

Canada and that whatever he does contributes to the image that residents of a foreign country have of Canadians in general.

5 Correspondence

(a) *Sending or exchange of visiting cards*

The rather elaborate ritual of sending or exchanging visiting cards is gradually disappearing. Readers are referred to Jean Serres' *Manuel pratique de protocole**, in which this practice is discussed in detail; it would be impossible to summarize it here.

A point to remember, however, is that visiting cards should be simple; name, title, mission and, in some instances, telephone number are all that is required.

(b) *Work instruments*

Every mission requires a number of "work instruments" in order to function effectively. The secretary to the head of mission should ascertain if these are available and obtain them if necessary. There are first of all certain reference works on protocol**, the list of the diplomatic corps in the receiving country, and the order of precedence within the corps, if it exists in published form. There should also be official invitation cards, a guest register, a condolence register and black-bordered paper. The last two items are used only on the death of the Governor General or the Prime Minister, but it is better to have them on hand than to try to find them at the last minute.

6 Death of a Canadian dignitary

As soon as a mission is informed, by the Department of External Affairs in Ottawa, of the death of the Governor General or the Prime Minister (or of a former Governor General or Prime Minister), the flag should be lowered to half-mast. A note should be sent immediately to the Ministry for Foreign Affairs of the country, conveying the information. The note is written on black-bordered paper and indicates the place, date and time at which visitors may sign the condolence register. A similar note is sent to other foreign missions, except for those representing countries that do not have diplomatic relations with Canada.

The head of mission, the *chargé d'affaires* or an officer of the embassy should be present throughout the period the register is available for

* Chapter X, pp. 207 to 211, par. 391 to 396.

** See bibliography appended.