

* * * OPENING A NEW OFFICE * * *

1. The majority of the problems attendant upon opening a new office are strictly local and must be solved on the spot by the application of common sense. Some, however, are standard ones which occur repeatedly. It is with respect to some of the problems in the latter group that suggestions are set out below in the hope that they may help the officer handling this responsibility.

BEFORE ARRIVAL

2. Establish if there is already an office of any other Canadian Government department in the city.

3. Establish if there is room for the Trade Commissioner's offices with the above.

4. Establish whether any other Government agencies (External Affairs, Citizenship and Immigration, Wheat Board), are planning to open a new office soon.

5. Establish in concert with the Director, Trade Commissioner Service, whether new office premises should allow for future expansion.

6. Check whether the Canadian Government has ever had an office in this city in the past and, if so, seek a post report from that time.

7. Find out what countries (selecting a few of those with whom we enjoy close relations) maintain a mission in the city. With permission from the Director, Trade Commissioner Service, write to the Trade Commissioner in each of these countries to see if he can obtain a copy of their post report, for Canadian use. In the case of the United States or the United Kingdom, it is quite possible that a copy of their post report might be available in Ottawa.

8. Establish any particular security problems to be expected by virtue of the work which the Trade Commissioner will be doing and resulting from Canada's relations with the country to which he is being posted.

9. Ensure that the office copy of Official Instructions will be available immediately upon arrival in the city.

10. Through the commodity officers, establish what Canadian companies are represented in the territories for which the Trade Commissioner will be responsible. If a tour is made before departure, a particular effort should be put forward to call on each of these firms. (The Canadian companies might well be prepared to write to their representatives in the city advising them of the forthcoming arrival of a Canadian Government Trade Commissioner to open a new office.)

11. Check on requisitions for furniture and fixtures, when they can be filled and when shipped from Canada. Check on possibilities and need for local purchase (e.g. because of service, etc.)

12. Arrange that the Supplies Branch ship a small quantity of basic office requisites (or include them in the Trade Commissioner's baggage) such as envelopes, carbon paper, airmail paper, stenographer's notebooks, memo pads, pencils, erasers, stapling machine, scotch tape, etc.