

EAMIP PROJECT NO. CC18

TITLE

Official Department Visits
Development of a planning and budgeting system based on agreed standards of hospitality.

RESPONSIBILITY

Project Manager: G.H. Blouin,
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PRESENT SITUATION

At present, there is no comprehensive plan for official departmental visits. Visits are accepted on an ad hoc basis with expenditures made against finite funds. Existing visits standards applicable to the appropriate level of hospitality are not followed nor enforced when over-expenditures occur. As in the past, the 1983-84 Departmental Hospitality Fund will likely be depleted well before the end of this fiscal year necessitating the identification of a source for new funds so that potentially valuable visits can take place. At this time, geographic branches do not plan their visits programme within existing resources. There is no prioritization of visits until the proposed visits are put before Ministers. OGD's add their own high-level visits to the workload of the visits section.

OBJECTIVE

To develop a plan for official departmental visits and design a financial program facilitating budgeting for individual visits. Review existing standards and develop additional guidelines to control the number of visits and the level of hospitality to be extended. This approach would give senior management better control of visits management and hospitality expenditures.

GOALS

1. To establish a procedure governing the number of official visits accepted within any one fiscal year;
2. Establish financial guidelines for costing visits;
3. Revise manual on levels and categories of hospitality to be extended;
4. Establish procedures and guidelines for small hospitality expenditures; access to the departmental hospitality fund for the provision of coffee, etc., for inter-departmental meetings.

DESCRIPTION

The scope of the project encompasses virtually all of the branches of the department who sponsor incoming high-level visitors. On the provision of minor hospitality (coffee services), all departmental units could be affected as, at present, there is no logical approach to obtaining coffee nor are the delegated signing authorities clear about who can sign for the coffee and whose budget will be debited. While this is seemingly a minor problem in terms of operating a coffee service in the department, the aggravation and annoyance experienced by many "clients" is disproportionate to the problem; a "quick-fix" of this problem would have an enormous positive impact on the department generally.