

## OFFICIAL INSTRUCTIONS TO TRADE COMMISSIONERS

1. This manual contains the official instructions and terms of reference applicable to all personnel of the Trade Commissioner Service when abroad, to Canada-based personnel seconded to the Trade Commissioner Service for duty abroad, to the administration of posts abroad, and to the employment of locally-engaged staffs at posts abroad.
2. For ease of reference, paragraphs have been numbered as follows:
  - (a) instructions pertaining to F.S.O.'s or instructions for whose implementation they are responsible, carry an open number;
  - (b) instructions pertaining to F.S.E.'s are identified by a bracketed number;
  - (c) instructions pertaining to locally-engaged staffs abroad carry an open number commencing with the letter "L".
3. All F.S.O.'s are required to be completely familiar with Official Instructions and, consequently, may not plead lack of knowledge of Official Instructions at any time.
4. Heads of Posts shall ensure that all Canada-based personnel and those locally-engaged staff members dealing with administration have access to the office copy of Official Instructions; that all locally-engaged staff members acquaint themselves with Chapter 7; and that the office copy of Official Instructions be maintained in the proper manner.
5. The Official Instructions to Trade Commissioners are based on Treasury Board regulations and on departmental rulings. Should there be any question as to the interpretation of any of these instructions, the decisions of the Department, or of Treasury Board in its interpretation of those instructions derived from the Treasury Board Manual of Financial Authorities and Procedures and from Treasury Board minutes and amendments, shall be final.
6. Amendments to Official Instructions will be issued from time to time in the form of reprinted pages. Each amendment will bear the date of issue.
7. The pages are not numbered, except by chapters. The sequence is maintained throughout solely by the numbering of the chapters and of the paragraphs. This means that additional or changed pages, resulting from amendments, will not bring about complicated page re-numbering.

JUNE 1, 1960.