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Card currently used. In addition, ROCA offers complete support for effectively managing wardens and district information. The program will also permit the compilation of operational and management reports.

PMP - Passport Management Program. PMP is a fully computerized passport processing program that will operate at all missions and provide a direct connection through SIGNET with the Passport Office in Hull.

*It's the best product
I've seen since
becoming involved
with SIGNET."*

Don Morrison (SYDNY)

BF - Bring Forward System. The BF System provides consular users with a simple and easy to use tool to help organize and manage their daily workload. The BF System is also designed to assist consular users in managing workflow and deadlines.

TIP - Travel Information Program. TIP is the most publicly visible aspect of COSMOS since the

travel information it contains on safety conditions (Travel Information and/or Advisory Reports), health and visa requirements of selected countries is designed to better inform Canadians venturing abroad. TIP will produce two page country-based reports containing sections on safety conditions, health concerns and visa requirements which can be printed and/or viewed by missions in either official language.

CORDENCE - Correspondence Tracking and Management. CORDENCE is designed to address all consular correspondence needs. It will track, for example, incoming and outgoing correspondence and create, store and retrieve prewritten correspondence (form letters) specific to the delivery of consular services.

CONPLAN - Contingency Planning. The development of country contingency plans has also been integrated into COSMOS. The CONPLAN program consists of a series of preformatted data screens containing "boilerplate" text that missions can alter according to local circumstances.

COSMOS Deployment to Missions

COSMOS is being developed sequentially, with one fully fledged program released at a time. CAMANT and BF were the first programs within COSMOS released to consular program staff at headquarters and abroad. With COSMOS currently installed in 50 missions, COSMOS deployment is close to being current with SIGNET deployment. As the remaining classic SIGNET missions have SIGNET installed, the COSMOS installation follows shortly thereafter. For the small mission installations that are currently underway, COSMOS will be installed at the same time as SIGNET by the SIGNET Implementation Team.

COSMOS is part of the fundamental technological change sweeping this Department. It provides us with a powerful tool that when fully exploited will make our daily work easier to manage.

For more information on the COSMOS System, please contact Nina Harkess (JPO) at 943-2418. SIGNET users should address e-mail to HARKESS Nina - JPO.

A New Year's Resolution from Oslo

On December 30, 1994, Bjørn Hernes (OSLO) wrote to say how much he appreciates receiving e-mail messages that have a full signature. By this he means signing messages as follows:

- Bjørn Petter Hernes (Name)
- Information Officer (Title)
- Oslo (Mission - optional)
- Mitnet tel: 454 - 3226/Fax 454-3303 (Telephone and Fax numbers)

We can never say this often enough. As a matter of courtesy, sign your messages as in the example above. It makes good sense. This saves recipients having to look up basic information.

Please note: in ICONDESK 4.4, the profile information of the sender of a message is readily accessible, and includes the sender's telephone number. Like the Corporate Application *Profiles*, you are, however, responsible for keeping your profile information up to date.