

## DIVISION

Official Hospitality, Summits and International Conferences (XDS)

## RESPONSIBILITIES

- Manages the Official Hospitality Program as well as the Departmental Hospitality Facilities. The latter include the Hospitality Centre located on the ninth floor of the LBP Building and the Government Guest House located at 7 Rideau Gate.
- Manages the Portfolio Gift Bank for gifts required for presentation during certain official visits.
- The Office of Protocol plans, coordinates and delivers the official government hospitality extended by the Governor General (as required), the Prime Minister, the Ministers of our portfolio (MINA, MINT, MINE) and, to a lesser extent, the Secretaries of State to foreign guests in Canada and abroad. The most extensive hospitality events are normally provided during Team Canada events.
- As a rule, Canadian products will be used to the maximum extent possible (including Canadian wines). In addition, religious, dietary and health-related issues will be considered within all menus, and menus will always include a vegetarian alternative. The same would be applicable to the Gift Bank: all gifts must be Canadian products. A record of gifts given is kept to avoid duplication. XDS manages the Gift Bank.
- Provides protocol support at various summits and international conferences held in Canada. It provides cost-effective conference management expertise and assistance to various branches of DFAIT for the planning, coordination and staging of major international conferences, summits and special events held in Canada.
- Protocol's involvement in summits and conferences closely parallels its support for official visits in Canada for two fundamental reasons: protocol standards and functions (i.e. the nature of the service) are the same for official visits and summits/conferences; the ultimate client (i.e. the Prime Minister, portfolio ministers, as the case may be) is the same, with the same expectations for standards of services to be provided.

## CONTACTS

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