

1. NAME OF SYSTEM

Visits Management Data Base.

2. PURPOSE

To keep abreast of visits out of Canada by Canada's P.M, G.G, Cabinet Ministers, Members of both Houses, Provincial Premiers and ministers, and significant non-government officers; to keep track of all visits to Canada by visiting heads of state, Cabinet Ministers, and significant non-government officers; and to provide an institutional memory of such events.

3. DESCRIPTION

The system which is a data base system records information on all visits from when the visit is contemplated to its completion. Data pertaining to each visit are stored under 29 headings and can be retrieved in an on line mode.

4. SCOPE

All visits in and out of Canada at the political level.

5. KEY USERS AFFECTED

The various divisions within the Department, Protocol, Prime Minister's Office, Privy Council Office, Government House and selected Departments.

6. OPERATED BY

Senior Management Secretariat on their own purchased IBM PC. The system is located in the Secretariat.

7. FREQUENCY

Data on visits are updated continuously.

8. KEY INPUTS

Quarterly surveys of branches, and day to day monitoring of telegrams and correspondence, and frequent consultation with geographic divisions.

9. KEY OUTPUTS

The Consolidated schedule, (fortnightly publication for departmental managers. Quarterly recommendations to DEA Ministers (by memorandum); monthly updates; periodic recommendation to Prime Minister for Head of State/Government visits.

10. RELATIONSHIP TO OTHER SYSTEMS

This is a stand alone system at the moment.