

# Business Mission Agreement:

## *E-mail to Mission Organiser:*

Thank you for letting me know that you are planning a mission to (XXXXXX). To get started, I am forwarding to you a Business Mission Agreement (BMA). It is intended as a checklist to ensure that we have a clear understanding of each other's roles and responsibilities. The few minutes we will take at the outset to clarify needs and objectives will enable us to focus later on ensuring the success of the mission.

When there are firm plans for a trade, technology or investment mission, the Mission Organizer must complete and forward sections one and two to the post, at least eight weeks before the arrival of the mission. This initial exchange of information will be enough for us to start the process. Once completed, sections one and two of the BMA will clearly identify the roles, responsibilities and time line of events for the Mission Organizer and the officers at post. I am also attaching section three - the individual participants' profile and needs. We ask you to forward this section to each mission participant and get it back to us at least four weeks before the mission takes place.

This information will enable us to identify the activities and contacts that meet your participants' needs. It will also allow us to provide you with a cost estimate which may need to be adjusted depending on the specific requirements of mission participants. Please note that, while we can assume responsibility on your behalf for logistics coordination, the implementation will likely be assigned to an experienced and qualified third party for a fee.

To assist in the marketing and recruitment of this mission the Department of International Trade has developed the Partner-Client Virtual Trade Commissioner (VTC) page. This Partner-Client page is a free service for Mission Organizers that provides instant access to market and sector specific reports. It is available at [www.infoexport.gc.ca](http://www.infoexport.gc.ca). This site also provides more info about the services offered by the Trade Commissioner Service.

We look forward to working with you to ensure a successful mission.