



Appendix A – Eligible Employees

Employees of the Department of Foreign Affairs and International Trade involved in or responsible for the delivery of the International Business Development (IBD) Program or the Commercial Program, including the following groups of employees, were invited to complete the questionnaire:

- ▣ Locally-engaged Commercial Officers, Business Development Officers
- ▣ Locally-engaged Commercial Assistants, Business Development Assistants
- ▣ Locally-engaged secretaries in the International Business Development Program at Posts
- ▣ All Trade Commissioners at Headquarters irrespective of their current assignment
- ▣ All Trade Commissioners at Posts irrespective of their current assignment
- ▣ Non-rotational officers (e.g., CO, ES, AS, etc.) delivering the International Business Development Program in Headquarters and at Posts
- ▣ Officers from other Federal Government Departments on assignment at Posts (e.g., AAFC officers, Canadian Heritage officers) or delivering the International Business Development Program in Headquarters
- ▣ Officers from other streams (e.g., political/economic officers; CIDA officers and cultural attaches) spending more than 50 % of their time delivering or managing the International Business Development Program in Headquarters or at Posts
- ▣ Trade Branch secretaries/assistants and secretaries/assistants in the geographic divisions spending more than 50% of their time delivering the International Business Development Program
- ▣ Geographic Directors and Deputy Directors responsible for the International Business Development Program as well as geographic Directors General and Assistant Deputy Ministers
- ▣ Directors and Directors General in the T-Branch including the Chief Trade Commissioner
- ▣ Deputy Ministers
- ▣ Heads of Mission
- ▣ Term employees who have been working at the Trade Commissioner Service in the International Business Development Program for **more than one year**