

travel and accommodation, Canadian missions are also available to provide logistical assistance. Information on travel and accommodation arrangements should however always be provided as mentioned in paras 4 and 9;

- (e) Canadian missions normally arrange to meet and, when appropriate, provide hospitality for provincial ministers when making official visits to their territory;
- (f) Canadian missions are also ready to assist on request in arranging meetings with local (state/provincial) governments, although such meetings with non-national governments may be arranged directly by provincial authorities. (Briefing by provincial officials before and after such meetings is always appreciated by the Canadian mission concerned);
- (g) as a further service the department will obtain any necessary foreign visas required by ministers for their visits. For this purpose a detailed travel itinerary should be submitted as early as possible to the official travel section of the department's passport bureau (Mrs. Despard-St. Jacques) with a copy to the Office of the Senior Advisor for Federal-Provincial Relations (CFX).

In conclusion, the Department of External Affairs and our missions abroad are anxious to work with the provinces to maximize the success of official travel. To this end, travel proposals and plans should be communicated preferably in writing as early as possible through the Department's Office of the Senior Advisor for Federal-Provincial Relations (CFX) or through the Department's Geographic Bureau or Division concerned (with a copy to CFX). In this way scheduling conflicts (with other ministerial travel, national holidays, special events, etc.) can be avoided, and the Department and the mission concerned can work with provincial officials in developing the most effective program.