

Chapter 9

Official Hospitality Outside Canada

9.1 Introduction

9.1.1 T.B. Directives. Official hospitality (O.H.) outside Canada is governed by the provisions of two Treasury Board directives: the *Head of Post Directives* (TB Minute 692275 of October 2, 1969) and the *Foreign Service Official Hospitality Directive* (TB Minute 694890 of February 12, 1970). These directives are complementary and together constitute the basis for the allocation of funds for O.H. purposes to, respectively, the Order-in-Council appointed heads of Canadian diplomatic and consular missions and all other government employees abroad who have official hospitality responsibility. Official hospitality funds for persons to whom the *Head of Post Directives* apply are allocated by the Department of Foreign Affairs and International Trade; similar funds for other personnel are allocated by their respective departments or agencies. (Exceptionally, official hospitality funds in the budget of the Canadian International Development Agency are allocated to their overseas employees by the Department of Foreign Affairs and International Trade).

9.1.2 Types of expenses. The Treasury Board directives distinguish between two main types of admissible expenses: those attributable to specific occasions on which official hospitality is extended or received (direct representation) and those which have a more general and indirect relationship to representation activity, e.g. expenses for representational clothing, full-time or regular part-time household help and club membership. All recipients of official hospitality funds are held accountable to the allocating departments for their expenditure.

9.1.3 Purpose of this chapter. The purpose of this chapter is to ensure co-ordination and cost-effectiveness of official hospitality abroad and a more consistent interpretation of the relevant Treasury Board directives by departments and agencies with program personnel on foreign assignment.

9.2 Definitions

9.2.1 Head of Mission (HOM). For the purpose of the policy and guidelines, the senior officer having charge of the mission or, in his absence, such persons as are authorized to act as Head of Mission.

9.2.2 Program Manager. The senior officer responsible for the conduct of a departmental or agency program in the area of accreditation.

9.2.3 Committee on Mission Management (CMM). Group of senior program managers, under the chairmanship of the HOM, who provide the HOM with advice and assistance in the carrying out of mission programs.

9.3 Application

Unless otherwise stated, the guidelines set out below are applicable to all recipients of official hospitality funds regardless of rank or the extent of their involvement in hospitality activity outside Canada.

9.3.1 Persons affected. As defined by the Treasury Board *Foreign Service Official Hospitality Directive*, the following instructions apply to persons stationed abroad with

- (a) departments of government as specified in Schedule I of the *Financial Administration Act*;