



1. Ambassadors and Senior Officials on Overseas postings to Represent Samoa at Official International Meetings as delegated by Cabinet.

2. CEOs to attend ONLY meetings approved by Cabinet.

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| 1. FUNCTION: | Ambassadors and Senior Officials on Overseas postings |
| 2. MANDATE: | Cabinet Directive. |
| 3. EFFECTIVE DATE: | Following approval by Cabinet. |
| 4. APPLICATION : | This Policy shall apply to all Ambassadors/High Commissioners and Senior Officials on overseas postings, giving them delegated representation of Samoa through directive by Cabinet. |

5. BACKGROUND :

The Government of Samoa in carrying out its responsibilities and commitments internationally, have agreed to ensure that Samoa is not only represented at high level meetings Samoa is invited to, but also to adhere to principles of good governance in the consideration of the best, including cost effective options Samoa should take to facilitate representation.

In view of implementing the principles of good governance throughout the whole of Government, Cabinet has decided to develop a policy to address some of the issues Government has faced in terms of its representation overseas.

The practice of country representation by Samoa's Ambassadors/High Commissioners has long been in place and continuing but there has never been a policy in place to set out guidelines to this effect. Hence, Cabinet has decided to develop this policy to cater for particularly high level meetings whereby Samoa is requested to send representation from capital but is unable to irrespective of whether funding is available or not. Samoa's diplomatic staff overseas may then be requested to represent Samoa.

Many of these meetings requiring Samoa's representation are in relation to reviews and reports of Samoa's obligations and commitments under international conventions/agreements that Samoa is party to.. Many of these meetings have funding provided for representation; a few might be on a self-funding basis. If the latter situation and representation is a must, then the option is to identify with the assistance of the Ministry of Foreign Affairs and Trade, which mission would best represent the interests of Samoa taking into consideration costs involved and the substantive nature of the meeting.

6. DEFINITIONS:

Overseas Mission: Refers to a state's agency, located **abroad in a receiving country** to handle **foreign** relations. Generally it is a group of people from one state or an **international** inter-governmental organisation (such as the United Nations) present in another state to represent the sending state/organisation officially in the receiving state.

Overseas posts are either Diplomatic or Consular



Diplomatic posts are termed High Commissions or Embassies depending whether the 2 countries concerned are or are not members of the Commonwealth.

Ambassador is the head of an Embassy whereas a High Commissioner heads a High Commission.

Head of Mission: Depending on whether the post is a High Commission or Embassy, the head of mission can either be a High Commissioner or Ambassador.

7. RULES AND POLICIES:

7.1. Meetings Samoa Ambassadors can represent Samoa at

Upon invitation from overseas on a meeting that Samoa needs representation on, Cabinet will seek advice from the Ministry of Foreign Affairs and Trade on who is best to represent Samoa. It will only be for meetings that Cabinet feels that there is no need for a representative travelling from Samoa that Cabinet would seek the advice of the CEO of the Ministry of Foreign Affairs and Trade on who is best to represent Samoa. Given the Ministry of Foreign Affairs and Trade's core functions which include the Administration and Conduct of Samoa's Foreign Relations and the Administration of Samoa's Overseas Missions/Representations, they are the most suitable Ministry to advise Cabinet on the most appropriate mission to represent Samoa

7.2. Responsibility of the Ministry of Foreign Affairs and Trade

The Ministry of Foreign Affairs and Trade will advise Cabinet on who should represent Samoa on any of the meetings that Cabinet decides would be best represented at ambassadorial/High Commissioner level. Furthermore, the Ministry of Foreign Affairs and Trade will submit a report by the relevant Head of Mission after representing Samoa two (2) weeks after the meeting ended.

7.3. Responsibility of the Ministry of the Prime Minister and Cabinet

The Ministry of the Prime Minister and Cabinet will be responsible for conveying Cabinet's directive to the Ministry of Foreign Affairs and Trade and consequently communicating the Ministry of Foreign Affairs and Trade's advice to Cabinet. Upon receipt of report by the Head of Mission, the Ministry of the Prime Minister and Cabinet will forward the report to Cabinet for their information.

8. What sort of meetings would this policy apply to

It is up to Cabinet to decide what meetings should be delegated to Overseas Heads of Missions or Senior Officials. Cabinet will rely on the advice by the CEO of the Ministry of Foreign Affairs and Trade and CEO of relevant Ministry the meeting is specific on, on the suitability of Head of Mission representation.. However, these meetings should not include technical areas that experts from specific fields need to attend.

The Ministry of the Prime Minister and Cabinet can be contacted should further information or clarification is needed.