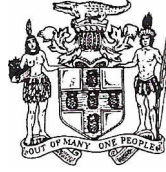


1.



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE  
ADDRESSED TO THE FINANCIAL SECRETARY AND THE  
FOIOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-15

**MINISTRY OF FINANCE AND PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA**

**April 9, 2003**

Circular No.9

File No. 27/026

Public Expenditure Policy Coordination Division

Permanent Secretaries:

Heads of Departments:

**Re: Overseas Travel on Official Business**

The attention of Permanent Secretaries and Heads of Departments is being drawn to the procedures for Ministers and officials wishing to travel overseas on official business, as directed by Cabinet Decision No. 12/03 dated March 31, 2003.

The procedures are as under:

2. But for very exceptional circumstances (where the Prime Minister would give the necessary directive) plans for foreign travel by Ministers and persons accompanying them should be submitted to the Cabinet for authorization;
3. The purposes of international meetings, and the positions proposed to be taken on the issues which these meetings would consider, should be clearly stated in the Submission;
3. Visits by officials (other than Ministers) should be approved by the relevant Ministers, and the position in regard to international meetings stated.

Please ensure that this Circular is brought to the attention of all relevant persons.

A handwritten signature in black ink, appearing to read 'S. Tyndall'.

Shirley Tyndall (Miss)  
Financial Secretary