

- Activities include:
 - personnel administration functions commonly found in domestic departments; and
 - functions unique to rotational foreign service personnel, for example, recruitment, assignment, promotion, relocation and administration of a range of services provided under the Foreign Service Directives.

2.6 CENTRAL STAFF UNITS

Director General Policy Planning

Mr. Howard Balloch

- provides advice on the overall direction of Canadian foreign policy based on analyses of a wide range of trade, economic and political issues;
- coordinates Canada's contribution to the political issues at G-7 economic summits;
- assists in preparing Canada's contribution to the political agendas of Commonwealth and la Francophonie summit meetings; and
- prepares speeches by ministers and senior departmental officials on broad policy themes.

Chief of Protocol

Ms. Pierrette Lucas

- provides services and protection to foreign missions in or accredited to Canada in accordance with Canada's international obligations under the Vienna Conventions on Diplomatic and Consular Relations and Canada's domestic obligations under the Diplomatic and Consular Privileges and Immunities Act;
- plans and organizes official visits to Canada by foreign Heads of State, Heads of Government, Ministers of Foreign Affairs and International Trade;
- supports visits abroad by the Governor General and departmental ministers; and
- administers the Hospitality Centre and the Government Guest House.