

- h) assist in consultations and negotiations between provincial authorities and relevant Departmental units where required;
- i) formulate policy and provide advice to geographic bureaux on the relationship of posts abroad and provincial offices in their country of accreditation, or provincial representatives in the posts concerned;
- j) brief provincial Premiers when required in collaboration with the appropriate geographic bureau in advance of official visits abroad;
- k) assist units of the Department in managing official visits by foreign dignitaries to the provinces, by providing advice and support to ensure that departmental policies and guidelines in this area are fully respected and implemented;
- l) provide advice on the nomination and financing of provincial representatives of Canadian delegations to international conferences.

The Senior Advisor will be the Departmental Coordinator for the First Ministers' Conferences.