The Australian Public Service Commission (APSC) welcomes visitors from international governments to share in our expertise and knowledge of public sector initiatives, practices and topics of mutual interest. We endeavour to meet requests to facilitate meetings with APSC presenters with relevant public sector expertise. The Policy is:

1. All requests must be accompanied by a completed International delegation application form.
2. All delegations attend the Canberra office, not other locations, unless otherwise arranged.
3. Delegations are presumed to understand and speak English. Arranging an Interpreter (if required) is the responsibility of the delegation, not the APSC.
4. The completed application form must be submitted **at least** **four (4) weeks prior** to the proposed visit date, however, does not guarantee a request will be accepted.
5. Acceptance of requests are subject to:
	1. Availability of officers at the appropriate level and with suitable expertise to provide a relevant briefing
	2. Suitability of the requested dates and times
	3. Relevance of the topics to the APSC’s areas of expertise.
6. The APSC is not responsible for providing transport to and from the APSC, or making accommodation arrangements.
7. Requests for visiting international delegations can be made by submitting the completed International Delegation Form to international@apsc.gov.au or:

Australian Public Service Commission

International Delegations

Workforce Information Group

B Block, Treasury Building

Parkes Place West

PARKES ACT 2606

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| **Country and Agency of the Delegation………………………………………………………………………………………………………****Will an interpreter accompany the delegation 🞏 Yes**  **🞏 No****Purpose of the delegation – please indicate what APSC expertise your delegation is interested in (must not be more than two topics).****…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………****Preferred date day month year****Preferred time to**  **Number of delegation members** **Other Agencies/Departments** **the delegation intends to visit****Delegation members details – including, full name, agency or company and position held, attach member list if necessary.** **Coordinator Details**

|  |  |
| --- | --- |
| **Title 🞏 Mr 🞏 Ms 🞏 Mrs 🞏 Miss 🞏 Dr 🞏 Other** |  |
| **First name**  | **Surname**  |
| **Position**  |  |
| **Agency/Organisation** |  |
| **Postal address** |
| **Phone** |
| **Email** |

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