armaments. Subdivide by name of plan or country proposing the plan (e.g. USA Revised Plan).
Peacekeeping Machinery	28-6-2	In the context of disarmament only. Exclude UN peacekeeping operations (21-14).
Control and Verification	28-6-3	Include aerial and ground inspection systems, adversary and international inspection, zonal inspection schemes; proposals for International Disarmament Organization.
Cut-off and Transfer of Fissile Material and Reduction and Elimination of Nuclear Weapons	28-6-4	Include collateral measures on cut-off and transfer.
Reduction and Elimination of Nuclear Weapons Carriers	28-6-5	
Reduction and Elimination of CBR Weapons	28-6-6	Chemical, biological and radiological weapons; collateral measures in this field.
Reduction of Conventional Armaments and Armed Forces	28-6-7	
Military Budgets	28-6-8	
Foreign Bases	28-6-9	
Transition from Stage to Stage	28-6-10	Provisions for transition from stage to stage of disarmament, as set forth in national proposals.
Collateral Measures	28-7	
Outer Space	28-7-1	Disarmament aspects only. Exclude scientific research in outer space, satellites, UN Outer Space Committee, etc. (66).
Reduction of Risk of War	28-7-2	From accident, miscalculation, failure of communications, surprise attack.
Disengagement and De-nuclearized Zones	28-7-3	
Prohibition of Use of Nuclear Weapons	28-7-4	

SUBJECT	GROUP NO.	SCOPE
Collateral Measures (Cont'd)		
Prevention of Wider Spread of Nuclear Weapons	28-7-5	Include material on prevention of wider dissemination of nuclear weapons, "Nth" country problem.
Prevention of War Propaganda	28-7-6	
Non-Aggression Pact	28-7-7	
Peaceful Uses of Seabed and Ocean Floor	28-7-8	
Suspension of Nuclear Tests	28-8	Exclude nuclear weapons development (27-11).
Policy and Positions	28-8-1	For general material on the suspension of nuclear tests. Subdivide by region or bloc (such as Western Countries, Communist Bloc, Asian Countries, Middle Eastern Countries, African Countries, Latin American Countries and Australasian Countries). Create separate country files, if volume warrants, under the regional group numbers.
Treaties and Agreements	28-8-2	
Organizations and Conferences	28-8-3	Include organization, administration, membership and activities of intergovernmental bodies in the field of suspension of nuclear tests; Eighteen Nation Disarmament Committee, UN Disarmament Commission; arrangements for discussions at meetings of these bodies; discussions at the United Nations (subdivide by session), in NATO and bilateral discussions. Subdivide by name of organization, date and place wherever possible.
Plans and Proposals	28-8-4	Include general plans for the suspension and cessation of nuclear weapons testing (subdivide by name of plan or country or bloc proposing the plan); proposals for cessation of underground tests; developments in the field of detection and identification of nuclear tests.
Legal Aspects	28-9	For copies of legal opinions and discussions on all aspects of disarmament.
Economic and Social Consequences	28-10	Include UN and national studies.

SUBJECT	GROUP NO.	SCOPE
INTELLIGENCE	29	Use for material on the organization, policy, procedures and activities of intelligence organizations of various countries; counter-intelligence. Include Communist activities.
Policy and Plans	29-1	Include assessments of activities.
Reports and Studies	29-2	Include intelligence reports, briefs, studies, publications, research papers.
Agreements	29-3	
Organizations and Conferences	29-4	Include organization, terms of reference, activities and conferences of NATO and SHAPE intelligence organizations, JIB and JIC. Exclude JIC studies (29-2).
Legislation and Regulations	29-5	
Release of Information	29-6	Include release, exchange and disclosure of intelligence information. Exclude exchange of military information (27-13).
Monitoring of Broadcasts	29-7	
Vulnerability	29-8	Include organization and functions of bodies concerned with vulnerability to intelligence activities; protection of ports and areas and for special events.
Special Clearances	29-9	Arrangements for permission to enter restricted areas; clearances on behalf of foreign governments.
Immigration Security	29-10	Include liaison with foreign governments.
Passport Security	29-11	Include certificates of identity.
Travel by Canadian Residents	29-12	Include repatriation, travel of non-Canadian citizens from Canada through other countries, exchange of visits.
Foreign Activities in Canada	29-13	
Censorship	29-14	Defence only.
Communist Party	29-15	For material on the objectives and methods of Communism as an international movement.
International Movement	29-15-1	Subdivide by area if volume warrants.
National Parties	29-15-2	Include material on all aspects of Communist parties in individual countries. Subdivide by country.

SUBJECT	GROUP NO.	SCOPE
Communist and Pro-Communist Organizations	29-16	Include international and national Communist-controlled or pro-Communist organizations.
International	29-16-1	
National	29-16-2	
Communist Personalities	29-17	Subdivide by country and name. Include activities of individuals as well as purely biographical material.
Communist Propaganda	29-18	Include material which originates with local Communist party or the international movement. Exclude use of mails for (40-6).
Communist Visitors	29-19	
Communist Espionage	29-20	Include clandestine activities such as infiltration, terrorism and sabotage. Subdivide by country and case if volume warrants.
Anti-Communist Activities	29-21	

ECONOMIC AND SOCIAL BLOCK

<u>SUBJECT</u>	<u>GROUP NO.</u>
Economic Affairs	35
Finance	36
Foreign Trade	37
Aid & Export Finance	38
Fuel and Energy	39
Postal Affairs	40
Telecommunications	41
Transportation	42
(Spare)	43
Labour	44
Social Affairs	45
Health	46
Refugees	47
(Spares)	48-54

SUBJECT	GROUP NO.	SCOPE
ECONOMIC AFFAIRS	35	Use for material on general economic affairs, the production and domestic distribution of products of primary and secondary industry and the conduct of national commerce; economic planning, organization and policies in individual countries, e.g. Economic Council of Canada, Atlantic Development Board; economic collaboration and integration on a multi-lateral basis. Exclude finance (36), trade (37), foreign aid (38), telecommunications (41), transportation (42), labour (44) and atomic energy (65).
Policy and Plans	35-1	Confine to general material. Include studies of general economic objectives by the UN, OAS, NATO, ECOSOC and OECD; for national economic planning subdivide by country.
Reports and Statistics	35-2	Include world trends and conditions. For national economic conditions subdivide by country.
Treaties and Agreements	35-3	General economic agreements only.
Organizations and Conferences	35-4	Include meetings of NATO Economic Advisers Committee, ECOSOC, OECD, Chambers of Commerce and other such groups; discussions of general economic questions by these groups.
Legislation and Regulations	35-5	
Visits	35-6	For Trade missions see 37-17.
	35-7	(Spare)
Communist Bloc Penetration	35-8	General only. Include discussions in NATO. Exclude aid (38), trade (37).
	35-9	(Spare)
Agricultural Industry	35-10	Agricultural conditions and policies (prices, subsidies, soil resources, soil erosion, crops, drought farm rehabilitation, irrigation, cultivation, production, marketing and distribution, agricultural fairs, agricultural schools and training, agricultural science, disease control, agricultural economics). Include Committee II of GATT, OECD Agricultural Committee, Commonwealth Agricultural Bureau. See 37-15 for commodity problems and exports; 35-13 for the FAO, 35-20 for the EEC Common Agricultural Policy. Exclude land redistribution and conservation projects (35-14).

SUBJECT	GROUP NO.	SCOPE
Fisheries Industry	35-11	Include material on fish and the fisheries industry including fisheries policy, catches, whaling, international pelagic fisheries; fisheries agreements; Fisheries Committees of FAO, GATT and OECD. Exclude commodity problems and exports (37-15); territorial aspects (25).
Forestry Industry	35-12	Include material on the lumber industry, pulp and paper production and newsprint. See 37-15 for commodity problems and exports including Canada - USA lumber problems.
Food and Agriculture	35-13	Food and Agriculture generally. Employ subject outline in Group 24 for the administration, meetings and general activities of FAO. Include FAO scholarships and fellowships.
Resources and Land Use	35-14	Include conservation projects and techniques, organizations and conferences interested in natural resources; landholding, redistribution, and ownership of real property. Exclude material on natural resources pertaining to any of the more specific headings.
Mining and Minerals	35-15	Include mineral resources and mining, processing and refining. Exclude commodity problems (37-15), coal mining (39-6).
Manufacturing Industry	35-16	Include all secondary industries except transportation (aircraft, ship-building, road transport) (42), telecommunications (41), atomic energy (65).
Companies and Cooperatives	35-17	Include farm and consumer cooperatives, credit unions; incorporation of companies and other business not otherwise provided for.
Industrial Organization	35-18	Include combines, cartels, monopolies, trusts, methods of establishing ownership, management practices, business ethics, corruption, foreign subsidiaries, nationalization. For specific industries see subject outline above. For labour-management relations see 44-10. For foreign investment affected by nationalization see 36-17.
Industrial Property	35-19	Include Convention on Protection of Industrial Property (Paris Union). Exclude literary and artistic property, intellectual property (55-19).
Regional Economic Groupings	35-20	Include material on economic collaboration and integration movements on regional or multilateral basis. Subdivide by area and subject breakdown if volume warrants. Use for EFTA, EEC, ECSC, LAFTA, African Common Market and for regional economic commissions of the United Nations (ECE, ECA, ECAFE, ECIA, LAFTA). If volume warrants, use the subject outline in Group 24 for the administration, meetings, and general activities of these organizations.

SUBJECT	GROUP NO.	SCOPE
FINANCE	36	Use for material on national and international financial conditions, taxation, the activities of public and private agencies in the field of banking, investment and insurance.
Policy and Plans	36-1	General material only on international and national finance.
Reports and Statistics	36-2	General material only on international and national finance.
Treaties and Agreements	36-3	General material only.
Organizations and Conferences	36-4	Include material not confined to a specific heading below on organizations in the financial field. Include International Monetary Fund. If volume warrants, employ the subject outline of Group 24, for the administration, meetings and general activities of any of these organizations.
Legislation and Regulations	36-5	Include only material which cannot be filed under a more specific heading below.
Visits	36-6	
Budgets	36-7	Include national budgets and estimates of expenditures and legislative consideration.
Taxation	36-8	Include all sources of government revenue and double taxation agreements. See 37 for customs duties and tariffs.
Public Debt	36-9	Include debt servicing, interest rates.
Currency	36-10	Include monetary reform, minting and printing of money, counterfeiting, management of money supply, money market, circulation, money holdings, devaluation and other aspects of currency and money not involving international payments (36-11).
Foreign Exchange and Payments	36-11	Include balance of payments, exchange controls, and stabilization, convertibility, deposits held in foreign banks, settlement of international transactions; Bank for International Settlement.
Capital Movements	36-12	Include flow of private capital from one country or area to another or from one investment field to another. Exclude consular aspects of transfer of funds (80-13).
Banking	36-13	Include the banking system, national and international banks except those concerned solely with settlement of international payments (36-11) or financial aid (38).
Gold	36-14	Include price of gold, gold sales, holdings and controls.

SUBJECT	GROUP NO.	SCOPE
Insurance	36-15	Include all material on insurance except that relating to specific types such as export (38-10), unemployment (44-7) and health (46-8).
Domestic Investment	36-16	Include securities, bonds, stocks, mortgages; stock exchanges and investment market.
Foreign Investment	36-17	Investments by one country in another country. Include national and international schemes for the regulation and protection of foreign investment. For reports on frauds (81-11) and individual claims see (81-8, 81-9 and 81-10).
Control of Assets	36-18	Include treatment of enemy assets and assets in enemy-occupied territory; safeguarding, decontrol and release of blocked assets. Exclude Government claims for blocked assets and related individual cases (81-8 and 81-9).

SUBJECT	GROUP NO.	SCOPE
FOREIGN TRADE	37	Use for international trade matters in general including import-export trade, customs tariffs, international trade conferences, trade promotion, import policies and restrictions, commodity arrangements, trade agreements, export controls, strategic controls, embargoes and black lists. For common markets, customs unions and free trade areas see 35-20, export credits (38-10).
Policy and Plans	37-1	Include Cabinet and Interdepartmental Committee on External Trade Policy.
Reports and Statistics	37-2	
Treaties and Agreements	37-3	Include bilateral agreements between Canada and other countries and between third countries. Exclude agreements on regional economic groupings (35-20).
Organizations and Conferences	37-4	Employ the subject breakdown of Group 24 for the administration, meetings and general activities of GATT.
Legislation and Regulations	37-5	
Visits	37-6	
Tariff Negotiations	37-7	Include negotiations on tariffs and trade. Subdivide by Conference (e.g. "Kennedy Round").
Customs	37-8	Include: tariffs, variable levies, prices, bounties, taxes and related fees; free ports, free zones, free lists, free entry except for diplomats (22-8) and armed forces (27-7), smuggling; dumping duties (i.e. duties imposed on imports to offset subsidies by exporting countries) and countervailing duties (i.e. charges on imports to offset the difference between the normal price and an abnormally lower price); tariff rates, classification, schedules, preferences; policies and practices of individual countries and discussions of these subjects in GATT and OECD; Canadian Customs Act, Customs Tariff, International Customs Tariff Bureau. Exclude narcotics (45-9-1).

SUBJECT	GROUP NO.	SCOPE
Problems of Less-Developed Countries	37-9	Include discussions in GATT (Committee III) and OECD; UN Conference on Trade and Development.
Low Cost Imports	37-10	Include Long-term Cotton Textile Agreement; GATT Committee on Market Disruption; GATT Cotton Textile Committee; arrangements between Canada and other countries and between third countries to deal with low-cost import problems.
Surplus Disposal	37-11	Exclude barter and other disposal programmes under foreign aid programmes (38-8).
Subsidies	37-12	Include policies and practices of individual countries; GATT and OECD discussions.
Quantitative Restrictions	37-13	Include: policies and practices of individual countries, GATT discussions, discriminatory measures, quotas, boycotts, residual import restrictions; liberalization; non-strategic import and export restrictions; Export and Import Permits Act. Exclude Economic Measures under Peacekeeping Operations (21-14).
State Trading	37-14	i.e.: trade by government corporations rather than by private traders. Include policies and practices of individual countries; discussions in GATT and OECD.
Commodity Trade	37-15	Include international consideration of and arrangements for commodity trade and for exports by one country to another country of individual commodities; (Subdivide by meeting or discussion in UN, CICT, Commonwealth, GATT, etc. or by type of commodity); International commodity agreements (International Wheat, Rubber, Tin, Olive Oil, Cocoa, Coffee, Cotton Agreements) and Working Groups; stock-piling. Exclude export of commodities under export financing arrangements (38-10); production and internal distribution of commodities (35).

SUBJECT	GROUP NO.	SCOPE
Commercial Relations	37-16	Between countries. Subdivide by names of countries (e.g. CDA-FR). Exclude trading relations under export financing (38-10) and export of arms (37-22).
Trade Promotion	37-17	Include cooperation with Trade Commissioner service in trade promotion; Trade Commissioner Conferences; general assistance to businessmen; trade missions and visits; reports on general trade opportunities in areas.
Trade Fairs	37-18	Include all types of trade fairs and exhibitions whether national, regional or international.
Tourism	37-19	Include the tourist industry and tourism as a factor in foreign trade. Exclude visa and travel aspects (83).
Merchandise in Bond	37-20	Include merchandise held in storage pending re-export or withdrawal for normal customs paid entry; in-bond facilities.
Quarantine Regulations	37-21	Include health and sanitary regulations governing import of food and drugs. For food and drugs laws see 46-14.
Strategic Trade Controls	37-22	Include: control over export of arms, ammunition and military equipment and strategic materials; controls established for economic, defence or economic warfare purposes (e.g. COCOM and CHICON); war trade agreements with neutrals; contraband control. Exclude shipment of nuclear reactors (65); fuel and power (39), civilian aircraft (42-8-10), and road transport (42-11-8; non-arms. commercial relations between countries (37-16).

SUBJECT	GROUP NO.	SCOPE
Strategic Trade Controls	37-22	Include: control over export of arms, ammunition and military equipment and strategic materials; controls established for economic, defence or economic warfare purposes (e.g. COCOM and CHICON); war trade agreements with neutrals; contraband control. Exclude shipment of nuclear reactors (65); fuel and power (39), civilian aircraft (42-8-10), and road transport (42-11-8; non-arms commercial relations between countries (37-16).

SUBJECT	GROUP NO.	SCOPE
Strategic Trade Controls	37-22	Include: control over export of arms, ammunition and military equipment and strategic materials; controls established for economic, defence or economic warfare purposes (e.g. COCOM and CHICON); war trade agreements with neutrals; contraband control. Exclude shipment of nuclear reactors (65); fuel and power (39), civilian aircraft (42-8-10), and road transport (42-11-8; non-arms commercial relations between countries (37-16).

SUBJECT	GROUP NO.	SCOPE
AID AND EXPORT FINANCE	38	Use for material on the external aid programme of Canada and other countries, the United Nations and other agencies. Include development loans; export credits. Exclude military assistance (see Group 27-20); technical assistance programme of the IAEA (65-7).
Policy, Plans and Programmes	38-1	Include general material on: national foreign aid and export finance policies; aid programmes (e.g. Colombo Plan, SCAAP, Caribbean Assistance Programme); meetings and discussions of External Aid Board and other inter-departmental committees.
Reports and Statistics	38-2	Include general reports and statistics on the aid and export finance programmes of Canada and other countries and organizations (e.g. OECD; International Flow of Private Capital to Under-developed countries; Development Assistance Committee.)
Treaties and Agreements	38-3	
Organizations and Conferences	38-4	Include general material, not confined to a specific subject elsewhere in this outline, on organizations engaged in the field of development aid and financing programmes such as the Colombo Plan Consultative Committees; the Development Assistance Committee of OECD (DAC); International Bank for Reconstruction and Development (including IDA and International Finance Corporation); Inter-American Development Bank (IADB); Alliance for Progress; African Development Bank, UN Capital Development Fund (UNCDF).
Legislation	38-5	
International Coordination	38-6	Include consortia, consultative groups and other associations to mobilize and coordinate international assistance to a particular country or area; e.g. India, Pakistan, Greece and Turkey Consortia, Indus Basin Development Fund.
Project Assistance	38-7	Include material on projects, normally involving the letting of contracts, such as construction of dams, hospitals, power transmission lines. Subdivide by project.

SUBJECT	GROUP NO.	SCOPE
Non-Project Assistance	38-8	Include non-project grants and loans, e.g. for budgetary support, gifts of commodities; commodity loans; food aid gifts and programmes; use of counter-part funds; UN-FAO World Food Programme.
Technical Assistance	38-9	Include material on aid, normally involving the movement of individuals such as teachers, to other countries or students to donor country; Commonwealth Scholarship & Fellowship Programme (55-12 for exchange aspect) Canadian Educational Assistance to French-speaking countries in Africa, UN Technical Assistance Committee, Un Expanded Technical Assistance (EPTA), Commonwealth Technical Assistance, DAC Working Party on Technical Cooperation, UN Special Fund, OECD Technical Cooperation Committee, Colombo Plan Council for Technical Cooperation.
Export Development	38-10	Include the operations of the Export Development Corporation, (formerly the Export Credits Insurance Corporation), government policy, legislation, and activities related to: Insurance of Exports excluding insurance in general for which see 36-15, Export Financing excluding general aspects of financing under group 36, and trade group 37, Foreign Investment Insurance excluding foreign investment in general group 36-17, and multi-lateral programmes of foreign investment insurance specified elsewhere in group 38.
Relief	38-11	Include disasters, emergency relief in famine or epidemic areas. Subdivide by country or region assisted.
Volunteer Service	38-12	Include activities of Canadian University Service Overseas (CUSO), Operation Cross-roads-Africa, African Students Foundation, Canadian Council for International Co-operation, (formerly the Overseas Institute of Canada), U.S.A. Peace Corps, UN proposals for use of volunteers. See 55-12 for exchange aspect.

SUBJECT	GROUP NO.	SCOPE
FUEL AND ENERGY	39	Use for material on fossil fuels (coal and oil and gas), the power industry including hydro-, thermal-, nuclear- and solar-generated electricity, public utilities, the production, use and export of fuels and energy. See Atomic Energy (65) for the development of power reactors and other aspects of nuclear energy as distinct from the production of electricity which is included in this group.
Policy and Plans	39-1	Include material on international studies of fuel and energy sources and utilization.
Reports and Statistics	39-2	General material only.
Treaties and Agreements	39-3	For agreements on specific sources of energy, use outline below.
Organizations and Conferences	39-4	For organizations and conferences on specific sources of energy, use outline below.
Legislation and Regulations	39-5	General material only.
Visits	39-6	
Electricity	39-7	Include development, production, distribution, marketing, export, legislation of hydro-, nuclear- and thermal-generated electricity and organizations and meetings, agreements and legislation on electrical energy. Exclude power development on international waterways (25-5-2). See 65-8 for research and development in atomic energy as distinct from operation of nuclear power plants.
Petroleum and Natural Gas	39-8	Include resources, production, refining, distribution pipelines (subdivide by pipeline), marketing and export, organizations, meetings, agreements and legislation; export of refineries or pipelines except to Communist bloc (37-22).
Solar Energy	39-9	
Coal	39-10	Include coal resources and mining, subsidies, distribution, marketing, consumption and export, organizations, meetings, agreements and legislation.

SUBJECT	GROUP NO.	SCOPE
POSTAL AFFAIRS	40	Use for material on postal affairs including policy, routes, services, stamps, and censorship of the mails. Exclude departmental use of post office facilities (Group 6-3-5).
Policy and Plans	40-1	General material only.
Reports and Statistics	40-2	Include general reports on the postal affairs of individual countries but use the subject outline for reports on specific matters.
Treaties and Agreements	40-3	General postal agreements only.
Organizations and Conferences	40-4	Material on the organization, administration and activities of the UPU, PUAS, and other postal organizations. Use the subject headings in group 24 if volume warrants.
Legislation and Regulations	40-5	General material only.
Routes and Services	40-6	Include the carriage and use of mails, postal systems, rates and charges.
Stamps	40-7	Include design, cancellation, issuance, and counterfeiting of stamps. Exclude philately (55-25) United Nations stamp (24-8).
Censorship	40-8	Of mail only. For press censorship see 56-16.

