

PROTOCOL DIVISION

This Division deals with all matters of diplomatic protocol, precedence, privileges and immunities. It attends to the accrediting of Canadian diplomatic and consular representatives of other countries in Canada. It arranges for visits to Canada by distinguished foreigners and for the extension to them of government hospitality. It also deals with foreign honours and awards.

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	450	P.O. including wash-room area @ 50.
D.C.O.	1	240	P.O. including reception area.
Deputy Head	1	200	P.O.
<u>Protocol</u>			
Officer	1	180	P.O.
Officer	1	150	P.O.
Officers	2	210	G.O. with S.P.
Clerical	3	400	G.O.
<u>Visits</u>			
Officer	1	200	P.O.
Officer	1	180	P.O.
Officer	1	150	P.O.
Clerical	3	300	G.O.
Steno Services	6	640	G.O.
Special Waiting Room		400	G.O. connected by intercom system to Drivers' room and reception desk in main lobby.
Total	22	3,700	

The special waiting area should be in close proximity to the secretary's office, to enable visitors to proceed quickly to interviews with the head or deputy head of protocol.

Due to the nature of work followed by this division, it should be located near the main entrance, or a special entrance, and the official car park.