

DIVISION

Foreign Policy Communications (BCF)

RESPONSIBILITIES

Foreign Policy

- Prepares communications plans, media briefing books and information kits for major international events, including incoming and outgoing visits involving the Prime Minister and the Minister of Foreign Affairs.
- Prepares communications plans for all Memorandums to Cabinet submitted by the Minister of Foreign Affairs.
- Drafts news releases for the Minister of Foreign Affairs and for the Prime Minister, when required.
- Participates in, and contributes communications advice to, all inter- and intradepartmental task forces dealing with issues in the foreign policy portfolio.
- Provides on-the-ground communications advice to ministerial, departmental and prime ministerial delegations at international conferences or during international travel, as required.

Corporate

- Provides strategic advice, plans and other communications products on corporate issues, including Qs&As on corporate audits.

Internal

- Serves as a focal point for internal communications.

NOT IN AREA OF RESPONSIBILITY

- Speech writing; this is normally done by the geographic or functional division responsible or by an individual on special assignment to the Minister's office.
- Qs&As; again, these are normally done by the division responsible, although in certain very limited cases, where the communications aspect has had a very high profile (i.e. the crisis in Yugoslavia), BCF has taken the lead.

