

Part: **Financial Management and Administration**
 Section: **Treasury Board's General Management Policies**
 Subsection: **Goods and Services**
 Policy: **Protocol Gifts**

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Protocol Gifts

Objective *The objective is to outline the policy for providing protocol gifts. The Protocol Office administers the Gift Bank.*

Authority *The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*

Applicability This policy applies to ministries.

Treasury Board Policy

.01 The Protocol Office acquires items to be used as gifts that reflect a wide range of Saskatchewan arts and crafts.

.02 Gifts may be presented to official visitors to the Province who are received by the Lieutenant Governor, the Premier, the Speaker, Cabinet Ministers, Members of the Legislative Assembly and senior officials.

Official visitors include the following:

- members of the Royal Family, the Governor General, heads of state and government;
- heads and members of important government, parliamentary, business, cultural or similar delegations; and
- ambassadors, High Commissioners and other members of the Diplomatic and Consular Corps.

.03 Gifts may be provided for presentation:

- to hosts on the occasion of official trips outside the Province; and
- on official occasions within the Province, such as events at which the Premier, Speaker or Cabinet Ministers are either hosts or official guests and where a presentation on behalf of the Government is appropriate.

.04 Gifts may be made available:

- for presentation, on behalf of the Province for special recognition to members of provincial boards and commissions, retiring judges, and departing executive public servants who have held a senior executive rank for at least 18 months;

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- to offices of the Government of Saskatchewan abroad and in Ottawa, for distribution as needed; and
- to Members of the Legislative Assembly, as required, for presentation on behalf of the Government on occasions where the Member is officially representing the Government.

Price Guidelines

.05 Gifts may be presented in accordance with the following price guidelines:

- up to \$1,500 for members of the Royal Family, the Governor General, heads of state and government;
- up to \$200 for ministers and other senior persons from abroad as well as for members of provincial boards and commissions, retiring judges and departing executive public servants, including deputy ministers, heads of Treasury Board Crown corporations, associate and assistant deputy ministers and heads of secretariats who have held a senior executive rank for at least 18 months;
- up to \$150 for senior diplomats;
- up to \$75 for other diplomats, officials, etc., and for spouses accompanying senior official visitors; and
- up to \$50 for members of delegations.

.06 These price ranges apply to gifts taken abroad by Saskatchewan delegations or individuals with the category depending on the status of the recipient.

Ineligible Recipients

.07 The Protocol Office does not provide gifts for presentation to:

- individuals, except as stated above;
- businesses or organizations;
- Crown corporations; or
- elected representatives and officials for private use.

Private use includes the following:

- personal office decoration;
- gifts to individuals who are not involved in an official capacity; or
- gifts for constituency purposes.

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- No Souvenir Items** .08 The Protocol Office does not provide souvenir items for conferences, tourism or publicity purposes, nor does it provide pins.
- Provincial Comptroller Directives** .09 Inquiries regarding protocol gifts should be directed to the Protocol Office.
- .10 The Gift Bank normally responds to specific requests for gifts. It may on occasion, and by mutual agreement, provide a modest stock of gifts to the offices of the Lieutenant Governor, the Premier, the Speaker and Cabinet Ministers. A gift requisition must be completed in each case, specifying the presenter, the recipient, the occasion or purpose and the gift items.