

## \* \* \* REPRESENTATION COSTS \* \* \*

*This paper cancels T.C.S./O.I. 58-13 dated 31 March 58*

1. The responsibility for determining the best way in which to spend his representation allowance rests with the individual Trade Commissioner. In order to discharge this responsibility intelligently he should have a knowledge of that part of his representation and living allowance which is paid to him purely for representation. Roughly speaking, officers in Grades 1, 2 and 3 can work out the representation component of their allowance by taking 20% of their gross pay and allowances. For example the gross annual pay and allowances of a married F.S.O.2 (second step) living at a post with an index of 132 would be \$10,452. His representation component would be \$2,090. A married F.S.O.5 (third step) at a post with an index of 160 would receive \$19,380. in this case the representation component would be \$4,845.
2. As a result of a survey conducted by the Department of External Affairs it would seem that about half of the representation component is spent on direct items such as dinner parties, cocktail parties, flowers, etc., whilst the other half goes for indirect items considered as "overhead". On this basis the average officer should expect to spend one-half of the representation component of his allowances (or 10 to 12½% of his total pay and allowances) on entertaining in its various forms. The method of spending his representation allowance to best advantage will vary from officer to officer. It is nowhere intended to direct how the money is to be spent, but rather to guide officers in ensuring that all the representation component is spent to the best advantage.
3. Since 1958 officers have been reporting quarterly on their expenditures of direct representation (see *Official Instruction 3-11-3*). There are two advantages to this Departmental requirement. First it gives the officer who is making up Form TCS 16 a close look at the use he has been making of his representation component, and second it gives the Department an overall picture of its representational activities throughout the world. It is the head of post who coordinates these reports for dispatch to Ottawa and who is expected to provide continuing advice to his junior officers in the matter of their representational activities.

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