

through the mail that may not be available at your mission. The Mail and Messenger Services (SBG) of the Information Resources Bureau is responsible for Mail Management within the Department. It handles a very large volume of personal mail on behalf of employees of Foreign Affairs and other government departments and agencies. Personal mail, including the transmission of parcels to specified missions, is broken down into three categories:

1. non-privileged missions
2. privileged missions
3. parcel-privileged missions.

These categories are determined by the degree of security, the reliability of local postal facilities and the availability of goods locally. The usual means of processing personal mail is via diplomatic air freight bags.

### **Privileges Applicable to all Missions**

#### **- Personal Mail**

All members of the foreign service and Canada-based personnel abroad may use the diplomatic bags for the exchange of personal mail among themselves. The following conditions apply:

- a) standard-size, lightweight, airmail stationery with no enclosures other than legal or business documents;
- b) letters must be addressed to individuals with the appropriate division or mission;
- c) the envelope should also contain the return address of the sender and be clearly marked "Personal";
- d) correspondence containing reference to classified subjects should bear the appropriate security classification.

#### **- Specified Health Aids**

In the event that health aids, such as prescription drugs, prescription eyeglasses, contact lens, dentures and orthopaedic aids are not available locally, SBG will arrange for the delivery of these items. You are required to send a numbered letter or telegram signed by the Head of Mission or Senior Officer informing your assignment division, with a copy to SBG, that these items are required. Your assignment division will make any contact necessary with pharmacies, etc. SBG will then forward these requirements via diplomatic courier bag if size and weight permit. This does not include toiletries, perfume, hygienic supplies or vitamins.

#### **- Correspondence Courses**

When taking educational courses, arrangements must be made through the Canadian Foreign Service Institute (CFSI) for employees and spouses. Employees arranging correspondence courses for children should contact the Education Counsellor (SERV). SERV must be notified that these courses have been approved and will arrange for their dispatch.

#### **- Renewal of Driver's Licence**

At the present time, the Department has an agreement with the Ministry of Transportation, Province of Ontario, for the renewal of drivers' licences for former residents of Ontario. No other province has agreed to renew licences to employees temporarily residing outside Canada. When renewing your Ontario licence you must stipulate that you have been posted abroad with the "CANADIAN FOREIGN SERVICE", otherwise they will not issue a driver's licence to a post office box number. The Ministry of Transportation will also issue a licence that is valid without photo until such time as you can have your photo taken. This special status licence is valid for one renewal cycle only. It can be granted more than once, but not for two successive renewal cycles.