

Training

- Have you a training program for all staff members that will help them in new tasks you propose to undertake? (e.g. computerization, language, management skills, teamwork, time management, project management, writing skills)?
- Are your locally-engaged staff involved in developing the training program?
- Is there an adequate training budget?
- Are there locally offered courses that meet your needs? Can they be offered "in-house"?
- Have you identified opportunities to have locally-engaged staff trained in Canada (e.g. CO Tours, with specific training components included -- sector skills upgrading, trade policy issues, WIN training, etc.)

MANAGEMENT OF FINANCIAL RESOURCES

In General

- How can you use the flexibility offered by operating budgets to improve your program staffing and activities? (Consult MCBA circular documents.)
- Have you identified the applicable sources of program development funds (EAITC, CIDA, other government departments, provincial, other)? Can these be leveraged?
- Have you discussed your program requirements with the administration section? Are you aware of what they can and cannot do for you?
- Does the mission have a "deposit and trust" account for cost recoverable trade programs? (Consult TPE for more information on when and how to use.)
- Does the mission have a "suspense account" to handle spending, billing and collecting on behalf of business contacts? Are you doing more than you should be on behalf of business contacts? Do they pay their bills in advance or at least on time? (Consult your administration section for further information.)
- Do you know how expenditures related to purchasing bid documents on behalf of companies are administered? (Consult your administration section, geographic desk, and MFFE.)

Use of Travel and Hospitality Funds

- Beyond the questions asked in "Taking Stock", are you and your team aware of Treasury Board and Departmental guidelines on travel and hospitality? Does your Head of Mission have specific guidelines on the use of hospitality?
- Does the Head of Mission provide access to his/her hospitality budget for trade-related activities?
- How do you allocate a travel or hospitality budget to your staff?
- Do you have an accurate system for allocating and tracking travel and hospitality funds?