



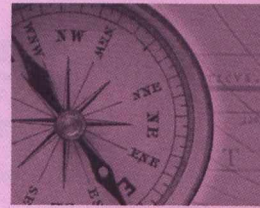
What if a partner-client is organizing a business mission abroad?

The new brochure clearly states that posts can help partner-clients plan and facilitate a trade/investment or science and technology mission. Using the Business Mission Agreement (<http://intranet.lbp/horizons/05etxt-e.asp>) the Post can ensure that the organizers of trade and investment missions comprising at least three business organizations have a clear understanding of their role and responsibilities as well as your own and those of your colleagues. Guidelines are also available on Horizons to help you use this tool.

What if it isn't a business mission?

Let's say you receive a call from someone from a provincial minister's office, planning on coming to your city next month. After further probing, you realize that there are no business people in the delegation and that the visit involves government people only.

The Business Mission Agreement does not apply, since there is no business component to this mission. But they are partner-clients. So the Core Services/Additional Services distinction applies, just as it does for business



clients. Equal treatment of the two clients groups is now to be respected.



Basically, the BMA was not designed nor is it meant to be used for visits from high-level partner-clients when they are traveling without a business group. However, the Business Mission Agreement is a best practice tool that you can use to initiate early communication with the visiting minister in order to clarify expectations, define timelines and deadlines, and agree on a program as early as possible in order to minimize last minute difficulties.

For example, you could use some of the relevant parts of the BMA (such as budget pages to give an estimate on what the visit would cost and request payment in advance). You cannot send the whole kit to these clients, but you can certainly fax them the applicable forms. Remember, as always, if you have any questions please do not hesitate to contact the Post Support Unit.

In future issues, we will run a series of articles that explain each of the core services for partner-clients. Keep an eye on Horizons for the latest developments.