

- (b) departmental corporations as specified in Schedule II of the *Financial Administration Act*;
- (c) branches designated as departments pursuant to the definition of Department in Section 2 of the *Financial Administration Act*.

**9.3.2 Excluded persons.** The following instructions do not apply to persons who

- (a) are stationed in Canada and who go abroad on travel status;
- (b) are assigned abroad to attend training courses.

**9.3.3 Overview responsibility centre at headquarters**

The Assistant Deputy Minister Corporate Management Branch will have general responsibility for the application of hospitality policy in the Department. He/she will develop new policy initiatives as required, provide guidance to missions, monitor implementation through internal audit, and follow-up on audit reports (including recovery action, where appropriate). Geographic Branch ADM's will have specific responsibility for the delivery of official hospitality within their regions.

## **9.4 Policy**

- (1) It is recognized that the giving and receiving of hospitality continues to be an indispensable activity in the achievement of Canadian objectives abroad.
- (2) Therefore, the Committee on Mission Management will annually be provided with sufficient funds to meet the reasonable direct and indirect costs of providing official hospitality in support of government programs abroad.
- (3) To this end, the headquarters of departments and agencies will arrange to co-ordinate the allocation of resources and to develop uniform procedures for the management of hospitality funds.
- (4) The Committee on Mission Management will make provision for special allocation from contingency funds to cover the hospitality costs of major events not foreseen at the time of finalizing the missions' annual hospitality allocations and related to the activities of that mission.
- (5) Hospitality funds, advances or allocations, are not a personal allowance; they are program resources allocated to designated individuals strictly on the basis of program needs. All advances or expenditures are fully accountable, and detailed records of all expenditures must be maintained and submitted for approval to mission management. Claims for hospitality funds not adequately substantiated may be subject to recovery action.
- (6) Hospitality funds will be allocated in proportion to the hospitality requirements of the program activity, not the rank or position of the employee concerned.
- (7) Accommodation on a representational scale will be provided for an employee where, in the opinion of mission and departmental management, the official hospitality program requires substantial and frequent entertaining in the home of the employee concerned.
- (8) Recipients of hospitality funds should plan their expenditures with a view to achieving specific objectives as economically as local conditions and the nature of each official hospitality activity permits.

## **9.5 HOM Responsibility**

**9.5.1 Coordinating hospitality of all departments.** Consistent with the overall authority endorsed by the Cabinet in its decision of July 31, 1973, on the role of the Head of Mission, a Head of Mission will be responsible through the Committee on Mission Management for coordinating the official hospitality activity engaged in by personnel of all government departments represented at the Mission.

**9.5.2 Inform the CMM.** To fulfil this responsibility, the Head of Mission should ensure that the CMM is kept informed of the intended hospitality program (designed to support all mission programs). In order to ensure that official hospitality activities are undertaken effectively by recipients of official hospitality funds, mission program managers should ensure that the Head of Mission is kept informed and consulted regarding proposed hospitality activities in support of the programs for which they are directly responsible. Recipients of official hospitality funds should demonstrate to the satisfaction of the program manager that proposed official hospitality activities will contribute to the achievement of program objectives. The aim of this continual exchange of information and consultation is to establish realistic priorities, to avoid duplication and gaps in planning and to avoid hospitality activities of marginal value.