

TERMS OF REFERENCE FOR THE OFFICE OF THE SENIOR ADVISOR  
FOR FEDERAL-PROVINCIAL RELATIONS (CFX)

The Senior Advisor will report to the Under-Secretarial Group through the Associate Under-Secretary. The Office will provide policy advice and serve as contact point and the coordinating unit in the Department with respect to federal-provincial relations. The Office will work closely with other units of the Department providing advice in support of the latter's day-to-day operations and working relationships with the provinces.

In fulfilling this mandate, the Office of the Senior Advisor will:

- a) preserve and promote vis-à-vis the provinces the Department's responsibility for foreign policy formulation and the conduct of international relations;
- b) provide policy advice to the Department's senior management and units, in particular on the role of the provinces in international relations, but also on federal doctrine and traditional practices and precedents to ensure a consistent departmental approach in managing relations between provincial authorities and the Department;
- c) provide information and advice to the Department on the policies and activities of provincial governments;
- d) ensure that provincial governments are kept informed of federal government policies and activities by, among other things, overseeing the Departmental "information flow" service from Canadian missions to provinces;
- e) ensure that provincial interests and concerns are given appropriate consideration in the policy formulation and conduct of external relations;
- f) facilitate Department support, when appropriate, for the pursuit of international interests of the provinces (i.e. negotiation of administrative agreements in their area of competence, "démarches" on their behalf with foreign governments, etc.);
- g) provide advice, in collaboration with the Legal Bureau, to the provinces on their understandings ("ententes") with foreign governments, their agencies, or sub-units;