

Other branches and offices

Personnel and Administration branches handle the large and diverse range of responsibilities in their complex and respective fields. The Policy Co-ordination branch conducts the "Ministry of State" function of the new and enlarged Department of External Affairs, and provides support for the Cabinet Committee on Foreign and Defence Policy; the branch also co-ordinates medium and long-term policy analysis, and provides policy and staff support for the Under-Secretary and the two deputy ministers, and for certain corporate management functions such as resource allocation. The Office of the Legal Adviser is responsible for the wide range of the Department's international law and domestic legal activities and the Office of Protocol is responsible for the multi-faceted protocol and hospitality activities of the government, and relations with foreign missions in Ottawa.

Senior management

The senior decision-making body of the Department is the *Executive Committee*, which meets weekly. It comprises the Under-Secretary (chairman), the two deputy ministers (Political Affairs and International Trade), the 12 assistant deputy ministers responsible for the geographic and functional branches, the Department's legal adviser and the president of CIDA. This committee is the vehicle for broad policy and management discussions and decision-making and thus provides broad guidance on foreign policy priorities and related resource and management issues.

Other committees involving levels of senior officers from directors general to deputy ministers deal with such topics as current operational issues; policy and management directions; administrative matters; audit and evaluation; management improvement; and discipline.