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## **5. Supervision**

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Supervision is involved in assigning tasks, controlling quantity and quality of work and evaluating performance.

### **At Headquarters**

As a general rule, rotational employees should be supervised in their preferred official language.

### **Abroad**

As a general rule, supervision should be offered as at headquarters. Employees should be aware, however, that limitations due to the size, location and linguistic mix of the mission exist and that supervision may only be provided in the usual language of work of the mission.

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## **6. Communications Between Offices**

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As both English and French are the languages of work at both headquarters and missions communications between them may be in either official language. The responsibility for understanding the communication rests with the receiving office.

If you request "personal" or "central" services from headquarters, they are to be provided in your official language of choice.

Telegrams, directives, notices, circulars, instructions or other documents of a general or administrative nature having a wide distribution are to be transmitted simultaneously in both official languages.