

Commission/Department. Representatives of other departments and agencies (e.g., the Canadian International Development Agency and the Canadian Government Office of Tourism) may be borrowed for particular inspection tours. The Service also assists the Interdepartmental Committee on External Relations by providing, *inter alia*, reports on the adequacy and effective use of the integrated support-service resources at posts abroad.

The *Executive Information Service* has responsibility for ensuring that senior management, both in Ottawa and abroad, receives a timely and concise flow of information. This involves monitoring the quality of reporting and preparing regular summaries and bulletins.

The *Office of the Chief of Protocol* handles matters of the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads of Canadian diplomatic and consular missions to other countries, which involves questions of diplomatic and consular privileges and immunities respecting both foreign representatives in Canada and Canadian representatives abroad. The Office plans, organizes and manages state and official visits to Canada and the hospitality involved, as well as other ceremonial and hospitality matters affecting the diplomatic corps in Ottawa and the

various consular corps in the principal Canadian cities.

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 to the Minister of Transport and the Secretary of State for External Affairs.

As the Under-Secretary's principal adviser on disarmament policy, the *Adviser on Disarmament and Arms Control Affairs* represents Canada at meetings of major United Nations disarmament bodies, including the First Committee of the UN General Assembly and the Disarmament Commission, and also serves as a point of contact, by means of a consultative group, for those individuals and institutions, both within the Government and outside it, that are interested in or involved in disarmament and arms control.

Associated with the Adviser and reporting to him is the *Disarmament and Arms Control Office*, which, together with its involvement in the formulation of Canadian policy on disarmament and arms control, has the task of stimulating public-information activities relating to disarmament and initiating research and special projects in the field of disarmament and arms control.