SUBJECT	GROUP NO.	SCOPE
TELECOMMUNICATIONS	41	Use for material on national and international telecommunications services including radio, telephone, telegraph, cable, television, satellite relay and other systems of telecommunications. Include censorship of and restrictions in wartime. Exclude military communications (27-18), postal communications (40); information aspects of communications (56).
Policy and Plans	41-1	General material only. Include discussions of Interdepartmental Committee on Telecommunications Policy.
Reports and Statistics	41-2	General material which cannot be filed under specific headings below.
Treaties and Agreements	41-3	General material only. For agreements relating to specific communications fields use subject outline below.
Organizations and Conferences	41-4	Include general material on the structure, activities and meetings of organizations in the field of telecommunications such as ITU (Employ the standard breakdown used in Group 24 if volume warrants), the Commonwealth Communications Council and CCITT.
Legislation and Regulations	41-5	Include general legislation and regulations. See subject headings below for laws and regulations in specific fields of telecommunications.
Visits	41-6	Of telecommunications authorities and experts.
Satellites	41-7	Include commercial use of communications satellites (e.g. Echo, Telstar, Relay). For non-commercial use of satellites see 66-7.
Radio	41-8	Include broadcasting systems, amateur radio, overseas radio links, assignment of frequencies, censorship, interference.
Telephone and Telegraph	41-9	Include regulations, agreements, rates, companies. Exclude cables (41-11).
Television	41-10	Include T.V. networks, assignment of frequencies, censorship, interference.
Cables	41-11	Include telephone and telegraph cables.

SUBJECT	GROUP NO.	SCOPE
TRANSPORTATION	42	Use for all forms of civilian land, sea and air transportation. See Group 27-17 for military transport, Group 25 for boundary aspects of transportation facilities (e.g. canals, seaways, bridges which cross international boundaries.
Policy and Plans	42-1	General material not limited to one medium of transportation.
Reports & Statistics	42-2	
Treaties & Agreements	42-3	
Organizations and Conferences	42-4	General conferences and meetings on more than one field of transportation.
Legislation and Regulations	42-5	
Visits	42-6	Include material on visits of authorities in all fields of transportation.
Companies	42-7	For companies or lines which operate in more than one field of transportation.
Civil Aviation	42-8	Use for material on civil aviation including policy, airlines, crews, cargoes.
Policy and Plans	42-8-1	General material only. Include Canadian civil aviation policy; relations with other countries.
Reports & Statistics	42-8-2	Include general reports on civil aviation in individual countries but use subject outline for reports on specific aspects.
Treaties and Agreements	42-8-3	Include Warsaw Agreement and other general agreements. Use subject outline for agreements on specific aspects.
Organizations and Conferences	42-8-4	Include material on the administration, "activities: and conferences of ICAO, IATA, CATC and other civil aviation organizations. Subdivide by name of organization and then use outline employed in Group 24 (UN) if volume warrants.
Legislation and Regulations	42-8-5	For general material which cannot be classified under specific headings below, Include national laws, subdividing by country.
Routes and Services	42-8-6	Include cargo and passenger charges; non-scheduled flights; agreements on route and service sharing affecting more than one airline.

SUBJECT	GROUP NO.	SCOPE
Civil Aviation (Cont'd)		
Airlines	42-8-7	Include routes and services, taxation of airlines.
Crews	42-8-8	Include licensing of air crew. Exclude consular aspects such as assistance abroad (80-18).
Navigation & Safety	42-8-9	Include navigational aids (ILS, Dectra, Loran), ground-air communications, Air Navigation Commission of ICAO, civilian air traffic control, search and rescue.
Aircraft	42-8-10	Include production, airworthiness, registration, sale, purchase, identification and marking and research and development, accidents. Exclude military aircraft (27); consular aspects such as assistance abroad (80-18).
Cargoes	42-8-11	Include handling of dangerous cargoes.
Airports	42-8-12	Construction, facilities and services including fueling.
Flight & Clearances	42-8-13	Authorized clearances for civilian aircraft only. Include overflights, tourist aircraft. For unauthorized overflights see 25-2. For clearance of military aircraft see 27-19 Exclude individual cases of clearances by consular officers abroad (80-18).
Merchant Shipping	42-9	Include material on merchant shipping whether on high seas or inland waterways (e.g. St. Lawrence Seaway, Great Lakes); shipping policy, shipping lines, crews, navigation and safety, construction and registration of ships; construction and use of ports. See Group 25 for law of the sea, piracy and also for boundary questions relating to international canals and waterways.
Policy and Plans	42-9-1	General material only. Canadian merchant shipping policy.
Reports & Statistics	42-9-2	Include general reports on merchant shipping of individual countries but use subject outline for reports on specific aspects.
Treaties & Agreements	42-9-3	General agreements only. Use subject outline for agreements on specific aspects.

SUBJECT	GROUP NO.	SCOPE
Merchant Shipping (Cont'd)		
Organizations and Conferences	42-9-4	Include material on the administration, activities and conferences of IMCO and other organizations in field of merchant shipping. Employ subject breakdown in Group 24 if volume warrants.
Legislation and Regulations	42-9-5	General material only.
Routes and Services	42-9-6	Include passenger and cargo charges, subsidies and agreements on route-or service-sharing not related to a specific shipping line.
Shipping lines	42-9-7	Include routes and services, taxation of shipping lines. Exclude actual cases of clearance handled by Consular officers abroad (80-17).
Crews	42-9-8	Include certification of officers and crew, seamen's relief and welfare, desertion, mutiny. Exclude strikes (44-10); individual cases handled by Consular officers abroad (80-17).
Navigational Safety	42-9-9	Include pilotage, navigational aids (light houses, lightships, buoys, weather stations, ice patrols), accidents, rescue, safety at sea.
Ships	42-9-10	Include shipbuilding, registration, sale, purchase, transfer of registry, salvage, flying of flags, signal letters, loadlines. Exclude naval vessels (27) and consular assistance abroad (80-17)
Cargoes	42-9-11	Include handling of dangerous cargoes.
Ports	42-9-12	Include docking facilities, development of harbours, stevedoring. For legal aspects of right to use of ports see Group 25-5. For security of ports see Group 29-8.
Waterways	42-9-13	Include construction, operation and use of national and international canals, waterways and seaways. Exclude boundary aspects of international canals, waterways and seaways (25-5).
Railways	42-10	Include transportation of passengers and freight by rail. Exclude boundary aspects of international railways (25-6).

42-10-1 TRANSPORTATION

SUBJECT	GROUP NO.	SCOPE
Policy and Plans	42-10-1	
Reports and Statistics	42-10-2	
Agreements	42-10-3	
Organizations	42-10-4	
Legislation	42-10-5	
Routes and Services	42-10-6	Include schedules, fares, rates and charges, right-of-way, construction of rail lines.
Companies	42-10-7	Include taxation.
Equipment	42-10-8	Include manufacture and sale or purchase of locomotives and rolling stock.
Shipping	42-10-9	Freight and express.
Rapid Transit Systems	42-10-10	Include subways, monorail.
Road	42-11	Include transportation of passengers and freight by road. Exclude boundary aspects of international highways (25-6).
Policy and Plans	42-11-1	
Reports and Statistics	42-11-2	
Treaties & Agreements	42-11-3	
Organizations & Conferences	42-11-4	Include highway and better roads associations.
Legislation and Regulations	42-11-5	
Visits	42-11-6	
Companies	42-11-7	Trucking services and lines.
Equipment	42-11-8	Include manufacture-safety, sale and purchase of motor vehicles including trucks, buses, automobiles.
Highways	42-11-9	Construction, maintenance of highways and highway bridges and tunnels.
Shipments	42-11-10	Include handling of dangerous shipments.

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SUBJECT	GROUP NO.	SCOPE
Road (cont'd)		
Road Safety	42-11-11	Include control of road traffic, (exclude Motor Vehicle Safety, Licences, Permits-signs and signals) 42-11-8.
Routes and Services	42-11-12	Include schedules, fares, rates and charges.
Cableways	42-12	

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SUBJECT	GROUP NO.	SCOPE
LABOUR	44	Use for material on labour and manpower of economic and social significance. For labour as a political force see Group 20-18.
Policy and Plans	44-1	General material only.
Reports and Statistics	44-2	
Treaties and Agreements	44-3	Include national or international agreements such as ILO conventions which cannot be classified under a specific heading below.
Organizations and Conferences	44-4	Include the ILO, other intergovernmental labour organizations, international confederations (ICFTU, WFTU) national labour or trade unions and local organizations. For the ILO use the subject breakdown employed in Group 24.
Legislation and Regulations	44-5	General material only.
Visits	44-6	Confine to visits which involve detailed planning.
Employment	44-7	Include seasonal and structural unemployment and material on the effects of automation, technological changes and economic integration; unemployment insurance.
Working Conditions	44-8	Include wages, hours of work, "fringe" benefits, profit-sharing; industrial safety, accidents.
Welfare	44-9	Include workmen's compensation, retirement benefits, pensions, social insurance and home building, either by Government or labour management or trade unions.
Labour-Management Relations	44-10	Include collective bargaining, mediation and arbitration, strikes, lock-outs, work-to-rule, jurisdictional disputes between labour unions; the general general rights of labour unions.
Training	44-11	Include trade schools, training courses and projects, apprenticeship; IRO Advanced Training Centre Turin.
Manpower Resources	44-12	Include material on the mobilization and use of manpower; labour productivity and mobility. See 27-21 for wartime mobilization.
Special Categories	44-13	Include material on special categories such as farm labour, child labour, prison labour, forced labour, slave labour, migrating labour, handicapped workers, exchange of workers, importation of labourers. See Group 45-13 for human rights aspects of forced labour and slavery.

SUBJECT	GROUP NO.	SCOPE
SOCIAL AFFAIRS	45	Use for material on social questions, conditions of life, customs, social structure, and development in these conditions through the impact of industrialization, urbanization. Include such matters as religion, crime, population, human rights, social problems, welfare programmes. Exclude education, cultural life, and the arts; see Group 55; labour (44), health (46) and refugees (47).
Policy and Plans	45-1	Include only material too general to be classified under one of the more specific headings below.
Reports and Statistics	45-2	General material only.
Treaties and Agreements	45-3	General material only.
Organizations and Conferences	45-4	Use for organizations active in the whole range of social affairs such as the United Nations Social Commission, the Red Cross. For the activities of these agencies in specialized fields, see the subject headings below. Include also social clubs.
Legislation and Regulations	45-5	General material only.
Visits	45-6	
Social Development	45-7	Include changes and growth in a society – the effects of industrialization, urbanization, technology, and increased education, etc.; class and caste systems, rural-urban relations, the family, marriage, divorce; housing, town planning. Exclude “standard of living” and “cost of living” (35). Subdivide by main areas of development if volume warrants.
Studies and Research	45-7-1	
“Urbanism” and Town Planning	45-7-2	Include urban renewal, housing, the UN Housing Committee.
Social Strata	45-7-3	
Industrialization and Technology	45-7-4	
Manners and Customs	45-7-5	Include birth, marriage, family life, adoption, divorce, burial. Exclude consular aspects (Groups 80 to 84).
Welfare and Services	45-8	Include family allowance and old age pensions, as well as private charities and philanthropic organizations; care of the blind, aged, deaf and dumb. Exclude unemployment benefits (44-7) and workmen’s compensation (44-9).

SUBJECT	GROUP NO.	SCOPE
Social Problems	45-9	Other than crimes. Subdivide by the specific problems listed below, as volume warrants.
Narcotics	45-9-1	Both medical and criminal aspects. Include the United Nations Narcotics Commission.
Obscene Material	45-9-2	Include questions of censorship.
Prostitution	45-9-3	Include traffic in persons.
Juvenile Delinquency	45-9-4	
Illegitimacy	45-9-5	Exclude consular aspects (Groups 80 to 84).
Law Enforcement	45-10	Exclude political crimes and prisoners and the use of police for internal security (20-22).
Statutes and Codes	45-10-1	The criminal and civil codes.
Police	45-10-2	National and local forces; Interpol. For internal security see 20-22.
Crime Prevention	45-10-3	Include control of fire-arms and explosives.
Prosecution	45-10-4	Include lawyers, court procedure, defence, appeal, sentencing; reciprocal enforcement of foreign and Commonwealth judgments. Exclude political crimes and criminals (20-22-2).
Punishment, Rehabilitation	45-10-5	Include capital punishment, prisons, penitentiaries, reformatories, and correctional systems, remission of sentences.
Legal Profession	45-11	The law as a profession. Include national bar societies. Exclude the judiciary as a branch of government (20-16-5); international law and bar societies and lawyers associations (20-5).
Religion	45-12	Exclude persecution and human right aspects (45-13); church-state relations (20-16).
Churches	45-12-1	Include all religious groups and beliefs, sorcery, voodooism, witchcraft, moral rearmament, atheism, paganism. Subdivide by the group involved if volume warrants.
Inter-Church Contacts	45-12-2	Include discussions of church union, the World Council of Churches, and interdenominational organizations.
Missionaries	45-12-3	Exclude consular services (80-12).
Shrines, Pilgrimages	45-12-4	Include Holy Places, cemeteries. Exclude war graves (27-10-11).
Human Rights	45-13	Exclude the right of political asylum (20-15).

SUBJECT	GROUP NO.	SCOPE
Human Rights (<i>Cont'd</i>)		
Policy and Plans	45-13-1	Include the Interdepartmental Committee on Human Rights, United Nations Human Rights Commission.
Universal Declaration	45-13-2	The Universal Declaration of Human Rights, Draft International Covenants on Human Rights.
Minorities and Race Relations	45-13-3	Include discrimination against racial, religious, and national minorities; segregation and desegregation; apartheid; Canadian Indians and Eskimos; UN Sub-Commission on the Prevention of Discrimination and Protection of Minorities.
Status of Women	45-13-4	Include political and civil rights, educational opportunities, economic position, and position in the public life of the country; UN Status of Women Commission.
Youth	45-13-5	
Genocide	45-13-6	Include mass deportations.
Slavery	45-13-7	Include ECOSOC Ad Hoc Commission on Slavery. Exclude general labour affairs (44).
Population	45-14	Include UN Population Commission, demography and population trends, national censuses, vital statistics, family planning, and population control methods and programmes.

SUBJECT	GROUP NO.	SCOPE
HEALTH	46	Use for material on national and international health conditions and programmes, the WHO and regional organizations, the production and distribution of drugs, food and drug legislation, Animal Health & Welfare Services, Prevention of Cruelty & Veterinaries. See Group 45 for social problems, vital statistics, health and narcotics problems.
Policy and Plans	46-1	General material Only.
Reports and Statistics	46-2	General material Only.
Treaties and Agreements	46-3	
Organizations and Conferences	46-4	Include the organization, administration and conferences of WHO, UNICEF and other similar bodies. Use subject outline below for specific interests and activities of WHO. Exclude national medical societies (46-9).
Legislation and Regulations	46-5	
Visits	46-6	
Diseases	46-7	Include diagnosis and treatment, prevention, control and eradication (e.g. WHO anti-malaria campaign); epidemics.
Medical Training and Health Services	46-8	Include both public and private hospitals; general and public training of nurses and doctors in various branches of health (e.g. surgery, dentistry, optometry, mental health), first aid, rehabilitation, health and medical plans. For social insurance see 44-9, Canadian Government health programmes affecting personnel (3-13), labour welfare (44-9).
Medical Profession	46-9	Include professional societies of doctors, dentists, etc.
Atomic Radiation	46-10	Include medical application in diagnosis and treatment of diseases as well as harmful effects such as pollution of air, water, and food by nuclear radiation, general environmental contamination and radiation injuries

SUBJECT	GROUP NO.	SCOPE
Atomic Radiation (cont'd)	46-10	and their treatment; fall-out and protection against fall-out; United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR).
Research	46-11	Include health research not confined to specific headings elsewhere in this group.
Hygiene and Sanitation	46-12	Include purification of water, fluoridation, extermination of disease carriers, sewage disposal and treatment; inspection and quarantine matters within or required by a country such as disinfection of planes and ships; water pollution except for problems concerning boundary water (25-5). Exclude import quarantine regulations (37-21).
Physical Fitness	46-13	Include programmes and methods such as 5BX, 10BX; nutrition as a health factor. Exclude sports and recreation (55-25).
Food and Drugs	46-14	Include laws on food and drug purity and food preservation. Exclude narcotics problems (45-9).

SUBJECT	GROUP NO.	SCOPE
REFUGEES	47	Use for material on the social problems of refugees, displaced persons and escapees. Include national and international organizations concerned with refugees, and the measures taken to provide temporary care as well as resettlement. For individual expellees, and questions of political asylum, see Group 20-15. For factors such as racial or religious persecution causing the movement of people, see 45-13. For refugees as individual immigrants see 83-10.
Policy and Plans	47-1	Include government policy on granting admission to refugees and assisting in their resettlement.
Reports and Statistics	47-2	Statistical surveys of refugee problems.
Organizations and Conferences	47-3	National and intergovernmental committees on refugees; United Nations High Commissioner for Refugees.
Treaties and Agreements	47-4	Include definition and recognition of refugee status and rights.
Legislation and Regulations	47-5	Include ministerial discretion under immigration regulations.
Voluntary Agencies	47-6	Include voluntary agencies participating in refugee programmes, including contracts and relations with these organizations. Subdivide by the agency involved, as volume warrants.
Centres	47-7	Centres set up to care for refugees until they are resettled. Include camps and housing, care and maintenance, clothing, food, medicine and financial assistance, education and training, and temporary employment.
Reestablishment	47-8	Include negotiations for the resettlement of refugees, screening and other immigration formalities, movement from camps to new homes, and integration into new environment; the activities of UNHCR and ICEM in this field; the settlement of special categories, such as the handicapped, and cases requiring individual attention.
Repatriation	47-9	Repatriation to homeland of refugees only after they have been resettled in a new country. Exclude deportation cases (83-11).

CULTURE AND INFORMATION BLOCK

<u>SUBJECT</u>	<u>GROUP NO.</u>
Cultural Affairs	55
Information Activities	56
Public Relations	57
(Spares)	58-64

SUBJECT	GROUP NO.	SCOPE
CULTURAL AFFAIRS	55	Use for material on the cultural life and development of a country, history, cultural property, fine arts, education, cultural relations and exchanges, exhibitions and fairs, entertainment, sports competitions, hobbies and related services and activities. Subdivide by country for general material pertaining to individual countries where volume does not warrant further subdivisions. Exclude administration of Information Division (Groups 1 to 10).
Policy and Plans	55-1	Include general material relating to programme planning and coordination of activities with government planning committees, boards and commissions on cultural matters.
Reports and Statistics	55-2	Include only general material which cannot be classified under a more specific heading hereunder.
Treaties and Agreements	55-3	Include only material which cannot be classified under one of the more specific subjects in this outline.
Organizations and Conferences	55-4	Include material on the organization, administration, meetings and general activities of national and international organizations working in the general cultural field (e.g. UNESCO, Canada Council, Arts Council, Canada Foundation). For UNESCO employ the standard breakdown of Group 24 but exclude UNESCO Natural Sciences (NS) (67), Social Sciences (SS) (45), Mass Communications (MC) (56), Cultural Activities (CUA) (55-9), International Exchange Service (IES) (55-9), and Education (ED) (55-10). Exclude also organizations and institutions which may be classified under more specific subjects in this outline, e.g. boards, committees and foundations which formulate policy (55-1).
Legislation and Regulations	55-5	Include general material only which cannot be classified under a more specific subject in this outline.
Visits	55-6	Include only general material which cannot be classified under a more specific subject in this outline. Exclude journalists (56 and 57).
Fairs and Exhibitions	55-7	Include world fairs and exhibitions which are not concerned specifically with education (55-13), books (55-14), visual arts (55-16), performing arts (55-17), sports competitions (55-26). Exclude also agricultural (35-10), science (67-7) and trade fairs (37-18).

SUBJECT	GROUP NO.	SCOPE
Cultural Relations and Exchange	55-8	Include material which does not refer specifically to another subject in this outline. Subdivide by countries involved. Exclude policy on relations with scheduled countries (20-9).
UNESCO Cultural Activities	55-9	Include UNESCO projects for the improving of cultural relations in general, enhancing free flow of material and movement of people, its International Exchange Service (IES) and cultural activities (CUA) in general. Exclude UNESCO Education (ED) (55-10).
UNESCO Education (ED)	55-10	Include material on all UNESCO activities in the educational field.
Education	55-11	Include material relating to types of education and educational institutions, education levels and trends of a country, its teaching profession, educational media and teaching materials. Subdivide by country. Exclude UNESCO Education (55-10), labour education and training (44-11).
Educational Exchange	55-12	Include material related to the exchange of students, teachers, professors, research fellows, to scholarships and fellowships, to college or university affiliations of a private nature, to organizations concerned such as NRC, WUSC, Commonwealth, Stagiaire, etc. Exclude UNESCO (55-10), educational exhibitions (55-13) and voluntary assistance in external aid field (38-12). See 38-9 for technical assistance.
Educational Exhibitions	55-13	Exclude book fairs (55-14), UNESCO (55-10).
Books and Libraries	55-14	Include literature, publications and book presentations to institutions and individuals; book fairs, purchase of books by Canada Council for distribution abroad, book translation. Exclude text books (55-11), departmental library services and administration (8).
Architecture	55-15	Include material pertaining to architectural institutions, competitions and exhibitions. Exclude Town Planning (45-12), UNESCO (55-9).
Visual Arts	55-16	Include painting, drawing, sculpture, handicrafts, art competitions and exhibitions, tours and visits, film festivals. Exclude commercial films (55-25), or motion picture industry (35-16), and UNESCO (55-9).
Performing Arts	55-17	Include theatre, ballet, puppetry and music; drama and music festivals, tours of groups or performing artists, scores and commercial recordings. Exclude athletic presentations (55-25), and UNESCO (55-9).

