

DIVISION

Cabinet and Parliamentary Affairs (DCL)

RESPONSIBILITIES: Parliament

Question Period

- Coordinates departmental support for Question Period (QP).
- Tasks, tracks and ensures quality control of Question Period Cards (Qs&As), the integrated communications tool used for Parliament and the media.
- Coordinates a secure, reliable electronic transmittal system for all Qs&As.
- Provides translation of most Qs&As (English to French), tasks and tracks the translation of some additional Qs&As.
- Prepares a daily electronic report on DFAIT-related QP exchanges for DFAIT personnel.

House and Senate Business

- Coordinates statutory tablings in Parliament.
- Coordinates Private Members' business, Parliamentary returns, late shows and delayed questions.
- Tracks and coordinates departmental support for Opposition Days.
- Coordinates DFAIT support for Government debates.

Committee Business

- Monitors Parliamentary committee business, notably the Office of the:
 - House Standing Committee on Foreign Affairs and International Trade (SCFAIT);
 - SCFAIT Sub-Committee on International Trade, Trade Disputes and Investment;
 - SCFAIT Sub-Committee on Human Rights and International Development; and
 - Senate Committee on Foreign Affairs.
- Coordinates the appearances of DFAIT officials before all Parliamentary committees.
- Coordinates departmental support when Portfolio Ministers or Secretaries of State appear before Parliamentary committees, including the preparation of briefing books.

Services to Parliamentarians

- Provides services to MPs and Senators (information requests, briefing sessions, consular assistance, etc.).
- Coordinates briefing sessions for Canadian Parliamentary delegations going abroad, followed by debriefing sessions, whenever possible (10 established international parliamentary associations, friendship groups, *ad hoc* delegations, etc.).

Services to DFAIT Personnel

- Prepares a concise Parliamentary report every few weeks for key DFAIT personnel.

