

Under-Secretarial Group

Associated with the exercise of the Under-Secretary's responsibilities are certain functions that are carried out under the direct control of the Under-Secretarial Group. The role of the Departmental Press Officer is one such function. The Policy Planning Secretariat, which has particular responsibility for longer-term considerations, also reports directly to the Under-Secretarial Group, as do the Executive Information Service, the Inspection Service, the Office of the Chief of Protocol, the Chief Air Negotiator, the Adviser on Disarmament and Arms Control Affairs and various other officers on special assignment.

The *Departmental Press Officer* serves as the Minister's and the Department's official spokesman to the media and provides the official position on foreign-policy questions. Besides answering questions from journalists and handling the Department's day-to-day press relations, he arranges general press conferences for the Minister at home and abroad, and special briefings by departmental officials on complex subjects. The Press Office issues press releases on behalf of the Department and the Minister containing the formal announcements of the Department, texts of statements and speeches by the Minister, policy statements on international affairs, and the like. It assists Canadian journalists going abroad on assignment, and makes

arrangements for journalists accompanying the Minister when he visits foreign countries or attends international conferences. Similarly, it organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

The *Policy Planning Secretariat* assists the Under-Secretarial Group in evaluating the effectiveness of current policies in the light of changing international and domestic circumstances, stimulating options and planning new directions in policy, and strengthening the Department's function as the leading organization in the management of Canada's foreign relations. The Chairman of the Secretariat is a member of the Under-Secretarial Group.

The *Inspection Service*, which reports direct to the Under-Secretary, is responsible for carrying out systematic independent reviews and appraisals of departmental operations both at posts abroad and at headquarters. It seeks to assist all levels of management in the effective discharge of their responsibilities by furnishing them with objective analyses, appraisals, comments and recommendations. The Inspection Service is integrated, including an officer from each of the two major departments besides External Affairs that are represented abroad — Industry, Trade and Commerce and the Canadian Employment and Immigration