SUBJECT	GROUP NO.	SCOPE
Culture and History	55-18	Include comparative studies of culture, surveys and studies of cultural life of a nation, cultural conflicts, tribal customs and other general material not specifically related to other subjects in this outline. Exclude social manners and customs (45) and UNESCO (55-9).
Cultural Property	55-19	Include protection, preservation, restitution and restoration of cultural and intellectual property such as Berne Union, conventions on copyright, use of the word "Royal", national symbols and emblems, except by diplomatic representatives (22-13), neighbouring rights and other general material not specifically related with another subject in this outline. Exclude protection of nature (55-22) and UNESCO (55-9).
Gifts and Exchanges	55-20	Include exchange of specimens of nature and presentation of gifts. Exclude book presentations (55-14).
Celebrations	55-21	Include national and local commemorative celebrations and holidays. Exclude those involving diplomatic representation, (22-13); independence celebrations (20-14).
Parks and Reserves	55-22	Include national parks and reserves, botanical and zoological gardens, protection of nature. Exclude protection of game (55-25); UNESCO (55-9).
Memorials and Monuments	55-23	Include war memorials. Exclude war graves (27-10-11); religious shrines and cemeteries (45-12-4); and UNESCO (55-9).
Museums and Galleries	55-24	Include archaeology, historic sites and reservations, national museum, Gallery and Portrait Gallery and other material pertaining to liaison with institutions rather than coordination of exhibits, etc., which can be classified elsewhere in this outline. Exclude UNESCO (55-9) and (55-10).
Recreation	55-25	Include unorganized sports and athletic presentations, such as gymnastic displays; hunting & fishing, commercial movies, hobbies, philately etc. and pen-pals; laws for the protection of game. Exclude commercial fishing (35-11), film industry (35-16) and sports competitions (55-26).
Sports Competitions	55-26	Include professional and amateur sports competitions such as the Olympic Games and World Championships in hockey, football, soccer, tennis, etc.

SUBJECT	GROUP NO.	SCOPE
INFORMATION ACTIVITIES	56	Use for papers dealing with the information programmes and activities of various countries; with the various information media such as press, publications, motion pictures, radio and television; the use of these mass communications media to explain a country's culture, policies and objectives at home or abroad; measures to influence the opinions and attitudes in support of current policies and aims; public information activities abroad conducted by Canadian Government Departments and Agencies other than External Affairs. Exclude: departmental relations with the general public and press (57); administrative aspects of the Information Division (1 to 10); cultural activities (55); information activities and public relations of various national and international organizations for which see appropriate groups elsewhere in this guide; and communist propaganda (29-18).
Policy and Plans	56-1	Include general policy, coordination of programmes; general liaison with other Canadian Government departments and agencies; information policy guidances and statements; plans for individual countries; special projects and other material too broad in content to be classified under a more specific heading elsewhere in this group. Subdivide by country.
Reports and Statistics	56-2	Include only material too broad in content to be classified under a more specific heading hereunder, e.g., assessment of information programmes, analysis of audiences' attitudes and reactions; reports of Liaison teams. Subdivide by post for reports on activities. Exclude studies on effectiveness of programmes concerning a specific medium listed hereunder.
Treaties and Agreements	56-3	Include only general material which cannot be classified under a more specific heading hereunder.
Organizations and Conferences	56-4	Include material pertaining to the administration, meetings, and general activities of national and international organizations concerned with information activities in general. Subdivide by name of organization and by conferences. Exclude those which may be classified under a more specific heading hereunder.

SUBJECT	GROUP NO.	SCOPE
Legislation and Regulations	56-5	Include general material which cannot be classified under a more specific heading elsewhere in this outline.
Visits	56-6	Include general material which cannot be classified under a more specific heading here-under, e.g., visits and tours of persons or groups interested in the information field or more than one of the mass communications media. Subdivide by country of visitor and by name if volume warrants.
Visitors to Canada Programmes	56-7	Include material on policy, admin, and financial arrangements expended in assisting visitors to Canada who wish to obtain a better understanding of and report abroad on Canada, e.g. visits of foreign journalists and broadcasters, tour of foreign students and information assistants. Exclude foreign government officials and other visitors who on their own visit Canada to gather this type of information or are specialists in this field of operation for which see Group 56-6. (Exclude visits abroad of Canadian Journalists (57-13).
Of Countries other than Canada	56-8	Include information programmes and activities of various countries not classified under a more specific subject in this group.
In Canada	56-8-1	Activities of other countries in Canada.
Psychological Operations	56-9	Include material relating to measures to influence opinions and attitudes through psychological activities in time of peace or war; exchanges of psychological warfare material with other nations. Exclude communist propaganda (29-18).
Exchange of Information	56-10	Include information material relating to more than one mass communications medium; freedom of information; censorship of or interference with information media in general; conventions and exchange agreements between countries. Exclude cultural exchange (55) military information (27-13), intelligence information (29-6), scientific information (67-11).
By Canada with other Countries	56-10-1	Include actual exchange of material with various countries. Subdivide by country. Exclude requests for information (56-11).

SUBJECT	GROUP NO.	SCOPE
Requests for information	56-11	Include requests for information, publications, etc., on various subjects; departmental policy and procedures in handling such requests; co-ordination, liaison with other Canadian Government departments and agencies, Provincial Governments and other non-governmental organizations. Subdivide by subject. For casual enquiries about general information on Canada arrange papers in alphabetical order of name of person or organization submitting request in folders labelled A to Z. Exclude enquiries on subject matters listed elsewhere in this guide; enquiries on work of External Affairs Department (57-9).
Press, Publications and Visuals	56-12	Include general material on the use of these media for various information activities by Canada and other countries. Exclude Departmental public relations (57), library services (8).
Policy and Plans	56-12-1	Include general policy, procedures, coordination of programmes, liaison with other Canadian Government Departments and Agencies; other material which cannot be classified under a more specific heading hereunder.
Reports and Statistics	56-12-2	Include general reports and statistical data, programme effectiveness and evaluation; other general material which cannot be classified under a more specific heading hereunder.
Procurement	56-12-3	Include policy and procedures relating to the administrative aspects only and other general material which does not pertain to a specific publication. Subdivide by source from which procured.
Editorial Services	56-12-4	Include policy and regulations relating to and control over internal and external publications, departmental assistance in the preparation of material for external publications and other general material which does not pertain to a specific publication.
Production	56-12-5	Include policy and procedures on production using facilities of the Queen's Printer or commercial firms; production schedules, requisitions for reproduction; and other general material which does not pertain to a specific publication.

SUBJECT	GROUP NO.	SCOPE
Distribution	56-12-6	Include policy, procedures, requests for publications, material sent to Posts, lists and other administrative aspects not pertaining to a specific publication. Subdivide by Post.
Technical Equipment and Supplies	56-12-7	Include general material on inventory, equipment including maintenance supplies and paper and other material which does not pertain to a specific publication.
E.A. Publications	56-13	Include individual publications produced by External Affairs, material on preparations, editing, clearance, production and distribution. Subdivide by title of publication. Exclude requests for publication (56-11), exchange of publications (56-10), special departmental publications such as E.A. Register (3-2), telephone directories (3-14-6), diplomatic lists (22-12).
Official Publications In Canada	56-14	Include material on procurement and distribution of individual publications; official publications of provincial and municipal governments. Subdivide by title of publication or by source from which procured.
Non-Governmental Publications	56-15	Include material on procurement and distribution of individual publications. Subdivide by title of publication or by source from which procured.
Newspapers, Local Press	56-16	Subdivide by name. Exclude library subscriptions (8).
News Agencies and Press Associations	56-17	Subdivide by name.
Feature Materials	56-18	Includes special features, magazine reprints and background kits, etc. Exclude photo features (56-19-1).
Visual Materials	56-19	Include procurement or production, distribution. Subdivide by type.

SUBJECT	GROUP NO.	SCOPE
Visual Materials (Cont'd)		
Photographs	56-19-1	Include mats, negatives and plates, photo features and transparencies. Subdivide by Post.
Filmstrips	56-19-2	Include slides.
Graphics	56-19-3	Include cartoons, posters, etc.
Exhibits and Displays	56-19-4	Include lobby and window displays, photo displays and stands.
Motion Pictures	56-20	Include material on the use of motion pictures as an information medium by Canada and other countries. Exclude motion pictures industry (35-16), film festivals (55-16), films and tapes for Television (56-21-7).
Policy and Plans	56-20-1	Include general policy, programmes, co-ordination and liaison with film producing agencies such as National Film Board and other general material which cannot be classified under a more specific heading hereunder.
Reports and Statistics	56-20-2	Include general reports, statistical data, programme effectiveness and evaluation, audience reactions and public opinion.
Commercial Outlets and Sources	56-20-3	Include film distributors, motion picture companies, cinema houses, etc. Subdivide by name of theatrical and non-theatrical organizations.
Production	56-20-4	Include assistance to and tours of mobile units with their equipment, special projects.
Technical Equipment and Supplies	56-20-5	Include material relating to inventory, maintenance of equipment, procurement and distribution. Subdivide by Post. Exclude films (56-20-6).
Films	56-20-6	Include general material relative to questions of production, purchase, copyrights, censorship, promotion and publicity, catalogues, disposal, sale and withdrawal. Exclude film festivals (55-16), filmstrips, slides and transparencies (56-19).

INFORMATION ACTIVITIES 56-20-7

SUBJECT	GROUP NO.	SCOPE
Motion Pictures (Cont'd)		
Film Distribution	56-20-7	Include requests, orders, shipment, transfer, loan, disposal and loss of motion picture films, distribution reports - audience reactions and evaluation of films, catalogues and publicity material pertaining to individual posts. Subdivide by Post.
Film Prestige Showings	56-20-8	Include policy, distribution and reports. Subdivide by country.
Radio and Television	56-21	Include material on the use of radio and television as information media by Canada and other countries. Exclude departmental public relations with radio and television (57-11), radio industry (41-8), television industry (41-10); and satellite communications (66-7).
Policy and Plans	56-21-1	Include general policy, Information programmes, coordination and liaison with Canadian Government departments and agencies. (For CBC-IS see 56-21-8) other general material such as copyrights and conventions, agreements, which cannot be classified under a more specific heading hereunder.
Reports and Statistics	56-21-2	Include general reports, statistical data, programme effectiveness and evaluation of programmes and shortwave broadcasts, space transmission such as Telstar including audience mail, clippings, etc., and other general material which cannot be classified under a more specific heading hereunder.
Technical Equipment and Supplies	56-21-3	Include general material (such as inventory) which does not pertain to specific programmes.
Production and Programming	56-21-4	Include programmes produced by various radio and television organizations, music programmes for radio stations, cooperative production in Canada with visiting foreign T.V. teams and abroad with visiting Canadian team. For CBC-IS see 56-21-8.
Promotion and Publicity	56-21-5	Include publicity material such as booklets and programmes and other related activities.

SUBJECT	GROUP NO.	SCOPE
Radio and Television (Cont'd)		
Local Services	56-21-6	Include use of local stations for information activities either by Canada or foreign countries. Exclude amateur broadcasting (41-8).
T.V. Films and Tapes	56-21-7	Include all material pertaining to the production or procurement and distribution of films and tapes for television.
CBC-IS	56-21-8	Include policy, co-ordination, liaison, production and programme for CBC-IS. Subdivide by country. For other than CBC-IS see 56-21-4.
Timely Information to Posts	56-22	Include material on radio, cable and signal news, e.g., CBC daily news bulletins; newsletters; special editions of newspapers, policy statement telegrams and other material used in providing information to posts on topical questions. Exclude material used specifically for press guidance (57-11).

SUBJECT	GROUP NO.	SCOPE
PUBLIC RELATIONS	57	Use for papers on: the provision of assistance by the Department to newsmen and others who are engaged in keeping the public informed of departmental activities; the provision of speakers; answering of routine requests for information on the work of the Department. Exclude public relations conducted at Posts on behalf of other Canadian Government Departments and Agencies (56).
Policy and Plans	57-1	Include general policy and other material which cannot be classified under a more specific subject in this group.
Reports and Statistics	57-2	Include general reports, statistical data, and other material which cannot be classified under a more specific heading hereunder.
Invitations	57-3	Include casual invitations. For invitations to speak before non-governmental groups see (57-6).
Appointments and Interviews	57-4	With private individuals. Include letters of introduction. Exclude press interviews (57-11).
Meetings and Conferences	57-5	Include attendance at meetings and conferences held by public or private groups. Exclude Press Conferences (57-11).
Speaker Service	57-6	Include invitations to speak before non-governmental groups; arrangements for speakers whether or not they are members of External Affairs Department. Subdivide by name of group if volume warrants.
Speeches	57-7	Include material for use in speeches, clearances and copies of speeches. Subdivide by name of speaker. File extra copy by subject if desired. Exclude requests from Government sources for speeches on External Affairs Policy (20-1-2).
Assistance to Publishers and Writers	57-8	Include articles prepared for publication upon request from private individuals and publishing houses; manuscripts submitted to Department for comment. Exclude access to departmental records and manuscripts on matters related to a departmental function submitted for comment or clearance by a member or ex-member of the Department (7-5).
Public Opinion and Inquiries	57-9	Include requests for information about the work of the Department of External Affairs; criticisms, complaints, commendations; petitions and resolutions; polls and surveys; anonymous and crank letters.

SUBJECT	GROUP NO.	SCOPE
Press Summaries and Clippings	57-10	Include press clippings services, at home and abroad; press summaries or digests; wire service facilities.
E.A. Relations with Mass Communications Media	57-11	Include departmental relations with press, radio, television and film agencies and representatives on general matters such as clearances and provision of information on topical questions, (e. g., advance texts, press releases, press guidance telegrams, press conferences and interviews); accreditation of correspondents; transcripts of radio and T.V. appearances. Exclude these public information activities when connected with a special event (57-12).
Special Event Coverage	57-12	Include E.A. assistance to press, radio and television in connection with visits of prominent persons, international conferences, etc.; arrangements for coverage, accreditation of correspondents. Subdivide by name of event.
Visits of Canadian Journalists Abroad	57-13	Include facilities and other services such as introductions and arrangements for travel and accommodation on behalf of Canadian journalists, radio commentators, etc. Exclude visits of foreign journalists to Canada (56-7).

SCIENCE BLOCK

<u>SUBJECT</u>	<u>GROUP NO.</u>
Atomic Energy	65
Outer Space	66
Science	67
(Spares)	68-79

SUBJECT	GROUP NO.	SCOPE
ATOMIC ENERGY	65	Use for material on the peaceful uses of atomic energy including the development of reactors and industrial applications, safeguards against military uses, safety standards in the employment of atomic energy. Exclude nuclear weapons (Group 27); nuclear disarmament problems (28); the operation of nuclear power plants (39-7).
Policy and Plans	65-1	Include general material on atomic energy matters such as broad policy statements; parliamentary and government committees dealing with atomic energy such as Canadian Parliamentary Committee on Atomic Energy, Atomic Energy Advisory Panel.
Reports and Statistics	65-2	
Cooperation and Agreements	65-3	Include material on general co-operation between countries in the peaceful uses of atomic energy, such as the negotiation of agreements, the sale of reactors and policy material on visits. Subdivide by name of countries cooperating: (e.g. 65-3-CDA-JPN).
Organizations and Conferences	65-4	Include material on the organization, administration, meetings and general activities of international bodies such as IAEA and Euratom and Canadian agencies such as AECL, AECB and Eldorado Mining and Refining Co. Ltd; symposia, panels, etc.; UN Scientific Conference on Peaceful Uses of Atomic Energy. Use 65-8 for material on national agencies in other countries. For the IAEA agencies employ the standard breakdown of Group 24.
Legislation and Regulations	65-5	Include general legal problems on atomic energy.
Visits	65-6	
IAEA Cooperation	65-7	Include material on cooperation with the IAEA; the provision of assistance, training facilities and equipment and nuclear fuel to the Agency; provision of assistance by the Agency.

SUBJECT	GROUP NO.	SCOPE
Technical Assistance	65-7-1	Include policy on technical assistance, meetings of the Technical Assistance Committee of IAEA. The provision of assistance to the Agency such as supply of equipment, nuclear fuel, training facilities. The provision of assistance by the Agency such as fellowships, training, equipment.
Technical Information	65-7-2	Include requests by the Agency for technical information.
Research and Development	65-8	Peaceful uses only. Include material relating to aspects of atomic energy development in individual countries, such as building of reactors. Exclude material confined to cooperation between countries (65-3), establishment of safeguards (65-9), and safety standards (65-11). Subdivide by country.
Safeguards	65-9	Include policy material relating to the establishment of safeguards to prevent the diversion of atomic energy materials from peaceful to military uses; policy of the IAEA. Bilateral agreements which include reference to safeguards should be classified under 65-3 but subsequent negotiations to bring bilateral safeguards under a general IAEA system should be filed here; trilateral agreements with IAEA.
Export and Import	65-10	Include policy and programme of exports and imports of nuclear material. (e.g. Uranium) and Equipment (e.g. Reactors). Include Control. Exclude Safeguards (65-9).
Safety Standards	65-11	Exclude fall-out and radiation effects of nuclear weapons (46-10). Include transport of radioactive material, disposal of radioactive waste, legal liability.

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SUBJECT	GROUP NO.	SCOPE
OUTER SPACE	66	Use for material on outer space research, exploration, satellites, space vehicles and facilities. International discussions of outer space problems including legal aspects, disputes and claims as well as national outer space programmes. Exclude military uses of space (Group 27-22) and commercial telecommunications matters (41-7).
Policy and Plans	66-1	General material only. Include international cooperation.
Reports and Statistics	66-2	
Treaties and Agreements	66-3	
Organizations and Conferences	66-4	Include UN Committee on Peaceful Uses of Outer Space.
Legislation and Regulations	66-5	
Visits	66-6	
Satellites	66-7	Include navigational, weather, scientific, reconnaissance and communication satellites (e.g. "Alouette"). See 41-7 for commercial use of communications satellites.
Space travel	66-8	Include manned and unmanned projects for lunar and interplanetary flight; placing of bases in orbit above or on planets. Exclude military applications (27-22).
Tracking	66-9	Include tracking stations which exist primarily for scientific purposes. For military tracking bases see 27.
Balloons	66-10	Exclude balloon satellites 66-7.
Legal Aspects	66-11	Legal opinions of discussions on all aspects of outer space, legal sub-committee of UN Committee on Peaceful Uses of Outer Space.
Research and Development	66-12	Include general material on research and development in outer space; Committee on Space Research (COSPAR) of the ICSU, the Scientific and Technical Committee of the UN Committee on Peaceful Uses of Outer Space, and International Sounding Rockets Launching Bases.

SUBJECT	GROUP NO.	SCOPE
SCIENCE	67	Use for material on natural and exact science, scientific research and cooperation, scientific manpower and technological development in general. See Group 27-12 for defence science, 46-11 for medical science, 65-8 for atomic science, 66-6 for research in outer space, 35 for scientific and technological applications in industry, 55-9 for UNESCO projects to facilitate the free flow of educational, scientific and cultural material
Policy and Plans	67-1	Include programmes for international cooperation such as International Geophysical Year and other material of a general character; discussions of Privy Council Committee on Scientific and Industrial Research and Advisory Panel on Scientific Policy.
Reports and Statistics	67-2	Confine to material which cannot be filed under one of the more specific headings in this group. Include UNESCO directory of international scientific and technical services.
Treaties and Agreements	67-3	Include agreements of a general character not confined to a specific subject in this outline.
Organizations and Conferences	67-4	Include the organization, terms of reference, administration and meetings of national and international scientific bodies such as the World Meteorological Organization (WMO), International Council of Scientific Unions and Pacific Science Congress. For UNESCO see 55. For the WMO employ the standard breakdown Group 24.
Legislation and Regulations	67-5	
Visits	67-6	
Exhibitions	67-7	Include scientific expositions and fairs
Branches of Science	67-8	Include organizations and research and conferences concerned with a specific branch of science (e.g., botany, oceanography, seismology, geodesy and geophysics, etc.)
Training	67-9	Include education in the general field of science and technology.
Research	67-10	Include scientific research programmes and expeditions involving a number of branches of science; research centres. See 67-8 for material concerned with research in a specific branch of science.
Scientific Information	67-11	Exchange and release of scientific information, freedom of scientific information. For exchange of military information see 27-13.

SUBJECT	GROUP NO.	SCOPE
Scientific Manpower	67-12	Include technologists.
Technological Development	67-13	Include the general effects of automation and technological development, UN Conference on Application of Science and Technology to less-developed areas (UNSCAT), International Computation Centre.
Standards	67-14	Include weights and measures, International Organization for Standardization, Canadian Standards Association.
Time and the Calendar	67-15	Include proposals for calendar reform.
Science-Environment	67-16	Include material dealing with pollution and environmental problems. Include also specific aspects of subject matter which are referred elsewhere in the guide in connection with; Boundaries (Air and Water Pollution) group 25; Human Environment groups 30-18-3 and 45-4; Protection of Nature (land spoliation) group 55-22; Health problems group 46; and Scientific Research in other parts of this group 67.

