

- How are the economic and trade policy files covered?
- In the event that the trade section's territory does not correspond to your Head of Mission's territory, what will be your relations with the other missions?

### **Organization Chart and Authority at the Mission**

Familiarize yourself with the Post's organization chart: responsibilities, duties, precedence, lines of authority between Canadian officers and with locally-engaged employees in the commercial section and for the mission as a whole.

- What committees does the trade program manager sit on, and what are the other committees?
- Is there an overlap between the trade program and the other programs at the mission?
- Have you discussed the needs of your program with the head of administration?
- Are you in contact with the other Canadian missions in the region? Is there sufficient coordination?

### **Distribution of Budgets**

Familiarize yourself with the policy for distributing the budgets: hospitality, travel, petty cash, etc.

- How are the hospitality funds distributed among Canada-based officers, and between Canada-based and locally-engaged officers?
- Are you clear on the rules concerning pro forma expenses, direct vs. indirect expenditures, diaries, and the role of the program manager?
- What percentage of the travel budget is left?
- What travel has already been planned, and for what purposes?
- What regions are to be visited before the end of the fiscal year?
- What is the distribution of funds and travel among the team members?
- What is the policy on overtime?

### **Other Responsibilities**

Define your responsibilities and obligations as duty officer and/or chargé d'affaires, and for consular affairs, official representation and administrative requirements.

### **Types of Representation**

Familiarize yourself with the types of representation that are acceptable according to local customs (lunch, dinner, reception), and with food and religious restrictions.

- If you were taking someone to a restaurant or receiving guests at home, would you know where to go or whom to contact as caterer?