

The *Operations Centre* was set up to improve the ability of the Department and the Government to react quickly and to alert ministers and officials to reports and events of immediate significance for Canadian interests. Special task forces are often formed to deal with crises, and are located physically in the Centre, thus providing a useful focal point for decision-making and information-gathering.

The *Policy Analysis Group* was established to develop and analyze major policy options and objectives, with particular attention to long-range considerations. PAG co-ordinates Department policy studies to ensure their relevance to Canada's chief foreign policy goals, identifies possible gaps in policy or areas where short-term and long-term policies may be incompatible, and maintains contacts with other policy-planning and -analysis groups — governmental, private and academic. Finally, it assists in extending and improving foreign policy co-ordination amongst the departments concerned. The Chairman of PAG reports directly to the USSEA and is a member of the Under-Secretarial Group.

The *Bureau of Security and Intelligence Liaison* (which does not fit into the area, functional or administrative groups) deals with the security aspects of the Department's operations and is responsible for the conduct of liaison on security and intelligence matters.

The *Chief Air Negotiator* is responsible for the conduct of an extensive series of bilateral negotiations. He reports to the Inter-departmental 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 *Office of the Chief of Protocol* has two principal objectives: first, to facilitate the establishment of foreign representatives in Canada and so far as is possible to create the conditions in which these representatives can exercise their functions; and, secondly, to make the arrangements for the reception, housing and entertainment of official visitors to Canada. These objectives are pursued by the Protocol Service, and the Visits and Conferences Service, the two services into which the office is divided.

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