

1.3. Courtesy Calls by Heads of Diplomatic Mission on the Lieutenant Governors and the Premiers of the Provinces

Heads of Diplomatic Mission who wish to make initial courtesy calls on the Lieutenant Governors and the Premiers of the Provinces are advised to make all arrangements through the Office of the Senior Advisor of Federal-Provincial Relations of the Department of External Affairs. To permit sufficient time for scheduling appointments, such arrangements should be made at least two months before the visits.

1.4. Courtesy Calls by Heads of Diplomatic Mission on the Parliamentary Secretary of the Secretary of State for External Affairs, the Minister for International Trade, and the Minister for External Relations and International Development

The Office of Protocol of the Department of External Affairs will make the arrangements for courtesy calls by a Head of Diplomatic Mission on the Parliamentary Secretary of the Secretary of State for External Affairs, the Minister for International Trade, and the Minister for External Relations and International Development after first arrival and before final departure.

1.5. Special Departure Procedures for Heads of Diplomatic Mission

The diplomatic mission should notify the Office of Protocol of the Department of External Affairs by note of the expected departure of a Head of Diplomatic Mission so that arrangements can be made for a farewell call on the Governor General and a farewell luncheon by the Department. Moreover, the Office of Protocol will reserve the courtesy (V.I.P.) lounge and alert the office of the airport manager at the airport of departure in Canada. If a Head of Diplomatic Mission leaves from Ottawa International Airport, a representative of the Office of Protocol will normally attend to bid farewell.

1.6. Departure Procedures for Diplomatic and Consular Personnel

The diplomatic mission shall notify the Office of Protocol of the Department of External Affairs without delay of the definitive departure from Canada of all diplomatic and consular personnel and their dependents and foreign domestic servants. Such notification must be by note and shall include:

- (1) the full name;
- (2) the designation;
- (3) the date of departure;
- (4) the means of travel;
- (5) the port of departure;
- (6) the full name(s) of any accompanying dependent(s).