

## WORKING with PHREDS

## GROUND RULES

assigning PRIDs	Rule 1 Every property that has its own lease, deed or licence requires a PRID assigned by MRSK.
	Rule 2 Every separate accommodation (office, OR, SQ) requires a PRID assigned by MRSK.
	Occasionally, Rule 1 may conflict with Rule 2, i.e., two SQs under one lease or one Chancery with two leases. For these situations, whichever Rule requires the <u>most</u> PRIDs is employed.
PRIDs & FINEX	Rule 3 All FINEX coding for property related transactions must reference the PRID to which this expenditure relates. Effective April 1, 1994, this rule applies to FINEX and TID Missions.
local currency	Rule 4 Report all financial data on the PHREDS forms in the currency of the transaction. HQ will perform all necessary currency conversions to obtain Canadian equivalents.
who	Rule 5 Whomever is responsible for the "Event" is responsible for supplying the data. HQ is responsible for office and OR "Events". Mission is responsible for the Forecast.
	The chart below (REQUIREMENTS and RESPONSIBILITIES) outlines various types of property activity and what data is correspondingly required.

## COMPLETING the FORMS

## REQUIREMENTS and RESPONSIBILITIES

EVENT	TITLE	USE	WHAT	WHAT ELSE <sup>1</sup>	WHO
ACQUISITION	standard lease / licence	Office / OR	PHREDS 1 acquisition PHREDS 2 lease forecast	lease original	HQ
		SQ	PHREDS 1 acquisition PHREDS 2 lease	lease copy	Mission
	owned / ground lease	Office / OR / SQ	PHREDS 1 acquisition PHREDS 2 lease (ground) forecast	deed original or equivalent	HQ <sup>2</sup>
LEASE RENEWAL	standard lease / ground lease	Office / OR	PHREDS 2 lease forecast	lease copy	HQ
		SQ	PHREDS 2 lease	lease copy	Mission
FORECAST	all	all	PHREDS 2 forecast	part of MMP	Mission
DISPOSAL	standard lease / licence	Office / OR	PHREDS 2 disposal	termination agreement	HQ
		SQ	PHREDS 2 disposal	termination agreement	Mission
	owned / ground lease	all	PHREDS 2 disposal	letter of opinion or 1 appraisal or 2 appraisals	HQ

<sup>1</sup> All legal documents must be translated into English or French.

<sup>2</sup> In accordance with an approved Mission Property Management Plan (MPMP), Missions may receive authority to purchase SQs.

## SENDING the FORMS

## HOW &amp; WHERE &amp; WHEN

WHAT	HOW	WHERE	WHEN
PHREDS 1 PHREDS 2 attachments	GROUND MAIL <sup>3</sup>	MRSK	Send the completed forms on or before the date of the EVENT
PHREDS 2 FORECAST		attached to MMP copy to MRSK	The FORECAST date is every June 1.

<sup>3</sup> Designated Missions where property information is PROTECTED must use GROUND MAIL for all PHREDS forms and attachments.