

POSITION GUIDE

HEAD, TRAVEL LIAISON SECTION

Function

To facilitate communication and the provision of information to missions abroad, and to official groups and individuals travelling abroad, which will assist both in arriving at suitable arrangements for such visits.

Responsibility and Authority

1. Provides a clearing house, to expedite the flow of the necessary information between the official groups and individuals travelling abroad, and the missions from which they will wish assistance.
2. Provides such groups and individuals with a copy of the government policy proposed in this report, which would state the assistance that posts will provide and for whom.
3. Develops amendments to such policy for approval, as appropriate.
4. Through an aggressively helpful approach, obtains the information which missions must have for planning purposes.
5. Monitors all information indicating the formation of and itinerary of official groups, and contacts them to determine requirements as early as possible.

Relationships

1. Reports to the Chief of Protocol.
2. Establishes contacts in the offices of senior government officials and members of the government to ensure early notice of travel abroad.
3. Deals with all missions and provides all the useful information available about official travellers in their countries.
4. Obtains additional information through the Visits Section.

Accountability

1. Develops objectives and schedules accomplishments for approval by his superior.
2. Reports at intervals determined by his superior, indicating in specific terms the degree to which accomplishments have met the approved objectives. Provides explanations as appropriate.