CONSULAR AND LEGAL BLOCK

<u>SUBJECT</u>	<u>GROUP NO.</u>
Consular Affairs	80
Legal Affairs and Services	81
Citizenship	82
Visas and Travel	83
Passport Services	84
(Spares)	85-89

SUBJECT	GROUP NO.	SCOPE
CONSULAR AFFAIRS	80	Use for papers which deal in a general or collective way (i.e. which do not pertain solely to legal services (81), citizenship (82), visa (83), and passport services (84)) with consular services performed abroad for the protection and welfare of and assistance to persons, and on behalf of government departments and agencies. Exclude protection of property (81), administration of Consular Division and matters such as personnel, finance, records and communications (1 to 10); representational aspects (22).
Policy and Plans	80-1	Include general policy, planning, coordination, extension of services abroad; meetings of consular officers; information on services of countries other than Canada; enquiries and complaints; offers of services by residents abroad to act as honorary consuls; other material too general in content to be classified under more specific headings hereunder. Subdivide by country. Subdivide by post for consular agencies and agents and include papers of a general nature pertaining to functions and duties of consular offices and officers respectively; consular problems creating precedents; non-external affairs officers performing consular duties including honorary consuls. Exclude administrative matters (1 to 10); representational aspects (22).
Reports and Statistics	80-2	Include summaries of activities, general reports and statistical data too general to be classified under more specific headings hereunder. Subdivide by post for material from individual offices on their performance of consular duties of a general nature.
Treaties and Agreements	80-3	Include material which cannot be classified under more specific subjects such as consular conventions, etc. Subdivide by country(ies) involved.
Organizations and Conferences	80-4	Include only material which cannot be classified under more specific subjects. Subdivide by name of organization, date of conference if volume warrants. Exclude meetings and conferences of consular officers and other government groups engaged in policy making (80-1).
Legislation and Regulations	80-5	Include only material too general in content to be classified under more specific headings hereunder. Subdivide by country if volume warrants.
Fee Collection and Control	80-6	Include material on collection and recording requirements and control and accountability of consular stamps and fees where not pertaining solely to legal services, passports, citizenship and visa matters. Subdivide by post.

SUBJECT	GROUP NO.	SCOPE
Services on Behalf of Other Countries	80-7	Include papers pertaining to consular services performed on behalf of another country. Exclude passport and visa services (84-7); services as a Protecting Power (80-8).
Services as a Protecting Power	80-8	Include policy, proposals and arrangements for the transfer and relinquishment of office in case of assumption or termination of consular services of one country by another. Exclude political aspects (20-1-2 or 20-1-3). Subdivide by country.
Registration of Nationals	80-9	Include policy and procedures for the registration of nationals abroad. Exclude registration for military service (80-15). Subdivide by country for registration of Canadian nationals abroad.
Emergency Evacuation	80-10	Include policy and arrangements to evacuate nationals abroad in time of emergency, riot or insurrection. Exclude emergency plans (1-10), funds (5-6-1) and Defence (27-24). Subdivide by country for Canadian arrangements.
Government Benefits and Services	80-11	Include policy, reciprocal arrangements and procedures for services to nationals abroad on behalf of other government departments and agencies on matters in their respective field, such as delivery of government cheques, tax refunds, census enumeration and franchise. Exclude those classified under more specific headings hereunder. Subdivide case material by country.
Assistance to Nationals	80-12	Include policy, reciprocal arrangements if any, and procedures for protective services to nationals abroad such as enquiries on the whereabouts of persons, locating and assisting ill, injured, incapacitated, stranded or missing persons, relief and repatriation, child custody and welfare and other family disputes (excluding maintenance orders (81-6)). Exclude deportation (83-11), extradition (81-7), cases and services more specifically outlined hereunder. Subdivide by name of person those receiving financial aid and others only if volume warrants by countries involved.
Assistance through Local Authorities	80-13	Include policy, reciprocal arrangements, if any, and procedures for intervening with local authorities to assist nationals to obtain public records such as birth certificates, to recover lost or stolen personal property, to obtain permits and licences such as work permits, marriage licences, drivers' licences, permits to engage in professions and conduct religious services, licences to fish, hunt and keep pets, permits to transfer funds, etc. Exclude services specifically mentioned below. Subdivide

SUBJECT	GROUP NO.	SCOPE
Assistance through Local Authorities (<i>Cont'd</i>)		by country and, if volume warrants, by type of service. Further subdivide, if necessary, by name of person who is receiving aid.
Offences, Arrests, Detention	80-14	Include policy, reciprocal arrangements and procedures for giving assistance in cases of alleged or actual offences against local law (civil or criminal) and such related matters as bail, fines, penalties, probation, right to visit and access to legal aid. Subdivide case material by country and by name if volume warrants. Exclude extradition (81-8).
Military Service	80-15	Include services in cases involving conscription into foreign military service.
	80-16	Spare.
Merchant Vessels and Seamen	80-17	Include policy, regulations and procedures under the Canada Shipping Act and Distressed Seamen Regulations relating to services performed abroad by consular officers.
Commercial Aircraft and Airmen	80-18	Include material relating to services performed abroad by consular officers.
Military Personnel	80-19	Include policy and procedures for services to military personnel away from their units. Subdivide by country involved if volume warrants.
Veterans	80-20	Include policy, reciprocal arrangements and procedures for the coordination of services and benefits to veterans abroad such as payment of pensions and allowances, reports of death, claims to pensions where separable from claims settlement between governments (81-8, 81-9). Subdivide by country involved and by name of veteran if volume warrants.
Social Security	80-21	Include policy, reciprocal arrangements, and procedures for services involving old age pensions, workmen's compensation, etc., payment of such benefits, enquiries and claims where separable from claims settlement between Governments (81-8, 81-9). Subdivide case material by country involved and by name of person if volume warrants.
Prisoners of War and Civilian Internees	80-22	Include policy, reciprocal arrangements, if any, liaison and coordination, procedures for the protection, welfare, repatriation and other services through voluntary organizations. Claims where separable from claims settlement between governments (81-8, 81-9). Exclude general material more appropriately related to military action (21). Subdivide by country and by camp for case material.

SUBJECT	GROUP NO.	SCOPE
Deaths and Estates.	80-23	Include policy, reciprocal arrangements, enquiries and procedures for the removal of remains, burial, estates and their settlement, etc., Exclude deaths of seamen (80-17), airmen (80-18), military personnel (80-19) and veterans (80-20). Subdivide by countries involved and by name of deceased or estate if volume warrants.

SUBJECT	GROUP NO.	SCOPE
LEGAL AFFAIRS AND SERVICES	81	Use for general material relating to legal affairs which cannot be classified by subject elsewhere in this Guide, such as the collection of legal opinions and interpretations, judicial assistance procedure; judicial and legal services performed abroad in connection with assistance to persons and firms; extradition procedures and cases; claims litigation between governments; claims procedures relating to protection of property (Canadian and foreign). Exclude purely administrative matters and organization of the Legal Division (1 to 10); travel expense claims and claims for loss of personal effects (4); claims for loss of departmental equipment and supplies and vehicle accident claims (9); claims for benefits and services from governments (80); territorial claims (25-3).
Policy and Plans	81-1	Include general policy, planning, coordination of work, scope of services, judicial assistance procedure, use of professional legal services by External Affairs and posts, and procedures on other general material which cannot be classified under more specific headings hereunder.
Reports and Statistics	81-2	Include general reports and statistical data too general to be classified under more specific headings hereunder; index of legal opinions and interpretations.
Judicial and Legal Services	81-3	Include policy, protests, enquiries and procedures too general to be classified under more specific headings hereunder.
Authentications and Notarial Acts	81-4	Include policy, reciprocal arrangements and procedures for administering oaths, taking of acknowledgments, etc. Subdivide case material by country.
Depositions and Letters Rogatory and Service of Documents	81-5	Include policy, reciprocal arrangements and procedures for taking testimony, witness' statements, proof of documents in evidence, servicing of documents for use in Courts, for civil and criminal cases only in Canada or abroad, etc. Subdivide case material by country.
Maintenance Orders	81-6	Include policy and procedures for reciprocal enforcement in cases of non-support, desertion and illegitimacy. Subdivide case material by country.
Extradition	81-7	Include policy, reciprocal arrangements and procedures for the extradition, removal and in cases of voluntary surrender of persons. Subdivide case material by country.

SUBJECT	GROUP NO.	SCOPE
Canadian Claims against Foreign Governments	81-8	Include general policy and procedures for registration and espousal of claims of Canadians against foreign governments for loss or damage to property or person through negligence, war, nationalization, expropriation, requisitioning, blocking, confiscation, sequestration, intervention or other taking or control or seizure of property. Subdivide by country where property located and thereafter by name of claimant if volume warrants. Place name files in cabinet in alphabetical sequence by country.
Claims by Foreign Governments against Canada	81-9	Include policy and procedures for handling claims against Canadian Government by foreign governments for loss or damage to property or person through negligence, seizure or intervention (including blocking of foreign assets in Canada under Trading with the Enemy Regulations and inter-custodial disputes).
Private Ownership Disputes	81-10	Include policy and procedures for handling personal claims against or disputes between individuals and firms in matters pertaining to the assets, management of, and disposition of holdings (bank accounts, realty, chattels, copyrights, breach of contract, securities, insurance payments, private debts, and other accounts receivable; and litigation of such disputes. Subdivide by type of ownership and if volume warrants by name of claimant.
Fraudulent Schemes	81-11	Include policy, reports and individual claims in cases of actual or alleged frauds in real estate and stock, etc. Subdivide case material by country and if volume warrants by type of fraud.

SUBJECT	GROUP NO.	SCOPE
CITIZENSHIP	82	Use for all matters concerning the status of individuals, evidence of acquisition or loss of citizenship, or change of nationality, and related procedures. Exclude questions of citizenship concerning visas (83) and passports (84).
Policy and Plans	82-1	Include policy, planning, and coordination on citizenship matters; liaison with other government agencies; committees engaged in the formulation of policy; and other related material too general to be classified under a more specific heading hereunder.
Reports and Statistics	82-2	Include only reports and statistics too general to be classified under one of the more specific headings listed below.
Treaties and Agreements	82-3	Include only material too general to be classified under a more specific heading. Subdivide by country.
Organizations and Conferences	82-4	Include only material too general to be classified under more specific headings hereunder; local, national, or international groups interested in citizenship questions. Exclude bodies connected with the formulation of policy such as departmental and inter-departmental committees (82-1).
Legislation and Regulations	82-5	Include papers on nationality and citizenship Acts, regulations, enquiries and other material too general to be classified under a more specific heading. Subdivide by country.
Fees	82-6	Include only general material related to Citizenship fees; procedures and requirements on collection, recording and refund of such fees.
Registration of Canadian Births Abroad	82-7	Include policy, procedures, returns and other material related to this function at posts.
Acquisition - Natural Born	82-8	Include legislation, regulations, procedures and reports; papers on specific persons. Place on policy files policy papers or precedent information relating to status of individuals involving births in Canada, births abroad to Canadian parents, and also births in Canada to foreign diplomats and other temporary residents. Exclude actual registration of birth (82-7), questions relating specifically to dual nationality (82-13) and other questions classified under a more specific heading elsewhere.

82-9 CITIZENSHIP

SUBJECT	GROUP NO.	SCOPE
Acquisition - Other than Natural Born	82-9	Include legislation, regulations, procedures and reports; papers on specific persons. Place on policy files policy papers or precedent information relating to acquisition of citizenship by grant of certificate of citizenship, domicile, residence, or naturalization. Exclude questions involving marriage (82-14), and other material classified under a more specific heading elsewhere.
Loss	82-10	Include legislation, regulations, procedures and reports; papers on specific cases. Place on policy files policy papers or precedent information relating to the possible loss of citizenship; the resumption of citizenship. Exclude material relating solely to specific subjects listed elsewhere.
Extension	82-11	Include legislation, regulations and procedures on extension of citizenship of other than natural born citizens, exemption from loss; papers on specific persons.
Retention	82-12	Include legislation, regulations and procedures on retention, certificates and declarations; papers on specific persons.
Dual Nationality	82-13	Include policy, legislation, regulations, procedures, reports and papers on specific individuals.
Marriage and Divorce	82-14	Include material pertaining to policy, legislation, regulations, procedures and papers on specific individuals.
Minors, Legitimation	82-15	Include policy, legislation, regulations, reports and papers on specific cases.

SUBJECT	GROUP NO.	SCOPE
VISAS AND TRAVEL	83	Use for papers on the entry of immigrants and non-immigrants to Canada and other countries; on their exclusion, deportation or departure; on travel requirements and control.
Policy and Plans	83-1	Include general policy, planning, coordination and liaison with Government agencies on immigration, visa and travel matters and other material too general to be classified under more specific headings hereunder. Subdivide by post for papers of a general nature pertaining to the functions and duties of consular and immigration offices and officers respectively on matters dealing solely with visas and travel. Exclude administrative matters (1-10) and representational aspects (22).
Reports and Statistics	83-2	Include general reports, summary of activities at offices abroad, statistical data such as immigration trends and other material too general to be classified under more specific headings hereunder. Subdivide by post for reports from individual offices abroad on their performances of duties of a general nature.
Treaties and Agreements	83-3	Include material on reciprocity agreements and negotiations which cannot be classified under more specific headings hereunder. Subdivide by countries involved.
Organizations and Conferences	83-4	Include papers of a general nature on local, national and international organizations, inter-governmental agencies excluding those formulating policies (83-1).
Legislation and Regulations	83-5	Include papers on immigration laws, visa regulations, enquiries and other material too general to be classified under more specific headings hereunder. Subdivide by country.
Immigrants to Canada	83-6	Include papers on individual cases, statistical information, enquiries, Canadian policy, eligibility requirements and quota for individual countries. Subdivide by country and thereafter by name in alphabetical folders. Place extra or duplicate copies of policy papers and precedent information of individual cases on policy files.
Emigrants from Canada	83-7	Include papers on individual cases, statistical information, enquiries, country policy, eligibility requirements and quota. Subdivide by country and thereafter by name in alphabetical folders. Place on policy files extra or duplicate copies of policy papers and precedent information of individual cases.

83-8 VISAS AND TRAVEL

SUBJECT	GROUP NO.	SCOPE
Non-Immigrants to Canada	83-8	Include material on Canadian policy, visa and travel requirements, procedures, enquiries, statistical information and papers on individual cases. Place on policy files extra or duplicate copies of policy papers and precedent information of individual cases. Subdivide by classes of persons listed below. Exclude groups listed under more specific headings elsewhere in this outline.
Government Officials and Employees	83-8-1	Exclude Government officials belonging to one of groups listed below. Subdivide by country.
Diplomatic Representation	83-8-2	Diplomatic, consular, trade, etc., representatives and staff posted to Canada. Subdivide by country.
Delegates to Conferences	83-8-3	Subdivide by conference.
International Organization	83-8-4	Subdivide by name of organization.
Businessmen	83-8-5	Subdivide by country or group.
Trade Negotiators	83-8-6	Subdivide by country or group.
Sports and Cultural Groups	83-8-7	Subdivide by country or group or event.
Students, Trainees and Scientists	83-8-8	Subdivide by country.
Temporary Visitors	83-8-9	Subdivide by country. Exclude travel control (83-21).
In-Transit	83-8-10	Subdivide by country.
Information Media Representatives	83-8-11	Subdivide by country.
Temporary Workers	83-8-12	Include domestic servants. Subdivide by country.
Trading Agencies and Offices	83-8-13	Subdivide by country.
Special Groups	83-8-14	" " " or name of group. Include the Clergy and other groups not otherwise provided.
Non-Immigrants from Canada	83-9	Include material on country policy and visa and travel requirements, procedures, enquiries, statistical information and papers on individual cases. Place on policy files extra or duplicate copies of policy papers and precedent information of individual cases. Subdivide by classes of persons listed below. Exclude groups listed under more specific headings elsewhere in this outline.
Government Officials and Employees	83-9-1	Exclude government officials belonging to one of groups listed below. Subdivide by country.
Diplomatic Representation	83-9-2	Diplomatic, consular, trade, etc., representatives and staff posted from Canada. Subdivide by country.
Delegates to Conferences	83-9-3	Subdivide by conference.
International Organization	83-9-4	Subdivide by organization.
Businessmen	83-9-5	Subdivide by country or group.

SUBJECT	GROUP NO.	SCOPE
Non-Immigrants from Canada (Cont'd)		
Trade Negotiators	83-9-6	Subdivide by country or group.
Sports and Cultural Groups	83-9-7	Subdivide by country or group or event.
Students, Trainees and Scientists	83-9-8	Subdivide by country.
Temporary Visitors	83-9-9	Subdivide by country. Exclude travel control (83-21).
In-Transit	83-9-10	Subdivide by country.
Information Media Representa- tives	83-9-11	Subdivide by country.
Temporary Workers	83-9-12	Include domestic servants. Subdivide by country.
Refugees and Stateless Persons	83-10	Include material relating to the admission of refugees, displaced and stateless persons, country policy, laws, procedures and agreements as well as policy papers and precedent information on individual cases.
Deportation and Expulsion	83-11	Include policy, regulations and procedures, individual cases, and policy towards individual countries; voluntary deportation.
From Canada	83-11-1	Subdivide by country.
To Canada	83-11-2	Subdivide by country.
Adoption and Orphans	83-12	Include country policy, laws and regulations, requirements and procedures as well as individual cases and illegal traffic in children. Exclude cases of child custody (80-12).
Denial of Visas and Entry	83-13	Include policy, laws, regulations, grounds for refusals and procedures, control lists, individual cases or classes of persons. Subdivide by country and thereafter by grounds for refusal or class of persons such as criminals, subversives stowaways, public charges or mental and physical defectives, illiterates, etc.
By Canada	83-13-1	
By Countries other than Canada	83-13-2	

83-14 VISAS AND TRAVEL

SUBJECT	GROUP NO.	SCOPE
Fee Collection and Control	83-14	Include general material on policy, regulations, requirements, reciprocity relating to the collection, recording and refunding of fees. Exclude medical fees (83-16) and questions of fees when applicable to type of visas (83-17).
Clearance	83-15	Include general material on clearance procedures and requirements by countries involved, general liaison with local or national agencies.
Medical	83-16	Include general material on medical requirements and standards for persons seeking entry, medical examinations, fees, physicians, etc.
Issuance Procedures	83-17	Include material on registration, execution and processing of applications, forms; documentation requirements; issuance process, format of visa stamp, scheduling of appointments, revalidation or replacement of visas, etc.
Transportation Facilities	83-18	Include material on travel facilitation programmes, general liaison with transport companies.
Entry Procedures	83-19	Include material relating to entry requirements at border and ports of entry such as customs clearance, etc.
Illegal Admission	83-20	Include material on investigations procedures, persons or firms engaged in or allegedly engaged in fraudulent visa activities, in illegal admission of persons. Exclude illegal traffic in children (83-12).
Travel Control	83-21	Include material relating to restrictions on travel abroad by a country on its nationals especially during national emergency and time of war or because of foreign countries' restrictions imposed on persons seeking entry.

SUBJECT	GROUP NO.	SCOPE
PASSPORT SERVICES	84	<p>Use for all material, Canadian or foreign, relating to the issuance of passports and other travel documents such as Collective Certificates (Group Passports), Certificates of Identity, and Emergency Certificates to individuals and special groups. Material on individual cases and special groups will be placed on name files, disregarding the subject breakdowns below, and held in Passport Division. Extra copies or duplicates of papers on cases which contain useful policy and precedent information may be filed under appropriate subjects provided below. Exclude Visas (Group 83); material dealing solely with the administration of Passport Division (such as personnel, office space, equipment, etc.) (Groups 1 to 10).</p> <p>Subdivide by country for general information on passport services, specimens of passport and other travel documents; and other related material of various countries. Exclude from these country files material under specific headings hereunder which provide subdivision by country.</p>
Policy and Plans	84-1	<p>Include only material too broad in content to be classified under one of the more specific headings listed below.</p>
Reports and Statistics	84-2	<p>Include only reports and statistics too general to be classified under one of the more specific headings listed below.</p>
Treaties and Agreements	84-3	<p>Include only material too general to be classified under a more specific heading.</p>
Organizations and Conferences	84-4	<p>Include general material on national or international organizations and conferences on matters relating to passport services. Exclude departmental and inter-departmental committees on passport services or other government agencies engaged in policy formulation (84-1).</p>
Legislation and Regulations	84-5	<p>Include material too general to be classified under a more specific heading. Subdivide by country.</p>
Fee Collection and Control	84-6	<p>Include material on the policy, regulations, procedures and requirements for the collection, refund and recording of all passport services. Exclude fees of specific documents (84-8).</p>
By Canada for Other Countries	84-7	<p>Include policy, procedures and arrangements for the provision of passport and visa services on behalf of other countries, and all other material pertaining to these operations. Exclude other consular services (80-7).</p>

SUBJECT	GROUP NO.	SCOPE
Passport Accountability	84-8	Include policy, regulations and procedures relating to the recording of blank Canadian passport books, procurement and disposal inventories, spoiled blanks, specimens given upon request to other countries.
Passport Application	84-9	Include policy, regulations and procedures relating to applications for passports or their renewal; application forms and envelopes; processing of applications including requirements such as photos, guarantors, fees, etc., and evidence of nationality.
Passport Eligibility	84-10	Include eligibility for passports, policy and regulations pertaining to the issuance of passports to dual nationals, minors; to the custody of children; to the use of chosen name, change of name, etc.
Passport Issuance	84-11	Include policy, regulations and procedures pertaining to the format of passports, authority to issue and renew passports, preparation, execution, processing and mailing of the passport books; physical cancellation of passports.
Passport Validation and Amendment	84-12	Include policy, regulations and procedures relating to the amendment of passports, extension of validity and geographical restrictions.
Passport Categories	84-13	Include only material necessary to establish and maintain a complete, separate record of the various types of passports such as statistics on diplomatic, special and ordinary passports.
Special Groups	84-14	Include all material on the policy, regulations, requirements and procedures relating to the application and issuance of collective certificates to special groups who travel together such as boy scouts, olympic teams, cultural groups, etc.
Emergency Certificates	84-15	Include all material on the policy, regulations and procedures pertaining to the issuance of an emergency certificate in lieu of passport for the repatriation of a Canadian, or for cases of inaccessibility of passport.
Certificates of Identity	84-16	Include all material on the policy, regulations, requirements and procedures relating to the application, clearance and issuance of a Certificate of Identity to enable a Canadian resident to travel abroad who is stateless or unable to obtain a passport from his country of nationality.
Control Lists	84-17	Include lists only, Canadian as well as those of other countries. Subdivide by country.

