



OFFICIAL VISITS

Service Standard Guidelines

PARTNER	SERVICE								
	Program	Briefing	Participation in Official Events	Reporting	Logistics				Financial Responsibilities
	Post & HQ	Post & HQ	Post	Post & HQ	Airport Pick-Up	Local Transport	Accommodation	Translation/ Interpretation	Post & HQ
Prime Minister Governor General	YES Coordinated with PCO & Protocol	YES	YES	YES	DFAIT Office of Protocol leads in consultation with HQ and post				DFAIT Protocol pays through ICA ●
Chief Justice, Senate & House of Commons Speakers, Ministers, Secretary of State, Parliamentary Secretaries, Lieutenant-governors, Deputy Ministers and Provincial and Territorial leaders	YES	YES	YES	YES	YES When not provided by host	YES When not provided by host	YES When not provided by host Except for WSHDC	YES When not provided by host Except for WSHDC	Funds/coding from partners to DFAIT in advance ICA may apply ●
Provincial and Territorial Ministers	YES	Unclassified HQ briefing materials Post briefing when appropriate	YES	YES	NO	ASP list provided	ASP list provided	ASP list provided	ASP's paid directly by partners; in exceptional cases, funds/coding from partners to DFAIT in advance ICA may apply ●
Federal Parliamentarians	Assistance provided	Unclassified HQ briefing materials Post briefing when appropriate	When relevant	When relevant	NO	YES	YES Except for WSHDC	YES Except for WSHDC	Funds/coding from partners to DFAIT in advance
Senior Fed Officials—ADM Level Senior Provincial and Territorial Officials—DMs	YES	Unclassified HQ briefing materials Post briefing when appropriate	When relevant	When relevant	NO	ASP list provided	ASP list provided	ASP list provided	ASP's paid directly by partners; in exceptional cases, funds/coding from partners to DFAIT in advance May include salary and overtime

ASP - Additional Service Provider
ICA - International Conference Allotment
● Except Salary & Overtime