

particular responsibility for longer-term considerations, also reports directly to the Under-Secretary, as do the *Bureau of Security and Intelligence Liaison*, the *Protocol Division*, the *Special Research Bureau*, the *Inspection Service*, the *Departmental Adviser on Bilingualism* and the *Chief Air Negotiator*.

The *Press Office* is concerned with the Department's relations with the press, radio and television regarding Canadian foreign policy. It prepares press conferences for the Secretary of State for External Affairs and makes press arrangements for international conferences at home and abroad and for visiting dignitaries. It also provides posts with timely reports on Canadian news and Government policy to help them deal with the local press.

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 *Central Staff* consists of a number of largely autonomous units acting as a secretariat for the Minister and the Under-Secretarial Group. It is headed by a Chairman, to whom the Operations Centre also reports. The Central Staff provides direct assistance to senior management and also acts as a co-ordinating and liaison unit designed to expedite departmental business.

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 Departmental 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 contact 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 administration groups) deals with the security aspects of the Department's operations and is responsible for the conduct of liaison on security and intelligence matters.