

## **DIVISION**

Visits and Conferences (XDV)

## **RESPONSIBILITIES**

- Coordinates state and official visits to Canada by foreign dignitaries as well as official travel abroad by the Governor General, Prime Minister and portfolio ministers.
- Assigns an officer to work with the Minister's staff to organize all of his official travel abroad. The officer coordinates travel arrangements (e.g. accommodation, air and ground transportation, passports, visas, preparation of official programs, setup of hotel office) and accompanies the Minister on all foreign visits to provide logistical support. On occasion, usually if the Minister is travelling by Challenger, the officer responsible may precede the Minister on visits abroad to finalize arrangements and meet the Minister upon arrival.
- XDV visit coordinators and visit officers work with ministerial staff to organize visits to Canada by counterpart ministers and other foreign guests of the Government who have been invited by the Minister to visit Canada. They prepare drafts of the official programs for approval, make arrangements to provide guests with a level of hospitality based on approved standards of treatment (e.g. accommodation, ground transportation, airport courtesy clearances) and accompany guests throughout their stay in Canada to facilitate their visit.
- XDV visit coordinators and visit officers work with the Minister's staff to organize the Minister's participation in state and official visits to Canada hosted by the Governor General and the Prime Minister.

## **TIME LINES**

### **Visits to Canada Hosted by the Minister of Foreign Affairs**

- UN High Commissioner for Refugees (February 4-6)
- Foreign Minister of Mexico (February 22)
- TAD Ministerial (March 6)

### **Conferences in Canada to be Hosted by the Minister of Foreign Affairs**

- G8 Foreign Ministers Meeting (June 14-15)

### **Visits Abroad by the Minister of Foreign Affairs**

- Commonwealth Committee on Terrorism and CMAG in London (January 29-30)
- WEF in New York (January 30-February 3)
- NATO Ministerial in Reykjavik (May 14-15)
- OAS General Assembly in Bridgetown (June - dates TBC)

