

The *Inspector General*, who 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. He and his staff seek 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 Manpower and Immigration. Whereas these two officers are full-time members of the staff of the Inspector General, representatives of other departments and agencies (e.g., the Canadian International Development Agency) may be borrowed for particular inspection tours.

The *Departmental Adviser on Bilingualism* supervises the co-ordination of departmental policies on bilingualism. The Adviser on Bilingualism is also responsible for the quality of French texts and translation from French to English prepared by the Department; he supervises a team of writer-researchers composed of five people in Ottawa and one in Brussels. His office maintains liaison between the Department and the office of the Commissioner of Official Languages and other agencies concerned with bilingualism.

Area bureaux

Each of the four area bureaux co-ordinates the formulation and conduct of Canadian policy *vis-à-vis* the countries of the region with which it is concerned, and supervises the operations of the diplomatic and consular posts in that region.¹ The main responsibility of each post is the quality of Canada's relations with the country in which it is situated. The area bureaux are the main points of contact on bilateral matters for the diplomatic missions of other countries in Canada. They advise other government agencies, as well as private ones, regarding the policies of such agencies towards the countries and multilateral organizations with which they have specialized relations.

In co-operation with other government entities, the area bureaux make substantive arrangements for official visits (both incoming and outgoing), many of which take place at ministerial, head-of-state or

¹See Appendix I.