

The *Chief Air Negotiator* is responsible for the conduct of an extensive series of bilateral negotiations. He reports to the Interdepartmental Committee on Civil Aviation, which is responsible for co-ordinating domestic and international civil-aviation matters and making recommendations as appropriate to the Minister of Transport and the Secretary of State for External Affairs.

The *Protocol Division* exercises a responsibility for ceremonial on occasions requiring attendance by the Minister, departmental officials and the diplomatic corps. It handles the accreditation of foreign and Commonwealth representatives in Canada, facilitates their establishment here and endeavours to assist them to carry out their duties. It also sees to the formalities arising out of the appointment of Canadian heads of post and Canadian consuls posted to other countries. It resolves questions of diplomatic privileges and immunities that affect foreign missions to Canada and Canadian missions abroad. It plans and organizes state and official visits to Canada, and in addition to arranging the hospitality required by these visits makes the arrangements for other official hospitality offered by the Department of External Affairs and some other departments of government.

The Department provides administrative support for the *Special Research Bureau*.

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. It also assists the Interdepartmental Committee on External Relations (ICER) by on-the-spot appraisals of the integration of support services at posts.

The *Departmental Adviser on Bilingualism* supervises the co-ordination of departmental policies on bilingualism and administers language tests. The Adviser on Bilingualism is also responsible for the quality of texts prepared by the Department and 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** The *area divisions* are distributed amongst the Bureaux of African and Middle Eastern Affairs, Asian and Pacific Affairs, European Affairs and Western Hemisphere Affairs. Each division is responsi-