SUBJECT	GROUP NO.	SCOPE
Lost or Stolen Passport	84-18	Include policy, regulations and procedures regarding the loss of a travel document, its recovery and the obtaining of a new one; statistics of Canada and other countries of such cases. Subdivide by country.
Denial of Services	84-19	Include policy and procedures relating to the denial of travel documents to persons because of their civil or national status or identity, activities and debts to the government, etc. Subdivide by grounds for refusal.
Fraudulent Activities	84-20	Include policy and procedures on the handling of passport irregularities such as altered, mutilated, or counterfeit passports, false information on application, etc., and on criminal prosecution.
Security Precautions	84-21	Include policy and procedures on the security arrangements connected with the issuance of passports and other travel documents; general liaison with government intelligence and security agencies. Subdivide by name of subversive organization, and cases of violations and prosecutions.

CODES

Departmental Symbols

Geographical Symbols

Common Abbreviations

DEPARTMENTAL SYMBOLS

NOTE:

1. The departmental symbols are divided into two parts both arranged in alphabetical sequence; Part I: by head office unit and post (name of city where located), with its appropriate symbol and Part II: by symbol corresponding to a head office unit or post. These symbols are reproduced in this Guide because they are extensively used in records processing and especially as coding components in the numbering of files in accordance with our classification system.

2. Usually an embassy or legation is indicated by the name of the capital city where it is located. The name of a city other than a capital would indicate normally a consulate or trade and commerce post. Where a Canadian mission or permanent delegation is located in a city where a diplomatic post already exists it would be identified in addition to the symbol of the city by a symbol representing the name of the organization or conference to which they are accredited, e.g. our Canadian delegation to the North Atlantic Treaty Organization in Brussels would be identified by the symbol "BRU-NATO".

3. For convenience, symbols have been supplied for some cities in countries where Canada is not represented and for some governmental agencies closely related to this department.

A

Abidjan	ABJ
Accra	ACC
Addis Ababa	ADD
Adviser on Bilingualism	ABC
African & Middle Eastern Division	GAF
Aid and Development Division	ECD
Algiers	ALG
Ankara	ANK
Arms Control and Disarmament Division	OAD
Assistant Under-Secretary, Administration	PDA
Assistant Under-Secretary, Economics	PDE
Assistant Under-Secretary, Geographical	PDG
Assistant Under-Secretary, Functional	PDF
Athens	ATH
Auditor General's Office	AUDG

B

Bangkok	BKK
Beirut	BRT
Belfast	BFT
Belgrade	BGD
Berlin	BLN
Berne	BRN
Bogota	BOG
Bombay	BBY
Bonn	BON
Bordeaux	BOR
Boston	BSN
Brasilia	BSA
Bridgetown	BGN
Brussels	BRU
Brussels NATO CanDel	BRU-NATO
Bucharest	BUC
Budapest	BPT
Buenos Aires	BAR
Buffalo	BUF

C

Cairo	CAR
Canadian International Development Agency	CIDA
Canberra	CBA
Cape Town (T&C only)	CTN
Caracas	CCS
Central Services Division	AFC
Chicago	CGO
Cleveland	CLE
Cologne	CLN
Colombo	CLO
Commercial Policy Division	ECL
Commonwealth Division	GCO
Consular Division	FCN
Coordination Division	FCO
Copenhagen	CPN
Cultural Affairs Division	FAC

D

Dakar	DAK
Dallas	DAL
Dar-es-Salaam	DAR
Deputy Under-Secretary of State	PDS
Detroit	DET
Direction des Relations Entre Pays Francophones	GRF
Djakarta	DKA
Dublin	DBN
Duesseldorf	DUS

E
 European Communities
 (Brussels) EEC
 European Division GEU

F
 Far Eastern Division GFE
 Finance & Administration
 Branch AFP
 Finance Division AFF
 Frankfurt FRT

G
 Geneva Disarmament
 Can Del GVE DIS
 Geneva GATT Can Del GVE GATT
 Geneva (UN) GVE
 Georgetown GTN
 Glasgow GGW
 Government House GGH
 Guatemala City GMA

H
 Hague, The HAG
 Hamburg HBG
 Hanoi HAN
 Havana HVA
 Helsinki HKI
 Historical Division FHI
 Hong Kong HKG

I
 Information Division FIS
 Information Systems
 Division ACI
 Inspection Services PIN
 Islamabad ISL

J
 Jidda (Saudi-Arabia) JDA
 Johannesburg JHB

K
 Karachi KAR
 Kingston (Jamaica) KTN
 Kinshasa KSA
 Kuala Lumpur KLR

L
 Lagos LAG
 Latin American Division GLA
 Legal Division FLE
 Lima LMA
 Lisbon LIS
 Liverpool LPL
 London LDN
 Los Angeles LSA
 Louisiana LOU
 Lusaka LUS
 Luxemburg LUX

M
 Madrid MAD
 Manila MLA
 Marseille MAR
 Material Management
 Division AFM
 Melbourne MLB
 Mexico City MEX
 Milan MLN
 Minneapolis MPL
 Montevideo MVO
 Moscow MSK

N
 Nairobi NRB
 National Arts Centre CCPA
 New Delhi NDI
 New Orleans NLN
 New York (Con. Gen.) NYK
 New York (Permis UN) NYK-UNO
 Nicosia NCA
 North American Defence
 & Nato Division OMD

O
 Office of Economic
 Affairs ECP
 Office of Politico-
 Military Affairs OMP
 Operation Centre Planning POP
 Organization & Method Division AFO
 Oslo OSL

P
 Paris PRS
 Paris OECD CanDel PRS-OECD
 Paris UNESCO CanDel PRS-UNESCO

Passport Division FPO
 Peacekeeping & Military
 Assistance Division OMA
 Peking PEK
 Personnel Branch APP
 Personnel Operations
 Division APO
 Personnel Planning &
 Development Division APD
 Philadelphia PHA
 Phnom Penh PNP
 Policy Analysis Group PAG
 Ponta Delgrada PDL
 Port-au-Prince PAP
 Portland, Maine POR
 Port of Spain POS
 Prague PRA
 Press Office FPR
 Pretoria PTA
 Prime Minister's Office PMO
 Privy Council PCO
 Property Management
 Division AFB
 Protocol Division PPR

Q

Quito QTO

R

Rabat RBT
 Rangoon RGN
 Records Management
 Division ACR
 Reykjavik RJK
 Rio de Janeiro RIO
 Rome ROME

S

Saigon SGN
 Salisbury SBY
 San Francisco (Calif) SFO
 San José SJO
 San Juan SAN
 Santiago SGO
 Santo Domingo SDO
 Sao Paulo SPO
 Scientific Relations
 Environmental Problems
 Division FSR
 Seattle SEA
 Secretary of the Senior
 Committee PGP

Secretary of State for
 External Affairs MIN
 Security & Intelligence
 Liaison Division PSI
 Singapore SPR
 Sofia SOF
 Special Research Bureau SRB
 Staff Relations & Compensation
 Division APR
 Stockholm STK
 Stuttgart STT
 Sydney SYD

T

Tehran TRN
 Tel Aviv TAV
 Telecommunications
 Division ACT
 Tokyo TKO
 Translation Bureau TRAN
 Transportation, Communications &
 Energy Division ECT
 Tripoli TRP
 Tunis TNS

U

Under-Secretary of State
 for External Affairs PDM
 United Nations Division OUN
 U.S.A. Division GUS

V

Valletta VAL
 Vatican VAT
 Victoria HKG
 Vienna VNA
 Vientiane VTN

W

Warsaw WAR
 Washington (D.C.) WSH
 Wellington WGN

X Y Z

Yaounde YDE

	A		
ABC	Adviser on Bilingualism	BSN	Boston
ABJ	Abidjan	BUC	Bucharest
ACC	Accra	BUF	Buffalo
ACI	Information Systems Division		C
ACR	Records Management Division	CAR	Cairo
ACT	Telecommunications Division	CBA	Canberra
ADD	Addis Ababa	CCPA	National Arts Centre
AFB	Property Management Division	CCS	Caracas
AFC	Central Services Division	CGO	Chicago
AFF	Finance Division	CIDA	Canadian International Development Agency
AFM	Material Management Division	CLE	Cleveland
AFO	Organization & Method Division	CLN	Cologne
AFP	Finance & Administration Branch	CLO	Colombo
ALG	Algiers	CPN	Copenhagen
ANK	Ankara	CTN	Cape Town (T&C only)
APD	Personnel Planning & Development Division		D
APO	Personnel Operations Division	DAK	Dakar
APP	Personnel Branch	DAL	Dallas
APR	Staff Relations & Compensation Division	DAR	Dar-es-Salaam
ATH	Athens	DBN	Dublin
AUDG	Auditor General's Office	DET	Detroit
	B	DKA	Djakarta
BAR	Buenos Aires	DUS	Duesseldorf
BBY	Bombay		E
BFT	Belfast	ECD	Aid and Development Division
BGD	Belgrade	ECL	Commercial Policy Division
BGN	Bridgetown	ECP	Office of Economic Affairs
BKK	Bangkok	ECT	Transportation, Communi- cations & Energy Division
BLN	Berlin	EEC	European Communities (Brussels)
BOG	Bogota		F
BON	Bonn	FAC	Cultural Affairs Division
BOR	Bordeaux	FCN	Consular Division
BPT	Budapest	FCO	Coordination Division
BRN	Berne	FHI	Historical Division
BRT	Beirut	FIS	Information Division
BRU	Brussels	FLE	Legal Division
BRU-NATO	Brussels NATO CanDel	FPO	Passport Division
BSA	Brasilia		

DEPARTMENTAL SYMBOLS/PART II-2

FPR	Press Office	LSA	Los Angeles
FRT	Frankfurt	LUS	Lusaka
FSR	Scientific Relations Environmental Problems Divisions	LUX	Luxembourg
	G		M
GAF	African & Middle Eastern Division	MAD	Madrid
GCO	Commonwealth Division	MAR	Marseille
GEU	European Division	MEX	Mexico City
GFE	Far Eastern Division	MIN	Secretary of State for External Affairs
GGH	Government House	MLA	Manila
GGW	Glasgow	MLB	Melbourne
GLA	Latin American Division	MLN	Milan
GMA	Guatemala City	MPL	Minneapolis
GRF	Direction des Relations entre pays Francophones	MSK	Moscow
GTN	Georgetown	MVO	Montevideo
GUS	U.S.A. Division		N
GVE	Geneva (UN)	NCA	Nicosia
GVE DIS	Geneva Disarmament Can Del	NDI	New Delhi
GVE GATT	Geneva GATT Can Del	NLN	New Orleans
	H	NRB	Nairobi
HAG	Hague, The	NYK	New York (Con. Gen.)
HAN	Hanoi	NYK-UNO	New York (Permis UN)
HBG	Hamburg		O
HKG	Hong Kong & Victoria	OAD	Arms Control & Disarmament Division
HKI	Helsinki	OMA	Peacekeeping & Military Assistance Division
HVA	Havana	OMD	North American Defence & NATO Division
	I	OMP	Office of Politico- Military Affairs
ISL	Islamabad	OSL	Oslo
	J	OUN	United Nations Division
JDA	Jidda (Saudi-Arabia)		P
JHB	Johannesburg	PAG	Policy Analysis Group
	K	PAP	Port-au-Prince
KAR	Karachi	PCO	Privy Council
KLR	Kuala Lumpur	PDA	Assistant Under-Secretary, Administration
KSA	Kinshasa	PDE	Assistant Under-Secretary, Economics
KTN	Kingston (Jamaica)	PGD	Assistant Under-Secretary, Geographical
	L	PDF	Assistant Under-Secretary, Functional
LAG	Lagos		
LDN	London		
LIS	Lisbon		
LMA	Lima		
LOU	Louisiana		
LPL	Liverpool		

DEPARTMENTAL SYMBOLS/PART II-3

PDL	Ponta Delgrada	SDO	Santo Domingo
PDM	Under-Secretary of State for External Affairs	SEA	Seattle
PDS	Associate Under-Secretary of State	SFO	San Francisco (Calif)
PEK	Peking	SGN	Saigon
PGP	Secretary of the Senior Committee	SGO	Santiago
PHA	Philadelphia	SJO	San José
PIN	Inspection Services	SOF	Sofia
PMO	Prime Minister's Office	SPO	Sao Paulo
PNP	Phnom Penh	SPR	Singapore
POP	Operations Centre Planning	SRB	Special Research Bureau
POR	Portland, Maine	STK	Stockholm
POS	Port of Spain	STT	Stuttgart
PPR	Protocol Division	SYD	Sydney
PRA	Prague		T
PRS	Paris	TAV	Tel Aviv
PRS-OECD	Paris OECD Can Del	TKO	Tokyo
PRS-UNESCO	Paris UNESCO Can Del	TNS	Tunis
PSI	Security & Intelligence Liaison Division	TRAN	Translation Bureau
PTA	Pretoria	TRN	Tehran
	Q	TRP	Tripoli
QTO	Quito		U/V
	R	VAL	Valletta
RBT	Rabat	VAT	Vatican
RGN	Rangoon	VNA	Vienna
RIO	Rio de Janeiro	VTN	Vientiane
RJK	Reykjavik		W
ROME	Rome	WAR	Warsaw
	S	WGN	Wellington
SAN	San Juan	WSH	Washington (D.C.)
SBY	Salisbury		X Y Z
		YDE	Yaounde

DIVISIONAL CODE

NOTE

The Divisional Code is intended for use in the file classification system when head office units must be identified. The code is identical to the "Divisional Symbols" listed in Part 4.4 of the Manual of Procedures and the Department of External Affairs' Quarterly Staff Directory.

Adviser on Bilingualism	PB
African and Middle Eastern Division	ME
Aid and Development Division	ED
Central Planning Staff	GP
Central Services Division	CS
Commercial Policy Division	EC
Commonwealth Division	K
Consular Division	C
Co-ordination Division	CO
Cultural Affairs Division	CA
Defence Liaison (2) Division	DS
Defence Liaison Division (Security)	DT
Direction des relations entre pays francophones	FR
Disarmament Division	N
Dormant Records	Z
Economic Affairs, Office of	E
Establishment and Classification Section	PE
European Division	S
Far Eastern Division	Y

Finance and Administration Branch	FA
Finance Division	R
Floating Pool	FP
Historical Division	H
Information Division	J
Inspection Service	Q
Latin American Division	XL
Legal Division	L
Materiel Management Division	F
North American Defence and NATO Division	DN
Organization and Methods Unit	MA
Passport Division	CP
Peacekeeping and Military Assistance Division	DP
Personnel Branch	P
Personnel Operations Division	PO
Personnel Planning and Development Division	PD
Personnel Systems and Records	PS
Politico-Military Affairs, Office of	DL
Press Office	W
Production Services Section	AH
Property Management Division	PR
Protocol Division	B
Records Management Division	AR
Secretary of State for External Affairs	M
Special Research Bureau	SR
Special Task Force on Europe (STAFEUR)	SA
Staff Relations and Compensation Division	PA

Telecommunications Division SX
Transport, Communications and Energy Division EE
Treasury Office T
Under-Secretary of State for External Affairs G
United Nations Division V
United States of America Division X

POST CODE

NOTE:

(a) The Post Code is intended for use in the file classification system when Canadian posts must be identified.

Where two or more posts are located in the same city, the abbreviation of the place name refers to the diplomatic or consular post and the other missions are identified by an abbreviation of the name of the organization to which they are accredited.

(b) No provision is made for the identification of Trade and Commerce posts which are located in the same city as diplomatic or consular posts. Abbreviations are given, however, for independent Trade and Commerce posts.

(c) Abbreviations have been supplied for some cities in which Canadian posts are not located.

Abidjan	ABJ
Accra	ACC
Addis Ababa	ADD
Algiers	ALG
Ankara	ANK
Athens	ATH
Bangkok	BKK
Beirut	BRT
Belfast	BFT
Belgrade	BGD
Berlin	BLN
Berne	BRN
Bogota	BOG
Bombay	BBY
Bonn	BON
Bordeaux	BOR
Boston	BSN
Brasilia	BSA
Bridgetown	BGN
Brussels	BRU
Brussels NatoCanDel	BRU-NATO
Bucharest	BUC
Budapest	BPT
Buenos Aires	BAR

Cairo	CAR
Canberra	CBA
Cape Town (T & C only)	CTN
Caracas	CCS
Chicago	CGO
Cleveland	CLE
Cologne	CLN
Colombo	CLO
Copenhagen	CPN
Dakar	DAK
Dallas	DAL
Dar-es-Salaam	DAR
Detroit	DET
Djakarta	DKA
Dublin	DBN
Duesseldorf	DUS
European Communities (Brussels)	EEC
Frankfurt	FRT
Geneva GATT Can Del	GVE GATT
Geneva Disarmament Can Del	GVE DIS
Geneva (UN)	GVE
Georgetown	GTN
Glasgow	GGW
Guatemala City	GMA
Hague, The	HAG
Hamburg	HBG
Hanoi	HAN
Havana	HVA
Helsinki	HKI
Hong Kong	HKG
Islamabad	ISL
Jidda (Saudi-Arabia)	JDA
Johannesburg	JHB
Karachi	KAR
Kingston (Jamaica)	KTN
Kinshasa	KSA
Kuala Lumpur	KLR
Lagos	LAG
Lima	LMA
Lisbon	LIS
Liverpool	LPL
London	LDN

Los Angeles	LSA	Rabat	RBT
Lusaka	LUS	Rangoon	RGN
Luxembourg	LUX	Reykjavik	RJK
Madrid	MAD	Rio de Janeiro	RIO
Manila	MLA	Rome	ROME
Marseille	MAR	Saigon	SGN
Melbourne	MLB	Salisbury	SBY
Mexico City	MEX	San Francisco (Calif.)	SFO
Milan	MLN	San José	SJO
Montevideo	MVO	San Juan	SAN
Moscow	MSK	Santiago	SGO
Nairobi	NRB	Santo Domingo	SDO
New Delhi	NDI	Sao Paulo	SPO
New Orleans	NLN	Seattle	SEA
New York (Con. Gen.)	NYK	Singapore	SPR
New York (Permis UN)	NYK-UNO	Stockholm	STK
Nicosia	NCA	Sofia	SOF
North Atlantic Council	NAC	Stuttgart	STT
Oslo	OSL	Sydney	SYD
Paris	PRS	Tehran	TRN
Paris OECD Can Del	PRS-OECD	Tel Aviv	TAV
Paris UNESCO Can Del.....	PRS-UNESCO	Tokyo	TKO
Peking	PEK	Tripoli	TRP
Philadelphia	PHA	Tunis	TNS
Phnom Penh	PNP	Valletta	VAL
Ponta Delgrada	PDL	Victoria	HKG
Port-au-Prince	PAP	Vienna	VNA
Portland, Maine	POR	Vientiane	VTN
Port of Spain	POS	Warsaw	WAR
Prague	PRA	Washington (D.C.)	WSH
Pretoria	PTA	Wellington	WGN
Quito	QTO	Yaounde	YDE

GEOGRAPHICAL SYMBOLS

NOTE:

(a) The Geographical Symbols are intended for use in the file number when separate subject files are required for individual countries or areas. The name of the country or area will be spelt out in full in the file title. The position of the symbol (code) in the file number is normally shown in the Guide.

(b) The first part has been arranged alphabetically by country or area, followed by an alphabetical arrangement by symbol in the second part.

