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PROVINCIAL OFFICES ABROAD - PROCEDURES AND
GUIDELINES FOR OPENING NEW OFFICES

While there has been no change to current policy, it may be useful to review for you the different steps in the procedure to be followed before opening new provincial offices abroad.

All requests to establish provincial offices abroad, including of course the United States, must be accepted by the Secretary of State for External Affairs (SSEA) who is responsible for the conduct of Canada's International Relations. The concurrence of the host country must also be sought by this Department. Provinces are encouraged to consult with External Affairs as early as possible, and on a continuing basis as plans develop. The following guidelines summarize established policy.

- (a) A letter should be sent at an early stage to the SSEA indicating the location and purpose of the proposed provincial office; the letter should request that the SSEA consider the proposal and, as the case may be, direct the department of External Affairs to initiate the necessary discussions with the host government through our accredited mission.
- (b) The Secretary of State for External Affairs will reply stating agreement (or otherwise) with the province's proposal and will indicate that the necessary steps are being taken by Canadian officials abroad. (If the SSEA does not/not agree, his reply would explain why and would suggest further consultations with provincial officials.)
- (c) When the SSEA is in agreement with the project, the Department of External Affairs will ask the mission not only to seek the approval of the host government but also to clear the necessary particulars regarding status, approved range of activities, etc. These are of course related to the tasks and functions of the officers to be assigned to the proposed new office, but are also conditional upon the rules and regulations of the host country.
- (d) All contacts abroad with local governmental authorities regarding the project are the sole