

Department of Foreign Affairs and International Trade
Ministerial Services – April 2002

- Provides advice and support to DFAIT personnel on Parliamentary procedures and practices.

NOT IN AREA OF RESPONSIBILITY

- Does not assemble QP book (done by Minister's office).
- Does not secure the participation of Members of Parliament in ministerial trips.
- Does not prepare daily reports on DFAIT-related Parliamentary committee business.

TIME LINES

- Divisions are asked to submit their Qs&As by 11:00 a.m., Monday to Thursday, and by 9:45 a.m. on Friday.

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