A

Abyssinia (Ethiopia) ETH
 Aden ADEN
 Afghanistan AFGH
 Africa AFR
 Africa French FR AFR
 Africa and Middle East AME
 Albania ALB
 Alberta ALTA
 Algeria ALG
 Americas AM
 American Samoa AM SAMOA
 Andorra ANDORRA
 Angola ANG
 Antarctica ANT
 Antigua ANTG
 Arabia ARAB
 Arabia, Saudi SAUD
 Arctic ARC
 Argentina ARG
 Aruba (Netherlands Antilles) NETH WI
 Ascension Is ASCN
 Asia ASIA
 Asia, Southeast ASIA SE
 Atlantic Ocean ATL
 Australasia AUSTSA
 Australia AUSTL
 Australian New Guinea and Papua AUSNGP
 Austria AUT
 Azores AZORES

B

Bahamas BAH
 Bahrein BAHREIN

Baltic States BALTIC
 Barbados BDS
 Basutoland BAS
 Bechuanaland BECH
 Belgium BELG
 Benelux BENELUX
 Berlin BLN
 Bermuda BERM
 Bhutan BHUT
 Bolivia BOL
 Borneo, North SABAH
 Botswana BOT
 Brazil BRA
 Britain BRIT
 British Columbia BC
 British Honduras BR HOND
 Brunei BRUN
 Bulgaria BULG
 Burma BURMA
 Burundi BURU
 Byelorussia BYR

C

Cambodia CAMB
 Cameroun CAM
 Canada CDA
 Canal Zone (USA) CZ
 Canary Is CANARY
 Cape Verde Is CAPE VERDE
 Caribbean CARB
 Caroline Is (USA Trust) TT PAC
 Cayman Is CAY
 Central African Republic C AFR
 Central America CEN AM
 Ceylon CEY
 Chad CHAD
 Chile CHILE
 China CHINA
 China, People's Republic of PRC
 China, (Republic of) TAIWAN
 Christmas Is. (Pacific) Br. CHRIS PAC
 Cocos (Keeling) Is COCOS
 Colombia COL
 Commonwealth CWLTH
 Commonwealth Secretariat CWLTH SEC
 Communist Bloc COMBLOC
 Comoro Is COMORO
 Congo (Brazzaville) CONGBRAZ
 Congo (Kinshasa) CONGKSA

GEOGRAPHICAL SYMBOLS/PART I-2

Costa Rica CR
 Cuba CUBA
 Curacao (Netherlands Antilles) NETH WI
 Cyprus CYP
 CzechoslovakiaCZECH

D

Dahomey DAHOMEY
 Denmark DEN
 Dominica Is DMCA
 Dominican Republic DOM
 Dutch Guiana SUR

E

East Africa E AFR
 East Germany (Democratic Republic) GDR
 Ecuador ECR
 Egypt UAR
 Eire (Republic of Ireland) IRE
 El Salvador SALV
 EnglandBRIT
 Eniwetok Is. (USA) TT PAC
 Equatorial Guinea EQ GUIN
 Estonia EST
 Ethiopia (Abyssinia)ETH
 Europe EUR
 Europe, East EUR E
 Europe, West EUR W

F

Falkland Is FALK
 Far East FE
 Fiji Is FIJI
 Finland FIN
 Formosa (Republic of China) TAIWAN
 France FR
 Francophonie FRAN
 Free World FR WLD
 French Africa FR AFR
 French Guiana FR GU
 French Polynesia FR POLY
 French SomalilandFR SOM
 French West Indies FR WI

G

Gabon, Republic of GABON
 Gambia GAM
 Germany GER
 Germany, Democratic Republic GDR

Germany, Federal RepublicGFR
 Ghana GHANA
 Gibraltar GIB
 Gilbert & Ellis Is GIL & ELL
 Goa GOA
 Great Britain BRIT
 Greece GR
 Greenland GRN
 Grenada GREN
 Guadeloupe FR WI
 Guam GUAM
 Guatemala GMA
 Guinea, Netherlands SUR
 Guineas, French FR GU
 Guinea, Equatorial EQ GUIN
 Guinea, Rep. of GUIN
 Guinea, Portuguese PORT GUIN
 Guyana GUY

H

Haiti HAITI
 Hashemite Kingdom of Jordan See Jordan
 Honduras HOND
 Honduras, British BR HOND
 Hong Kong HKG
 HungaryHUNG

I

Iceland ICE
 Ifni IFNI
 India INDIA
 Indochina INDO
 IndonesiaINDON
 Iran IRAN
 Iraq IRAQ
 Ireland, Republic of IRE
 Ireland, Northern N IRE
 Irian, West (New Guinea) IRIAN
 Iron Curtain Countries COMBLOC
 Israel ISR
 Italy ITALY
 Ivory Coast IVORY

J

Jamaica JAM
 Japan JPN
 JordanJORD

K

Kashmir KASH
 Kenya KENYA

Korea KOR
 Korea, Republic of ROK
 Korea, Democratic People's
 Republic N. KOR
 Kuwait KUWAIT

L

Labuan LAB
 Laos LAOS
 Latin America LAT AM
 Latvia LAT
 Lebanon LEB
 Lesotho LES
 Liberia LIB
 Libya LIBYA
 Liechtenstein LIECH
 Lithuania LITH
 Luxembourg LUX

M

Macao MACAO
 Madeira MADEIRA
 Malagasy MALAG
 Malawi MALAWI
 Malaysia MLSIA
 Maldive Is MALDIVE
 Mali MALI
 Malta MALTA
 Manitoba MAN
 Martinique (French West Indies) FR WI
 Mauritania, Islamic Rep. of MAUR
 Mauritius MAURITIUS
 Mediterranean MDRN
 Mexico MEX
 Middle East ME
 Monaco MON
 Mongolia MONG
 Montserrat MONT
 Morocco MOR
 Mozambique MOZ
 Munich MNC
 Muscat and Oman MUSCAT

N

Nauru NAURU
 Nepal NEPAL
 Netherlands NETH
 Netherlands Antilles NETH WI
 Netherlands Guiana (Surinam) SUR
 Netherlands West Indies NETH WI
 New Brunswick NB

New Caledonia NEW CAL
 Newfoundland NFLD
 New Guinea (Australian) AUSNGP
 New Hebrides NEW HEBR
 New Zealand NZ
 Niamey NIAMEY
 Nicaragua NIC
 Nicobar Is NICOBAR
 Niger NIGER
 Nigeria NGA
 Norfolk Is NORFOLK
 North America NOR AM
 North Borneo SABAH
 North Korea (DPR) N KOR
 North Vietnam (Dem. Rep.) VIET N
 Northern Ireland N IRE
 Northern Rhodesia NR
 Norway NOR
 Nouakchott NKT
 Nova Scotia NS

O

Okinawa (Ryukyu Is) RYUK
 Oman (Muscat and Oman) MUSCAT
 Ontario ONT

P

Pacific Ocean PAC
 Pakistan PAK
 Palau Is. (USA Pacific Trust) TT PAC
 Palestine PAL
 Panama PAN
 Panama Canal Zone (USA) CZ
 Papua (Australian New Guinea
 and Papua) AUSNGP
 Paraguay PAR
 Persia (Iran) IRAN
 Persian Gulf States GULF
 Peru PERU
 Philippines PHIL
 Pitcairn Is PITCAIRN
 Poland POL
 Polynesia, French FR POLY
 Portugal PORT
 Portuguese East Africa
 (Mozambique) MOZ
 Portuguese Guinea PORT GUIN
 Portuguese West Africa
 (Angola) ANG
 Prince Edward Island PEI
 Puerto Rico PR

Q

Qatar QATAR
 Quebec QUE

R

Reunion REUNION
 Rhodesia RH
 Rhodesia and Nyasaland RN
 Rhodesia, Northern NR
 Rhodesia, Southern SR
 Rio de Oro (Spanish Sahara) SP SAH
 Rio Muni (Equatorial Guinea) EQ GUIN
 Romania ROM
 Rwanda RWANDA
 Ryukyu Is RYUK

S

Sabah SABAH
 Salvador (EI) SALV
 Samoa, American AM SAMOA
 Samoa, Western SAMOA
 San Marino SAN MARINO
 Sao Tome and Principe SAO TOME
 Sarawak SARAWAK
 Saskatchewan SASK
 Saudi Arabia SAUD
 Scandinavia SCAN
 Senegal SEN
 Seychelles SEY
 Siam (Thailand) THAI
 Sierra Leone S LEONE
 Sikkim SIKKIM
 Singapore SPR
 Sino-Soviet Bloc SINBLOC
 Solomon Is SOL IS
 Somali Republic SOMALI
 Somaliland, French FR SOM
 South Africa, Republic of S AFR
 South America SA
 South Arabia SAR
 South Arabian Federation SAF
 South Korea (Republic of) ROK
 South Vietnam (Republic of) VIET S
 Southeast Asia ASIA SE
 Southern Africa SN AFR
 Southern Rhodesia SR
 South West Africa SWA
 Soviet Bloc SOVBLOC
 Soviet Union USSR
 Spain SPAIN
 Spanish Guinea (Rio Muni) EQ GUIN
 Spanish Sahara SP SAH

St. Helena ST HEL
 St. Kitts-Nevis-Anguilla STKS
 St. Lucia STL
 St. Pierre-Miquelon ST PM
 St. Vincent STV
 Sudan SUDAN
 Surinam SUR
 Swaziland SWAZ
 Sweden SWE
 Switzerland SWITZ
 Syria SYRIA

T

Tahiti (French Polynesia) FR POLY
 Taiwan (Republic of China) TAIWAN
 Tanzania TANZ
 Thailand THAI
 Tibet TIBET
 Timor TIMOR
 Togo (Republic of) TOGO
 Tonga Is TONGA
 Trinidad and Tobago TRIN
 Tristan da Cunha TRISTAN
 Trucial Oman TRUCIAL OMAN
 Trust Territory of Pacific Is.
 (USA) TT PAC
 Tunisia TUN
 Turkey TURK
 Turks and Caicos Is. TUC

U

Uganda UGDA
 Union of Soviet Socialist
 Republics USSR
 United Arab Republic UAR
 United Kingdom (Britain) BRIT
 United Republic of Tanzania TANZ
 United States of America USA
 Upper Volta, Republic of VOLTA
 Uruguay URGY

V

Vatican VAT
 Venezuela VEN
 Vietnam VIET
 Vietnam, Democratic Republic VIET N
 Vietnam, Republic of VIET S
 Virgin Is. (British) VGN
 Virgin Is. (USA) VIRG
 Volta, Republic of Upper VOLTA

W

West Europe	EUR W
West Germany (Federal Republic)	GFR
West Indies, French	FR WI
West Indies, Netherlands	NETH WI
West Irian	IRIAN
Western Samoa	SAMOA
West Indian Associated States	WIAS

X - Y - Z

Yemen	YEMEN
Yemen P.R.S.Y.	P.R.S.Y.
Yugoslavia	YUGO
Zambia	ZAMB
Zanzibar	ZAN

A		C	
ADEN	Aden	C AFR	Central African Republic
AFGH	Afghanistan	CAM	Cameroun
AFR	Africa	CAMB	Cambodia
ALB	Albania	CANARY	Canary Islands
ALG	Algeria	CAPE VERDE	Cape Verde Islands
ALTA	Alberta	CARB	Caribbean
AM	Americas, The	CAY	Cayman Is.
AM SAMOA	American Samoa	CDA	Canada
AME	Africa & Middle East	CEN AM	Central America
ANDORRA	Andorra	CEY	Ceylon
ANG	Angola	CHAD	Chad
ANT	Antarctica	CHILE	Chile
ANTG	Antigua	CHINA	China
ARAB	Arabia	CHRIS PAC	Christmas Is. (Pacific) Br.
ARC	Arctic	COCOS	Cocos (Keeling Is.)
ARG	Argentina	COL	Colombia
ASCN	Ascension Is.	COMORO	Comoro Island
ASIA	Asia	COMBLOC	Communist Bloc
ASIA SE	Southeast Asia	CONGBRAZ	Congo (Brazza)
ATL	Atlantic Ocean	CONGKSA	Congo (Kinshasa)
AUSTSA	Australasia	CR	Costa Rica
AUSNGP	Australian New GUINEA & Papua	CUBA	Cuba
AUSTL	Australia	CWLTH	Commonwealth
AUT	Austria	CYP	Cyprus
AZORES	Azores	CZ	Panama Canal Zone (USA)
		Czech	Czechoslovakia
B		D	
BAH	Bahamas	DAHOMY	Dahomey
BAHREIN	Bahrein	DEN	Denmark
BALTIC	Baltic States	DOM	Dominican Republic
BAS	Basutoland	DMCA	Dominica Island
BC	British Columbia		
BDS	Barbados	E	
BECH	Bechuanaland	E AFR	East Africa
BELG	Belgium	ECR	Ecuador
BENELUX	Benelux	EQ GUIN	Equatorial Guinea (Spanish) (Rio Muni)
BHUT	Bhutan	EST	Estonia
BLN	Berlin	ETH	Ethiopia
BOL	Bolivia	EUR	Europe
BRA	Brazil	EUR E	East Europe
BR HOND	British Honduras	EUR W	West Europe
BRIT	United Kingdom (Britain)		
BRUN	Brunei		
BULG	Bulgaria		
BURMA	Burma		
BURU	Burundi		
BYR	Byelorussia		

F

FALK	Falkland Is.
FE	Far East
FIJI	Fiji Is.
FIN	Finland
FR	France
FR AFR	French Africa
FRAN	Francophonie
FR GU	French Guiana
FR POLY	Tahiti (French Polynesia)
FR SOM	French Somaliland
FR WI	Guadeloupe French West Indies Martinique
FR WLD	Free World

G

GABON	Gabon
GAM	Gambia
GDR	East Germany (Democratic Republic)
GER	Germany
GFR	West Germany (Federal Republic of)
GHANA	Ghana
GIB	Gibraltar
GIL & ELL	Gilbert & Ellice Island
GMA	Guatemala
GOA	Goa
GR	Greece
GRN	Greenland
GREN	Grenada
GUAM	Guam
GUIN	Guinea, Republic of
GULF	Persian Gulf States

H

HAITI	Haiti
HKG	Hong Kong
HOND	Honduras
HUNG	Hungary

I

Ice	Iceland
IFNI	Ifni
INDIA	India
INDO	Indochina
INDON	Indonesia
IRAN	Iran (Persia)
IRAQ	Iraq
IRE	Ireland (Eire) Republic of
IRIAN	Irian, West (New Guinea)
ISR	Israel
ITALY	Italy
IVORY	Ivory Coast

J

JAM	Jamaica
JORD	Jordan
JPN	Japan

K

KASH	Kashmir
KENYA	Kenya
KOREA	Korea
KUWAIT	Kuwait

L

LAB	Labuan
LAOS	Laos
LAT	Latvia
LAT AM	Latin America
LEB	Lebanon
LIB	Liberia
LIBYA	Libya
LEICH	Liechtenstein
LITH	Lithuania
LUX	Luxembourg

M

MACAO	Macao
MADEIRA	Madeira
MALAG	Malagasy
MALAWI	Malawi -- Nyasaland
MALDIVE	Maldiv Island
MALI	Mali
MALTA	Malta
MAN.	Manitoba

MAUR Mauritania,
Islamic
Republic of
MAURITIUS Mauritius
MDTRN Mediterranean
ME Middle East
MEX Mexico
MLSIA Malaysia
MON Monaco
MONG Mongolia
MONT Montserrat
MOR Morocco
MOZ Portuguese
East Africa
(Mozambique)
MUSCAT Muscat and Oman

N

NAURU Nauru
NB New Brunswick
NEPAL Nepal
NETH Netherlands
NETH WI Aruba
(Netherlands
Antilles)
Curacao
(Netherlands
Antilles)
Netherlands
Antilles
Netherlands West
Indies
NEW CAL New Caledonia
NEW HEBR New Hebrides
NFLD Newfoundland
NGA Nigeria
NIC Nicaragua
NICOBAR Nicobar Is.
NIGER Niger
N IRE Northern Ireland
N KOR Korea, Democratic
People's Republic
NKT Nouakchott
NOR Norway
NOR AM North America
NORFOLK Norfolk Is.
NR Northern Rhodesia
NS Nova Scotia
NZ New Zealand

O

ONT Ontario

P

PAC Pacific Ocean
PAK Pakistan
PAL Palestine
PAN Panama
PAR Paraguay
PEI Prince Edward Is.
PERU Peru
PHIL Philippines
PITCAIRN Pitcairn Is.
POL Poland
PORT Portugal
PORT GUIN Portuguese Guinea
PR Puerto Rico
PRC People's Republic
of China

Q

QATAR Qatar
QUE Quebec

R

ROK South Korea,
Republic of
REUNION Reunion Is.
RN Rhodesia and
Nyasaland
ROM Romania
RWANDA Rwanda
RYUK Okinawa (Ryukyu Is.)

S

SA South America
SABAH North Borneo
SAF South Arabian
Federation
S AFR South Africa,
Republic of
SALV El Salvador
SAMOA Western Samoa
SAN MARINO San Marino
SAO TOME Sao Tome and
Principe
SAR South Arabia
SARAWAK Sarawak
SASK Saskatchewan
SAUD Saudi Arabia
SCAN Scandinavia
SEN Senegal
SEY Seychelles

ABBREVIATIONS

COMMON ABBREVIATIONS

This list of abbreviations of international organizations, committees, military commands and other bodies, as well as a few commonly used terms, is primarily intended to assist registry classifiers to identify the subject of communications to which abbreviations are used. Because the list is not exhaustive and also because identical abbreviations are often employed for different bodies, drafting officers should continue to follow the desirable practice of spelling out the name when it is first mentioned in correspondence, placing the abbreviations in brackets after the name.

In Part I the abbreviations are set out in alphabetical order regardless of the title on which the abbreviation is based. In Part II the full names of the organizations are listed in alphabetical order.

Posts and head office units may wish to add abbreviations in local usage. Similarly, new abbreviations should be added to and obsolete abbreviations deleted from the List.

Suggestions for additions to or deletions from this list should be sent by numbered letter from posts or by memorandum to the Records Management Division in Ottawa quoting file reference 1-5-6.

AABD	Adjustment Assistance Board
AAFCE	Allied Air Force Central Europe
AAJC	Afro-Asian Journalists Conference
AALC	Afro-Asian Labour Conference
AALCC	Asian-African Legal Consultative Committee
AAPC	All African People's Conference
AAPSO	Afro-Asian People's Solidarity Organization
AATF	American Association of Teachers of French
AATUF	All African Trade Union Federation
ABF	Army Benevolent Fund
AC	Atlantic Command (NATO)
ACABQ	Advisory Committee on Administrative and Budgetary Questions (UN)
ACAST	Advisory Committee on the Application of Science and Technology to Development
ACCHAN	Allied Command Channel
ACDA	Arms Control and Disarmament Agency (USA)
ACE	Allied Command Europe
ACFSS	Advisory Committee on Foreign Service Staffs
ACLANT	Allied Command Atlantic
ACRTF	Association canadienne de la radio et de la télévision de langue française
ACT	Associated Overseas Territory (EEC)
ACTICE	Authority for Control of Transport in Central Europe (NATO)
ACTISUD	ACTICE Southern Branch (NATO)
ADB	Atlantic Development Board
ADELA	Atlantic Community Development Group for Latin America
ADIZ	Air Defence Identification Zone

ADSID	Air Defence Systems Integration Division (USA)
AEC	Atomic Energy Commission
AECB	Atomic Energy Control Board
AECL	Atomic Energy of Canada Limited
AECLF	Association canadienne des éducateurs de langue française
AFCENT	Allied Forces Central Europe
AFL	American Federation of Labour
AFMED	Allied Forces Mediterranean
AFNORTH	Allied Forces Northern Europe
AFRICANDB	African Development Bank
AFSC	American Friends Service Committee
AFSOUTH	Allied Forces Southern Europe
AGARD	Advisory Group on Aeronautical Research and Development (NATO)
AGO	Auditor General's Office
AGR	Agriculture, Department of
AHMWG	Ad Hoc Mixed (i.e., Military and Civilian) Working Group (NATO)
AICBM	Anti-Intercontinental Ballistic Missile
AID	Agency for International Development (USA)
ALCANUS	Canada-USA Emergency Defence Plan for Alaska, Western Canada and Western USA
ALTA	Alberta, Province of
AMIS	Aircraft Movement Information Service
ANCE	Assembly of Captive European Nations
ANZUS	Far Eastern Regional Security Pact
APAG	Atlantic Policy Advisory Group
ARCO	Air Space Reservation Co-ordination Office
ASA	Association of Southeast Asia
ASC	Asian Socialist Conference
ASIANDB	Asian Development Bank
ASPAC	Asian and Pacific Council
ATA	Atlantic Treaty Association
ATC	Air Transport Committee
ATO	Allied Travel Office (Berlin)
ATSOFF	Association internationale de solidarité francophone
AUBC	Association of Universities of British Commonwealth
AUCC	Association of Universities and Colleges of Canada
BBG	Board of Broadcast Governors
B of C	Bank of Canada
BCSC	British Commonwealth Scientific Committee
BEAM	Building Equipment and Materials
BENELUX	Belgo-Netherlands-Luxembourg Rapprochement Committee
BIE	Bureau international des expositions
BIPM	International Bureau of Weights and Measures
BIRPI	International Bureau for the Protection of Intellectual Property
BIS	Bank for International Settlements (BASLE)
BMEWS	Ballistic Missile Early Warning System
BOCCA	Board of Control, Civil Aviation (NATO)
BSIB	Boy Scouts International Bureau
BUIC	Back-up Interceptor Control
CAARC	Commonwealth Advisory Aeronautical Research Council
CAB	Civil Aviation Branch (DOT)

PART I

CAB SEC	Cabinet Secretariat
CACM	Central American Common Market
CADC	Crown Assets Disposal Corporation
CAFLO	Canadian Armed Forces Liaison Officer (Ghana)
CAFTA	Central American Free Trade Association
CAFTT	Canadian Armed Forces Training Team (Ghana)
CAHA	Canadian Amateur Hockey Association
CAL	Canadian Arsenals Limited
CAM	Canadian Aviation Museum
CANAIRLIFT	Air Transport Command RCAF
CAN C	Canada Council
CAP	Common Agricultural Policy (EEC)
CAPC	Civil Aviation Planning Committee (NATO)
CARDE	Canadian Armament Research and Development Establishment
CARE	Co-operative for American Relief to Everywhere
CARIFTA	Caribbean Free Trade Association
CAS	Chief of Air Staff (DND)
CATC	Commonwealth Air Transport Council
CBC	Civil Budget Committee (NATO)
CBC-IS	Canadian Broadcasting Corporation - International Service
CBDC	Cape Breton Development Corporation
CBIAC	Canadian Business and Industry Advisory Committee
C of C	Chamber of Commerce
CCAP	Commonwealth Caribbean Aid Programme
CCC	Canadian Commercial Corporation
CCC	Commonwealth Communications Council
CCC	Customs Co-operation Council
CCDC	Canadian Cabinet Defence Committee
CCEIC	Committee on Economic Co-operation in Central America
CCIR	International Radio Consultative Committee
CCITT	International Telegraph and Telephone Consultative Committee
CCOS	Chairman, Chiefs of Staff
CCPC	Civil Communications Planning Committee (NATO)
CCTA	Commission for Technical Co-operation in Africa South of Sahara
CCTS	Commonwealth Conference Teaching Science
CDA	Canada
CDC	Canadian Dairy Commission
CDC	Canadian Development Corporation
CDC	Civil Defence Committee (NATO)
CDN	Canadian
CDPSB	Central Data Processing Service Bureau
CEA	Committee of Economic Advisors (NATO)
CEAC	Committee on European Air Space Co-ordination (NATO)
CEC	Commonwealth Economic Committee
CECC	Civil Emergency Co-ordinating Committee (NATO)
CECC	Commonwealth Economic Consultative Council
CELC	Commonwealth Education Liaison Committee
CELU	Commonwealth Education Liaison Unit
CEMA	Council for Mutual Economic Aid (Soviet Bloc)
CEMLA	Centre for Latin American Monetary Studies
CENTO	Central Treaty Organization (Baghdad Pact)
CEO	Chief Electoral Officer
CEOA	Central Europe Operating Agency (NATO)
CEPA	Central Europe Pipeline Agency (NATO)

