

CONTACTS RECEIVED FROM FOREIGN/INTERNATIONAL REPRESENTATIVES

0506

(No. 4 October 2000)

CDF management has adopted the following new procedures in handling foreign/international contacts:

Under the direction of the Deputy Director for Public Affairs, Public Education and Legislation the CDF Protocol Office will act as an emissary and coordinate protocol for CDF.

All contacts received from any foreign/international representative for meetings, visits, or tours with CDF or SFM shall be directed to the Office of Legislation and Protocol at 916/653-5333, to Jennifer Stanley, Chief, or Kathleen Jensen, Analyst.

The CDF Protocol Office will be responsible for the following:

- Manage the development and organization of official international delegations interested in CDF programs and operations.
- Act as protocol official and advance liaison during pre-mission planning and during the mission when appropriate.
- Screen all foreign delegation requests to determine their interest and objectives of their mission.
- Determine which delegations are a match with CDF programs and link inter-government resources to benefit the state and the delegations.
- Coordinate briefing materials for all mission participants.
- Act as liaison between CDF and the State Legislature on official diplomatic visits.
- Maintain data on foreign delegations and inquires and report monthly to the CDF Deputy Director on the activities of the Protocol Office.

We hope that the centralization and coordination of foreign delegations will relieve local offices from the initial screening and planning activities and allow CDF to better track these activities. In addition, CDF hopes to better serve the delegations by focusing on their specific needs and assembling all CDF and SFM resources that relate to their specific interest.

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