

Training Needs

- Are there any obvious needs for training (including cross-Canada tours)?
- Is training available locally? Is it affordable?
- To what extent can Headquarters provide funding or assistance in this regard?

Office Practices

- Is the flow of information in the office (e.g. circulation of dockets, filing) being organized effectively?
- Are there standardized procedures in place for dealing with visitors and enquiries?
- What are the guidelines for the levels and types of assistance provided to various clients?
- Do you receive effective guidance and support from your Head of Mission and from Headquarters?
- Are you satisfied with your relationship with other program managers, your Head of Mission, and Headquarters?
- Do the systems in place lead to added bureaucracy or added efficiency?

COORDINATION AND COOPERATION

Involving the Head of Mission

- Is the Head of Mission involved in trade program planning and implementation?
- Are there systems in place for keeping him/her informed and involved?
- Is the Head of Mission satisfied that Canada's overall trade objectives are being met?

Political-Economic Relations

- Have you ensured that political-economic reporting serves the needs and interests of your business clientele? Of EAITC? Of OGDs?
- Are the trade program's objectives adequately reflected in political-economic activities? Where relevant, do you participate in visits or démarches to host government officials?
- Have you discussed Canada's trade policy objectives with the political-economic section?

Public Affairs

- How can you maximize the public affairs program to promote business development objectives (fairs, missions and other special events)?
- What are the key messages you want delivered?
- Do you know who the key business and economic journalists and editors are? Have you met them? Do you keep them informed? Do you use them?
- Are you familiar with Departmental practices regarding media relations abroad?