CEPPC	Central Europe Pipeline Policy Committee (NATO)
CERN	European Organization for Nuclear Research
CESO	Canadian Executive Services Overseas
CET	Common European Tariff (EEC)
CGPB	Canadian Government Printing Bureau
CGPC	Canadian Government Photo Centre
CGRS	Canadian Government Repair Service
CGS	Chief of the General Staff (DND)
CGSB	Canadian Government Specification Board
CGSS	Canadian Government Supply Service
CGTB	Canadian Government Travel Bureau
CHICOM	Control of Export of Strategic Materials to China
CIA	Central Intelligence Agency (USA)
CIAS	Conference on Independent African States
CICR	International Committee of the Red Cross
CICT	Commission on International Commodity Trade
CID	Committee for Industrial Development (UN)
CIDA	Canadian International Development Agency
CIG	International Committee for Geophysics
CIIA	Canadian Institute of International Affairs
CIO	Congress of Industrial Organization
CIPA	Canadian Institute of Public Affairs
CJS(L)	Canadian Joint Staff (London)
CJS(W)	Canadian Joint Staff (Washington)
CLC	Canadian Labour Congress
CLC	Commonwealth Liaison Committee
CLRB	Canadian Labour Relations Board
CM	Council Meetings (NATO)
CMA	Canadian Medical Association
CMEA	Council of Mutual Economic Assistance
CMHC	Central Mortgage and Housing Corporation
CNS	Chief of the Naval Staff (DND)
CO	Colonial Office
COAS	Council of the Organization of American States
COCOM	Co-ordinating Committee on Export Controls (Paris)
COE	Council of Europe
COMAD	Committee on Administration (Department of External Affairs)
COSPAR	Committee on Space Research (ICSU)
CP	Contracting Parties
CPAC	Community Planning Association of Canada
CPC	Canadian Pension Commission
CPC	Committee for Programme and Co-ordination (UN)
CPDL	Canadian Patents and Development Limited
CPRI	Canadian Peace Research Institute
CR	Council Reports (NATO)
CRC	Committee for Research Institute
CRO	Commonwealth Relations Office
CRTC	Canadian Radio and Television Commission
CSA	Canadian Standards Association
CSA	Central Supplies Agency (NATO)
CSA	Scientific Council for Africa South of Sahara
CSC	Confédération des syndicats chrétiens
CSCCS	Civil Service Co-operative Credit Society
CSOST	Canadian Service for Overseas Students and Trainees
CSTP	Committee for Scientific Technical Personnel
CTC	Canadian Transport Commission

COMMON ABBREVIATIONS - 5
PART I

CTF	Canadian Teachers Federation
CUF	Canadian Universities Foundation
CUS	Canadian Union of Students
CUSO	Canadian University Service Overseas
CUSRPG	Canada-USA Regional Planning Group
CUSSAT	Canada-USA Scientific Advisory Team
CWGC	Commonwealth War Graves Commission
CWLTH	Commonwealth
CWLTH SEC	Commonwealth Secretariat
CWS	Canadian Wildlife Service
CYC	Company of Young Canadians
DAC	Development Assistance Committee (OECD)
DAG	Development Assistance Group
DAI	Development of Air Intelligence
DBS	Dominion Bureau of Statistics
DCB	Dominion Coal Board
DCL	Defence Construction limited
DDP	Department of Defence Production
DEFCON	Defence Readiness Condition
DEW	Distant Early Warning
DIRGEN	Director General
DIV	Division
DMI	Directorate of Military Intelligence
DMO	Directorate of Maritime Reconnaissance Operations
DND	Department of National Defence
DNI	Directorate of Naval Intelligence
DN MOV	Directorate of National Movements
DODDAC	Department of Defence Damage Assessment Centre (USA)
DOT	Department of Transport
DPW	Department of Public Works
DRB	Defence Research Board
DRF	Defence Research Fellowships
DRTE	Defence Research Telecommunications Establishment
DSA	Defence Shipping Authority (NATO)
DSEB	Defence Shipping Executive Board (NATO)
DVA	Department of Veterans Affairs
EA	External Affairs
EACSO	East African Common Services Organization
EC	Exchequer Court of Canada
ECA	Economic Commission for Africa (addis Ababa)
ECAC	European Civil Aviation Conference
ECAFE	Economic Commission for Asia and the Far East (Bangkok)
ECC	Economic Council of Canada
ECE	Economic Commission for Europe (Geneva)
ECIC	Export Credits Insurance Corporation
ECLA	Economic Commission for Latin America (Santiago)
ECOSOC	Economic and Social Council (IA) (UN)
ECSA	European Communications Security Agency (NATO)
ECSC	European Coal and Steel Community
EDC	European Defence Community
EDRC	Economic Development Review Committee (OECD)
EEC	European Economic Community

COMMON ABBREVIATIONS - 6

PART I

EFTA	European Free Trade Association
ELLA	European Long Lines Agency (NATO)
EMA	European Monetary Agreement
EMCCC	European Military Communications Co-ordinating Committee (NATO)
EMO	Emergency Measures Organization
EMR	Energy, Mines and Resources, Department of
ENCA	European Naval Communicating Agency (NATO)
ENDC	Eighteen Nation Disarmament Committee
ENEA	European Nuclear Energy Agency
EPA	European Productivity Agency
EPC	Economic Policy Committee (OECD)
EPG	European Press Group
EPTA	Expanded Programme of Technical Assistance
ERFA	European Radio Frequency Agency (NATO)
ESA	European Supplies Agency (NATO)
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EU	European Union
EURATOM	European Atomic Energy Community
EUROCHEMIC	European Company for the Chemical Processing of Irradiated Fuels
EUROMARKET	European Common Market
EXIMBANK	Export-Import Bank (USA)
FAMA	Foundation for Mutual Assistance in Africa South of Sahara
FAO	Food and Agriculture Organization (UN)
FAPC	Food and Agriculture Planning Committee (NATO)
FBIS	Foreign Broadcasting Information Service (USA)
FCC	Farm Credit Corporation
FIDES	Economic and Social Investment Development Fund
FIN	Finance, Department of
FO	Foreign Office
FRB	Fisheries Research Board
FRD	Forestry and Rural Development, Department of
FSAS	French Speaking African States
FSH	Fisheries, Department of
GATT	General Agreement on Tariffs and Trade
GETIS	Ground Environment Team of the International Staff (NATO)
GH	Government House
GMIWG	Guided Missile Intelligence Working Group
GNP	Gross National Product
GOVT	Government
GSMIP	Group Surgical Medical Insurance Plan
HAIL	Hague, the, Academy of International Law
HARP	High Altitude Research Programme
H of C	House of Commons
IACB	Inter-American Coffee Board
IADB	Inter-American Defence Board
IAEA	International Atomic Energy Agency (UN Vienna)
IA ECOSOC	Inter-American Economic and Social Council
IAESTE	International Association for the Exchange of Students for Technical Experience
IAND	Indian Affairs and Northern Development, Department of

IANEC	Inter-American Nuclear Energy Commission
IAPIP	International Association for the Protection of Industrial Property
IARA	Inter-Allied Reparation Agency
IASI	Inter-American Statistical Institute
IATA	International Air Transport Association
IATTC	Inter-American Tropical Tuna Commission
IAU	International Astronomical Union
IBC	International Boundary Commission
IBRD	International Bank for Reconstruction and Development (World Bank, Washington)
ICA	International Co-operation Administration (USA)
ICAC	International Cotton Advisory Committee
ICAO	International Civil Aviation Organization (UN Montreal)
ICB	International Competitive Bidding Procedure (NATO)
ICBM	Intercontinental Ballistic Missile
ICC	International Chamber of Commerce
ICC	International Control Commission (Cambodia, Laor or Vietnam)
ICCL	International Committee of Comparitive Law
ICEF	International Council for Educational Films
ICEM	Inter-Governmental Committee for European Migration
ICETP	Inter-Department Committee on External Trade Policy
ICFTU	International Confederation of Free Trade Unions
ICG	International Commodity Groups
ICJ	International Court of Justice (UN)
ICN	International Congress of Nurses
ICNAF	International Commission for Northwest Atlantic Fisheries
ICO	International Coffee Organization
ICPC	International Criminal Police Commission
ICRC	International Committee of Red Cross
ICSC	International Commission for Supervision and Control (Cambodia, Laos or Vietnam)
ICSU	International Council of Scientific Unions
ICSW	International Conference of Social Workers
ICW	International Council of Women
ICY	International Co-operation Year
IDA	International Development Association (UN Washington)
IDB	Industrial Development Bank
IDC	Imperial Defence College
IDI	Institute of International Law
IFC	International Finance Corporation (UN Washington)
IFCTU	International Federation of Christian Trade Unions
IFJ	International Federation of Journalists
IGC	Inter-Governmental Copyright Committee
IGCR	Inter-Governmental Committee on Refugees
IGESUCO	Infrastructure Group Environment Sub-Committee (NATO)
IGY	International Geophysical Year
IHB	International Hydrographic Bureau
IIA	Institute of International Affairs
IIAA	International Institute of African Affairs
IISPS	International Institute of Social and Political Services
IJC	International Joint Commission (Canada-USA)
ILA	International Law Association
ILC	International Law Commission
ILO	International Labour Organization

ILRO	International Leprosy Relief Organization
ILZSC	International Lead and Zinc Study Group
IMC	International Music Council
IMCO	Inter-Governmental Maritime Consultative Organization
IMF	International Monetary Fund
INCO	International Nickel Company
IND	Industry, Department of
INS	Insurance, Department of
INTERPOL	International Criminal Police Organization
IOC	International Olympic Committee
IPAB	Industrial Pensions and Annuities Branch
IPC	Industrial Planning Committee (NATO)
IPC	International Poplar Commission
IPI	International Press Institute
IPR	Institute of Pacific Relations
IPSA	International Political Science Association
IPU	Inter-Parliamentary Union
IRBM	Intermediate Range Ballistic Missile
IRC	International Rice Commission
IRDC	International Rubber Development Committee
IRMC	International Radio Maritime Committee
ISA	International Sugar Agreement
ISC	International Sugar Council
ISFA	International Scientific Film Association
ISIL	Institute for the Study of International Law
ISO	International Organization for Standardization
ISS	International Student Service
ISSC	International Social Science Council
ISU	International Skating Union
ITA	International Tin Agreement
ITC	International Tin Council
ITCPN	International Technical Conference on Protection of Nature
ITSG	International Tin Study Group
ITU	International Telecommunications Union
IUGG	International Union of Geodesy and Geophysics
IUOTU	International Union of Official Travel Organizations
IUS	International Union of Students
IWA	International Wheat Agreement
IWC	International Whaling Commission
IWC	International Wheat Council
IWSG	International Wool Study Group
IWT	Inland Water Transport
JAG	Judge Advocate General (DND)
JIB	Joint Intelligence Bureau (Canada)
JIC	Joint Intelligence Committee (Canada)
JICFE	Joint Intelligence Committee (Far East)
JOS	Joint Oil Staff (NATO)
JPC	Joint Planning Staff
JS/DSS	Joint Staff, Directorate of Strategic Studies
JUS	Justice, Department of
KIAPMA	International Conference for the Elimination/Dismantling of Foreign Military Bases (Indonesia)

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LAB	Labour, Department of
LAFTA	Latin-American Free Trade Association
LDC	Less Developed Country
LH	Laurier House
LIGH	International Ice Hockey Federation
LINSAC	Scientific Advisory Committee (UN)
LORAN	Long Range Navigation
LP	Library of Parliament
MA	Military Attaché/Adviser
MAAG	Military Assistance Advisory Group
MAS	Military Agency for Standardization (NATO)
MATS	Military Air Transport Service (USA)
MBC	Military Budget Committee (NATO)
MC	Military Committee (NATO)
MCL	Mid-Canada Line
MDLB	Municipal Development and Loan Board
MERCO	Merchant Ship Movement Reporting System (NATO)
MFA	Ministry of Foreign Affairs
MFN	Most Favoured Nation
M & I	Manpower and Immigration, Department of
MIDAS	Missile Defence Alarm System
MIS	Mouvement pour l'intégration scolaire
MOD	Ministry of Defence (i.e., Defence Department of any NATO Government)
MPC	Manpower Planning Committee (NATO)
MRA	World Assembly for the Moral Rearmament
MRC	Medical Research Council
NAC	National Arts Centre
NAC	North Atlantic Council
NADGE	NATO Air Defence Ground Environment
NAM	National Aviation Museum
NAP	Non Aggression Pact
NARBA	North American Regional Broadcasting Agreements
NASA	National Aeronautics and Space Agency (USA)
NATIONAL MODS	National Ministries of Defence (NATO)
NATO	North Atlantic Treaty Organization
NAWAPA	North American Water and Power Alliance
NBMR	NATO Basic Military Requirements
NCC	National Capital Commission
NCCUC	National Conference of Canadian Universities and Colleges
NCDC	National Communicable Disease Centre (USA)
NCPC	Northern Canada Power Commission
NCS	Naval Control of Shipping
NCS	Northern Communications System
NDC	National Defence College
NDC	National Design Council
NDHQ	National Defence Headquarters (Ottawa)
NEB	National Energy Board
NETSO	North Europe Transshipment Organization (NATO)
NFB	National Film Board
NFCUS	National Federation of Canadian University Students
NGC	National Gallery of Canada
NGO	Non-Governmental Organization

NHA	National Housing Act
NHB	National Harbours Board
NH & W	National Health and Welfare, Department of
NL	National Library
NM	National Museum
NMR	National Military Representatives (with SHAPE)
NMSSA	NATO Maintenance Supply Service Agency
NMSSS	NATO Maintenance Supply Service System
NOEB	NATO Oil Executive Board
NOPLCC	Northern Ontario Pipe Line Crown Corporation
NORAD	North American Air Defence
NR	National Revenue, Department of
NRC	National Research Council
NSGT	Non-Self-Governing Territory
NTCL	Northern Transportation Company Limited
NUDET	Nuclear Detonation
NWOO	NATO Wartime Oil Organization
OAMCE	Organization africaine et malgache de coopération économique
OAMPI	Office africain et malgache de la propriété industrielle
OAS	Organization of American States
OAU	Organization of African Unity
OCAM	Organization commune africaine et malgache
ODECA	Organization of Central American States
OECD	Organization of Economic Co-operation and Development
OEEC	Organization for European Economic Co-operation
OFU	Ontario Farmers Union
OIE	International Office of Epizootics
OIR	Inter-American Radio Office
ONUC	Organization of the United Nations in the Congo
OPEC	Organization of Petroleum Exporting Countries
OPEX	Programme for the Provision of Operational Executive and Administrative Personnel
OPI	Office of Public Information (UN)
ORA	Quick Reaction Alert (NATO)
O/SSEA	Office of the Secretary of State for External Affairs
O/USSEA	Office of the Under-Secretary of State for External Affairs
OWRC	Ontario Water Resources Commission
PA	Public Archives
PAC	Political Advisors Committee (NATO)
PAFMECSA	Pan-African Freedom Movement for East, Central and South Africa
PAIGH	Pan-American Institute of Geography and History
PBEIST	Planning Board for European Inland Surface Transport (NATO)
PBOS	Planning Board for Ocean Shipping (NATO)
PCIJ	Permanent Court of International Justice
PCO	Privy Council Office
PIL	Private International Law
PJBD	Permanent Joint Board on Defence
PM	Prime Minister
PO	Post Office
POL	Petrol, Oil and Lubricants
POL	Political
P & P	Payments and Progress Committee (NATO)

COMMON ABBREVIATIONS - 11
PART I

PPC	Petroleum Planning Committee (NATO)
PP & S	Public Printing and Stationery Department
PRS-CC	Paris Cultural Centre
PSAC	Public Service Alliance of Canada
PSC	Public Service Commission
PSCA	Political and Security Council Affairs, Department of (UN)
PSSRA	Public Service Staff Relations Act
PUAS	Postal Union of the Americas and Spain
RCB & B	Royal Commission on Bilingualism and Biculturalism
RCD	Regional Co-operation Development
RCFM	Royal Commission on Farm Machinery
RCM	Royal Canadian Mint
RCMP	Royal Canadian Mounted Police
RCP	Royal Commission on Pilotage
RCSW	Royal Commission of the Status of Women
RDP	Research, Development and Production (NATO)
RG	Registrar General
RIAS	Radio in American Sector (Germany)
ROM	Royal Ontario Museum
RSC	Royal Society of Canada
RSO	Regional Security Officer
SAC	Strategic Air Command
SACEUR	Supreme Allied Commander, Europe
SACLANT	Supreme Allied Commander, Atlantic
SADTC	SHAPE Air Defence Technical Centre
SAGE	Semi-Automatic Ground Environment
SASWREC	SACLANT Anti-Submarine Warfare Research Centre
SCAR	Special Committee for Antarctic Research
SCAAP	Special Commonwealth African Assistance Programme
SCEPC	Senior Civil Emergency Planning Committee (NATO)
SEACOM	South East Asia Commonwealth Cable
SEATO	South East Asia Treaty Organization
SECGEN	Secretary-General
SEMO	Systems, Engineering and Management Organization (for NADGE) (NATO)
SEN	Senate
SG	Solicitor General
SGN	Standing Group (NATO)
SGO	Solicitor General's Office
SGREP	Standing Group Representative (NATO)
SHAPE	Supreme Headquarters Allied Powers Europe
SITREP	Situation Report
SPADAT	Space Detection and Tracking System
SPATC	South Pacific Air Transport Council
SPC	South Pacific Commission
SS	Secretary of State
SSEA	Secretary of State for External Affairs
SS & VLA	Soldier Settlement and Veterans Land Act
STAFEUR	Special Task Force on Europe
STANAG	Standardization Agreement (NATO)
SUNFED	Special United Nations Fund for Economic Development
TAB	Tax Appeal Board
TAB	Technical Assistance Board (UN)

COMMON ABBREVIATIONS - 12
PART I

TAC	Tactical Air Command
TAC	Technical Assistance Committee (UN)
TACAN	Technical Air Navigation
TAR BD	Tariff Board
TAU	Technical Assistance Operations, Bureau of
TAUN	Technical Assistance of the United Nations
TB	Treasury Board
T & C	Trade and Commerce, Department of
TCC	Temporary Council Committee (NATO)
TCEA	Training Centre for Experimental Aerodynamics (NATO)
UAM	Union africaine et malgache
UCC	Universal Copyright Convention
UIC	Unemployment Insurance Commission
UIPPI	International Union for the Protection of Industrial Property
UN	United Nations
UNC	United Nations Command
UNCAST	United Nations Conference on the Application of Science and Technology for the Benefit of Less Developed Areas
UNCDF	United Nations Capital Development Fund
UNCIP	United Nations Commission for India and Pakistan
UNCITRAL	United Nations Commission on International Trade
UNCOK	United Nations Commission on Korea
UNCSAT	United Nations Conference on Science and Technology
UNCTAD	United Nations Conference on Trade and Development
UNCURK	United Nations Commission for the Unification and Rehabilitation of Korea
UNDC	United Nations Disarmament Commission
UNDP	United Nations Development Programme
UNEF	United Nations Emergency Force
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFICYP	United Nations Force in Cyprus
UNGA	United Nations General Assembly
UNHCR	United Nations High Commissioner for Refugees
UNHQ	United Nations Headquarters
UNIC	United Nations Information Centre
UNICEF	United Nations International Children's Emergency Fund
UNIDO	United Nations Industrial Development Organization
UNIDROIT	International Institute for the Unification of Private Law
UNIPOC	United Nations India and Pakistan Observation Commission
UNMOGIP	United Nations Military Observers Group in India and Pakistan
UNOGIL	United Nations Observer Group in Lebanon
UNMOS	United Nations Military Observers
UNPOC	United Nations Peace Observation Commission
UNRWA	United Nations Relief and Works Agency for Palestine Refugees
UNSC	United Nations Security Council
UNSCEAR	United Nations Scientific Committee on the Effects of Atomic Radiation
UNSF	United Nations Special Funds
UNTA	United Nations Technical Assistance
UNTA	United Nations Technical Assistance Administration
UNTA	United Nations Technical Assistance Administration
UNTC	United Nations Trusteeship Council
UNTEA	United Nations Temporary Executive Authority in New Guinea
UNTRI	United Nations Training Research Institute

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UNTSO United Nations Truce Supervisory Organization
UNYOM United Nations Observer Mission in Yemen
UPU Universal Postal Union
USSEA Under-Secretary of State for External Affairs

VOW Voice of Women

WCC World Council of Churches
WCOTP World Confederation of Organization of the Teaching Profession
WEU Western European Union
WFP World Food Programme
WFTU World Federation of Trade Unions
WHO World Health Organization
WJC World Jewish Congress
WMO World Meteorological Organization
WPA World Parliament Association
WPO Warsaw Pack Organization
WRY World Refugee Year
WUS World University Service
WWW World Weather Watch

Z Greenwich Mean time
ZDA Zinc Development Association

COMMON ABBREVIATIONS

PART II

Ad Hoc Mixed (i.e., Military and Civilian) Working Group (NATO)	AHMWG
Adjustment Assistance Board	AABD
Advisory Committee on Administrative and Budgetary Questions (UN)	ACABQ
Advisory Committee on the Application of Science and Technology to Development	ACAST
Advisory Committee on Foreign Service Staffs	ACFSS
Advisory Group on Aeronautical Research and Development (NATO)	AGARD
African Development Bank	AFRICANDB
Afro-Asian Journalists Conference	AAJC
Afro-Asian Labour Conference	AALC
Afro-Asian People's Solidarity Organization	AAPSO
Agency for International Development (USA)	AID
Agriculture, Department of	AGR
Air Defence Identification Zone	ADIZ
Air Defence Systems Integration Division (USA)	ADSID
Air Space Reservation Co-ordination Office	ARCO
Air Transport Command RCAFc	CANAIRLIFT
Air Transport Committee	ATC
Aircraft Movement Information Service	AMIS
Alberta, Province of	ALTA
All African People's Conference	AAPC
All African Trade Union Federation	AATUF
Allied Air Force Central Europe	AAFCE
Allied Command Atlantic	ACLANT
Allied Command Channel	ACCHAN
Allied Command Europe	ACE
Allied Forces Central Europe	AFCENT
Allied Forces Mediterranean	AFMED
Allied Forces Northern Europe	AFNORTH
Allied Forces Southern Europe	AFSOUTH
Allied Travel Office (Berlin)	ATO
American Association of Teachers of French	AATF
American Federation of Labour	AFL
American Friends Service Committee	AFSC
Anti-Intercontinental Ballistic Missile	AICBM
Arms Control and Disarmament Agency (USA)	ACDA
Army Benevolent Fund	ABF
Asian-African Legal Consultative Committee	AALCC
Asian Development Bank	ASIANDB
Asian and Pacific Council	ASPAC
Asian Socialist Conference	ASC
Assembly of Captive European Nations	ANCE
Associated Overseas Territory (EEC)	ACT
Association canadienne des éducateurs de langue française	AECLF
Association canadienne de la radio et de la télévision de langue française	ACRTF
Association internationale de solidarité francophone	ATSOF
Association of Southeast Asia	ASA
Association of Universities of British Commonwealth	AUBC
Association of Universities and Colleges of Canada	AUCC
Atlantic Command (NATO)	AC
Atlantic Community Development Group for Latin America	ADELA

COMMON ABBREVIATIONS - 2
PART II

Atlantic Development Board	ADB
Atlantic Policy Advisory Group	APAG
Atlantic Treaty Association	ATA
Atomic Energy of Canada Limited	AECL
Atomic Energy Commission	AEC
Atomic Energy Control Board	AECB
Auditor General's Office	AGO
Authority for Control of Transport in Central Europe (NATO)	ACTICE
Authority for Control of Transport in Central Europe - Southern Branch (NATO)	ACTISUD
Back-up Interceptor Control	BUIC
Ballistic Missile Early Warning System	BMEWS
Bank of Canada	B of C
Bank of International Settlements (BASLE)	BIS
Belgo-Netherlands-Luxembourg Rapprochement Committee	BENELUX
Board of Broadcast Governors	BBG
Board of Control, Civil Aviation (NATO)	BOCCA
Boy Scouts International Bureau	BSIB
British Commonwealth Scientific Committee	BCSC
Building Equipment and Materials	BEAM
Bureau international des expositions	BIE
Bureau of Technical Assistance Operations	TAU
Cabinet Secretariat	CAB SEC
Canada	CDA
Canada Council	CAN C
Canada-USA Emergency Defence Plan for Alaska, Western Canada and Western USA	ALCANUS
Canada-USA Regional Planning Group	CUSRPG
Canada-USA Scientific Advisory Team	CUSSAT
Canadian	CDN
Canadian Amateur Hockey Association	CAHA
Canadian Armament Research and Development Establishment	CARDE
Canadian Armed Forces Liaison Officer (GHANA)	CAFLO
Canadian Armed Forces Training Team (GHANA)	CAFTT
Canadian Arsenals Limited	CAL
Canadian Aviation Museum	CAM
Canadian Broadcasting Corporation - International Service	CBC-IS
Canadian Business and Industry Advisory Committee	CBIAC
Canadian Cabinet Defence Committee	CCDC
Canadian Commercial Corporation	CCC
Canadian Dairy Commission	CDC
Canadian Development Corporation	CDC
Canadian Executive Services Overseas	CESO
Canadian Government Photo Centre	CGPC
Canadian Government Printing Bureau	CGPB
Canadian Government Repair Service	CGRS
Canadian Government Specification Board	CGSB
Canadian Government Supply Service	CGSS
Canadian Government Travel Bureau	CGTB
Canadian Institute of International Affairs	CIIA
Canadian Institute of Public Affairs	CIPA
Canadian International Development Agency	CIDA
Canadian Joint Staff (London)	CJS(L)

Canadian Joint Staff (Washington)	CJS(W)
Canadian Labour Congress	CLC
Canadian Labour Relations Board	CLRB
Canadian Medical Association	CMA
Canadian Patents and Development Limited	CPDL
Canadian Peace Research Institute	CPRI
Canadian Pension Commission	CPC
Canadian Radio and Television Commission	CRTC
Canadian Service for Overseas Students and Trainees	CSOST
Canadian Standards Association	CSA
Canadian Teachers Federation	CTF
Canadian Transport Commission	CTC
Canadian Union of Students	CUS
Canadian Universities Foundation	CUF
Canadian University Service Overseas	CUSO
Canadian Wildlife Service	CWS
Cape Breton Development Corporation	CBDC
Caribbean Free Trade Association	CARIFTA
Central America Common Market	CACM
Central American Free Trade Association	CAFTA
Central Data Processing Service Bureau	CDPSB
Central Europe Operating Agency (NATO)	CEOA
Central Europe Pipeline Agency (NATO)	CEPA
Central Europe Pipeline Policy Committee (NATO)	CEPPC
Central Intelligence Agency (USA)	CIA
Central Mortgage and Housing Corporation	CHMC
Central Supplies Agency (NATO)	CSA
Central Treaty Organization (Baghdad Pact)	CENTO
Centre for Latin American Monitory Studies	CEMLA
Chairman, Chiefs of Staff	CCOS
Chamber of Commerce	C of C
Chief Electoral Officer	CEO
Chief of Air Staff (DND)	CAS
Chief of the General Staff (DND)	CGS
Chief of the Naval Staff (DND)	CNS
Civil Aviation Branch (DOT)	CAB
Civil Aviation Planning Committee	CAPC
Civil Budget Committee (NATO)	CBC
Civil Communications Planning Committee (NATO)	CCPC
Civil Defence Committee (NATO)	CDC
Civil Emergency Co-ordinating Committee (NATO)	CECC
Civil Service Co-operative Credit Society	CSCCS
Civil Service Mutual Benefit Society	CSMBS
Colonial Office	CO
Commission on International Commodity Trade	CICT
Commission for Technical Co-operation in Africa South of Sahara	CCTA
Committee on Administration (Department of External Affairs)	COMAD
Committee on Economic Advisers (NATO)	CEA
Committee on Economic Co-operation in Central America	CCEIC
Committee on European Air Space Co-ordination (NATO)	CEAC
Committee for Industrial Development (UN)	CID
Committee for Programme and Co-ordination (UN)	CPC
Committee for Scientific Technical Personnel	CSTP
Committee on Space Research (ICSU)	COSPAR
Committee for Research Co-operation	CRC

Common Agricultural Policy (EEC)	CAP
Common European Tariff (EEC)	CET
Commonwealth	CWLTH
Commonwealth Advisory Aeronautical Research Council	CAARC
Commonwealth Air Transport Council	CATC
Commonwealth Caribbean Air Programme	CCAP
Commonwealth Communications Council	CCC
Commonwealth Conference Teaching Science	CCTS
Commonwealth Economic Committee	CEC
Commonwealth Economic Consultative Council	CECC
Commonwealth Education Liaison Committee	CELC
Commonwealth Education Liaison Unit	CELU
Commonwealth Liaison Committee	CLC
Commonwealth Relations Office	CRO
Commonwealth Secretariat	CWLTH SEC
Commonwealth War Graves Commission	CWGC
Communist Information Bureau	COMINFORM
Community Planning Association of Canada	CPAC
Company of Young Canadians	CYC
Confédération des syndicats chrétiens	CSC
Conference on Independent African States	CIAS
Congress of Industrial Organization	CIO
Contracting Parties	CP
Control of Export of Strategic Materials to China	CHICOM
Co-operative for American Relief to Everywhere	CARE
Co-ordinating Committee on Export Controls (Paris)	COCOM
Council of Europe	COE
Council for Mutual Economic Aid (Soviet Bloc)	CEMA
Council of Mutual Economic Assistance	CMEA
Council Meetings (NATO)	CM
Council of the Organization of American States	COAS
Council Reports (NATO)	CR
Crown Assets Disposal Corporation	CADC
Customs Co-operation Council	CCC
Defence Construction Limited	DCL
Defence Damage Assessment Centre, Department of (USA)	DODDAC
Defence Production, Department of	DDP
Defence Readiness Condition	DEFCON
Defence Research Board	DRB
Defence Research Fellowships	DRF
Defence Research Telecommunication Establishment	DRTE
Defence Shipping Authority (NATO)	DSA
Defence Shipping Executive Board (NATO)	DSEB
Development of Air Intelligence	DAI
Development Assistance Committee (OECD)	DAC
Development Assistance Group	DAG
Director General	DIRGEN
Directorate of Maritime Reconnaissance Operations	DMO
Directorate of Military Intelligence	DMI
Directorate of Naval Intelligence	DNI
Directorate of Naval Movements	DN MOV
Distant Early Warning	DEW
Division	DIV
Dominion Bureau of Statistics	DBS
Dominion Coal Board	DCB

PART II

East African Common Services Organization	EACSO
Economic Commission for Africa (Addis Ababa)	ECA
Economic Commission for Asia and the Far East (Bangkok)	ECAFE
Economic Commission for Europe (Geneva)	ECE
Economic Commission for Latin America (Santiago)	ECLA
Economic Council of Canada	ECC
Economic Development Review Committee (OECD)	EDRC
Economic Policy Committee (OECD)	EPC
Economic and Social Council (IA) (UN)	ECOSOC
Economic and Social Investment Development Fund	FIDES
Eighteen Nation Disarmament Committee	ENDC
Emergency Measures Organization	EMO
Energy, Mines and Resources, Department of	EMR
Estimated Time of Arrival	ETA
Estimated Time of Departure	ETD
European Atomic Energy Community	EURATOM
European Civil Aviation Conference	ECAC
European Coal and Steel Community	ECSC
European Common Market	EUROMARKET
European Communications Security Agency (NATO)	ECSA
European Company for the Chemical Processing of Irradiated Fuels	EUROCHEMIC
European Defence Community	EDC
European Economic Community	EEC
European Free Trade Association	EFTA
European Long Lines Agency (NATO)	ELLA
European Military Communications Co-ordinating Committee (NATO)	EMCCC
European Monetary Agreement	EMA
European Naval Communicating Agency (NATO)	ENCA
European Nuclear Energy Agency	ENEA
European Organization for Nuclear Research	CERN
European Press Group	EPG
European Productivity Agency	EPA
European Radio Frequency Agency (NATO)	ERFA
European Supplies Agency (NATO)	ESA
European Union	EU
Exchequer Court of Canada	EC
Expanded Programme of Technical Assistance	EPTA
Export Credits Insurance Corporation	ECIC
Export-Import Bank	EXIMBANK
External Affairs	EA
Far Eastern Regional Security Pact	ANZUS
Farm Credit Corporation	FCC
Finance, Department of	FIN
Fisheries, Department of	FSH
Fisheries Research Board	FRB
Food and Agriculture Organization (UN)	FAO
Food and Agriculture Planning Committee (NATO)	FAPC
Foreign Broadcasting Information Service (USA)	FBIS
Foreign Office	FO
Forestry and Rural Development, Department of	FDR
Foundation for Mutual Assistance in Africa South of Sahara	FAMA
French Speaking African States	FSAS

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COMMON ABBREVIATIONS - 6
PART II

General Agreement on Tariffs and Trade	GATT
Government	GOVT
Government House	GH
Greenwich Mean Time	Z
Gross National Product	GNP
Ground Environment Team on the International Staff (NATO)	GETIS
Group Surgical Medical Insurance Plan	GSMIP
Guided Missile Intelligence Working Group	GMIWG
Hague, the Academy of International Law	HAIL
High Altitude Research Programme	HARP
House of Commons	H of C
Imperial Defence College	IDC
Indian Affairs and Northern Development, Department of	IAND
Industrial Development Bank	IDB
Industrial Pensions and Annuities Branch	IPAB
Industrial Planning Committee (NATO)	IPC
Industry, Department of	IND
Infrastructure Group Environment Sub-Committee (NATO)	IGESUCO
Inland Water Transport	IWT
Institute of International Affairs	IIA
Institute of International Law (Institut du droit international)	IDI
Institute of Pacific Relations	IPR
Institute for the Study of International Law	ISIL
Insurance, Department of	INS
Inter-Allied Reparations Agency	IARA
Inter-American Coffee Board	IACB
Inter-American Defence Board	IADB
Inter-American Economic and Social Council	IA ECOSOC
Inter-American Nuclear Energy Commission	IANEC
Inter-American Radio Office	OIR
Inter-American Statistical Institute	IASI
Inter-American Tropical Tuna Commission	IATTC
Intercontinental Ballistic Missile	ICBM
Inter-Departmental Committee on External Trade Policy (Canada)	ICETP
Inter-Governmental Committee on European Migration	ICEM
Inter-Governmental Committee on Refugees	IGCR
Inter-Governmental Copyright Committee	IGC
Inter-Governmental Maritime Consultative Organization	IMCO
Intermediate Range Ballistic Missile	IRBM
International Air Transport Association	IATA
International Association for the Exchange of Students for Technical Experience	IAESTE
International Association for the Protection of Industrial Property	IAPIP
International Astronomical Union	IAU
International Atomic Energy Agency (UN Vienna)	IAEA
International Bank for Reconstruction and Development (World Bank, Washington)	IBRD
International Boundary Commission	IBC
International Bureau for the Protection of Intellectual Property	BIRPI
International Bureau of Weights and Measures	PIPM

COMMON ABBREVIATIONS - 7
PART II

International Chamber of Commerce	ICC
International Civil Aviation Organization (UN Montreal)	ICAO
International Coffee Organization	ICO
International Commission for Northwest Atlantic Fisheries	ICNAF
International Commission for Supervision and Control (Cambodia, Laos or Vietnam)	ICSC
International Committee of Comparative Law	ICCL
International Committee for Geophysics	CIG
International Committee of the Red Cross (Comité international de la Croix Rouge)	CICR
International Commodity Groups	ICG
International Competitive Bidding Procedure (NATO)	ICB
International Confederation of Free Trade Unions	ICFTU
International Conferences for the Elimination/Dismantling of Foreign Military Bases (Indonesia)	KIAPMA
International Congress of Nurses	ICN
International Congress of Official Tourist Organizations	IUOTO
International Control Commission (Cambodia, Laos or Vietnam)	ICC
International Co-operation Administration (USA)	ICA
International Co-operation Year	ICY
International Cotton Advisory Committee	ICAC
International Council for Educational Films	ICEF
International Council of Scientific Unions	ICSU
International Council of Women	ICW
International Court of Justice (UN)	ICJ
International Criminal Police Commission	ICPC
International Criminal Police Organization	INTERPOL
International Development Association (UN Washington)	IDA
International Federation of Christian Trade Unions	IFCTU
International Federation of Journalists	IFJ
International Geophysical Year	IGY
International Hydrographic Bureau	IHB
International Ice Hockey Federation	LIGH
International Institute of African Affairs	IIAA
International Institute of Social and Political Services	IISPS
International Institute for the Unification of Private Law	UNIDROIT
International Joint Commission (Canada-USA)	IJC
International Labour Organization	ILO
International Law Association	ILA
International Law Commission	ILC
International Lead and Zinc Study Group	ILZSG
International Leprosy Relief Organization	ILRO
International Monetary Fund	IMF
International Music Council	IMC
International Nickel Company	INCO
International Office of Epizootics	OIE
International Olympic Committee	IOC
International Organization for Standardization	ISO
International Political Science Association	IPSA
International Poplar Commission	IPC
International Press Institute	IPI
International Radio Consultative Committee	CCIR
International Radio Maritime Committee	IRMC
International Rice Commission	IRC
International Rubber Development Committee	IRDC

COMMON ABBREVIATIONS - 8
PART II

International Scientific Film Association	ISFA
International Skating Union	ISU
International Social Science Council	ISSC
International Student Service	ISS
International Sugar Agreement	ISA
International Sugar Council	ISC
International Technical Conference on Protection of Nature	ITCPN
International Telecommunications Union	ITU
International Telegraph and Telephone Consultative Committee	CCITT
International Tin Agreement	ITA
International Tin Council	ITC
International Tin Study Group	ITSG
International Union of Geodesy and Geophysics	IUGG
International Union of Official Travel Organizations	IUOTU
International Union for the Protection of Industrial Property	UIPPI
International Union of Students	IUS
International Whaling Commission	IWC
International Wheat Agreement	IWA
International Wheat Commission	IWC
International Wool Study Group	IWSG
Inter-Parliamentary Union	IPU
Joint Intelligence Bureau (Canada)	JIB
Joint Intelligence Committee (Canada)	JIC
Joint Intelligence Committee (Far East)	JICFE
Joint Oil Staff (NATO)	JOS
Joint Planning Committee	JPC
Joint Staff, Directorate of Strategic Studies	JS/DSS
Judge Advocate General (DND)	JAG
Justice, Department of	JUS
Labour, Department of	LAB
Latin-American Free Trade Association	LAFTA
Laurier House	LH
Less developed countries	LDC
Library of Parliament	LP
Long Range Navigation	LORAN
Manpower and Immigration, Department of	M & I
Manpower Planning Committee (NATO)	MPC
Medical Research Council	MRC
Merchant Ship Movement Reporting System (NATO)	MERCO
Mid-Canada Line	MCL
Military Agency for Standardization (NATO)	MAS
Military Air Transport Service (USA)	MATS
Military Assistance Advisory Group	MAAG
Military Attaché/Adviser	MA
Military Budget Committee (NATO)	MBC
Military Committee (NATO)	MC
Ministry of Defence (i.e., Defence Department of any NATO Government)	MOD
Ministry of Foreign Affairs	MFA
Missile Defence Alarm System	MIDAS
Most Favoured Nation	MFN
Mouvement pour l'intégration scolaire	MIS
Municipal Development and Loan Board	MDLB

National Aeronautics and Space Agency (USA)	NASA
National Arts Centre	NAC
National Aviation Museum	NAM
National Capital Commission	NCC
National Communicable Disease Centre (USA)	NCDC
National Conference of Canadian Universities and Colleges	NCCUC
National Defence, Department of	DND
National Defence College	NDC
National Defence Headquarters (Ottawa)	NDHQ
National Design Council	NDC
National Energy Board	NEB
National Federation of Canadian University Students	NFCUS
National Film Board	NFB
National Gallery of Canada	NGC
National Harbours Board	NHB
National Health and Welfare, Department of	NH & W
National Housing Act	NHA
National Library	NL
National Military Representatives (with SHAPE)	NMR
National Museum	NM
National Research Council	NRC
National Revenue, Department of	NR
Naval Control of Shipping	NCS
Non-Aggression Pact	NAP
Non-Governmental Organization	NGO
Non-Self-Governing Territory	NSGT
North American Air Defence	NORAD
North American Regional Broadcasting Agreements	NARBA
North American Water and Power Alliance	NAWAPA
North Atlantic Council	NAC
North Atlantic Treaty Organization	NATO
NATO Air Defence Ground Environment	NADGE
NATO Basic Military Requirements	NBMR
NATO Maintenance Supply Service Agency	NMSSA
NATO Maintenance Supply Service System	NMSSS
NATO Oil Executive Board	NOEB
NATO Wartime Oil Organization (NATO)	NWOO
North Europe Transshipment Organization (NATO)	NETSO
Northern Canada Power Commission	NCPC
Northern Communications System	NCS
Northern Ontario Pipe Crown Corporation	NOPLCC
Northern Transportation Company Limited	NTCL
Nuclear Detonation	NUDET
Office africain et malgache de la propriété industrielle	OAMPI
Office of Public Information (UN)	OPI
Office of the Secretary of State for External Affairs	O/SSEA
Office of the Under-Secretary of State for External Affairs	O/USSEA
Ontario Farmers Union	OFU
Ontario Water Resources Commission	OWRC
Organization africaine et malgache de co-opération économique	OAMCE
Organization of African Study	OAU
Organization of American States	OAS
Organization of Central American States	ODECA

Organization commune africaine et malgache	OCAM
Organization of Economic Co-operation and Development	OECD
Organization for European Economic Co-operation	OEEC
Organization of Petroleum Exporting Countries	OPEC
Organization of the United Nations in the Congo	ONUC
Pan-African Freedom Movement for East, Central and South Africa	PAFMESCA
Pan-American Institute of Geography and History	PAIGH
Paris Cultural Centre	PRS-CC
Payments and Progress Committee (NATO)	P & P
Permanent Court of International Justice	PCIJ
Permanent Joint Board on Defence	PJBD
Petrol, Oil and Lubricants	POL
Petroleum Planning Committee (NATO)	PPC
Planning Board for European Inland Surface Transport (NATO)	PBEIST
Planning Board for Ocean Shipping (NATO)	PBOS
Political	POL
Political Advisors Committee (NATO)	PAC
Political and Security Council Affairs, Department of (UN)	PSCA
Post Office Department	PO
Postal Union of the Americas and Spain	PUAS
Prime Minister	PM
Private International Law	PIL
Privy Council Office	PCO
Public Archives	PA
Public Printing and Stationery Department	PP & S
Public Service Alliance of Canada	PSAC
Public Service Commission	PSC
Public Service Staff Relations Act	PSSRA
Public Works, Department of	DPW
Quick Reaction Alert (NATO)	ORA
Radio in American Sector	RIAS
Regional Co-operation Development	RCD
Regional Security Officer	RSO
Registrar General	RG
Research, Development and Production (NATO)	RDP
Royal Canadian Mint	RCM
Royal Canadian Mounted Police	RCMP
Royal Commission on Bilingualism and Biculturalism	RCB & B
Royal Commission on Farm Machinery	RCFM
Royal Commission on Pilotage	RCP
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United Nations Conference on the Application of Science and Technology for the Benefit of Less Developed Areas	UNCAST
United Nations Conference on Science and Technology	UNCSAT
United Nations Conference on Trade and Development	UNCTAD
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United Nations Disarmament Commission	UNDC

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United Nations Emergency Force	UNEF
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United Nations General Assembly	UNGA
United Nations Headquarters	UNHQ
United Nations High Commissioner for Refugees	UNHCR
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