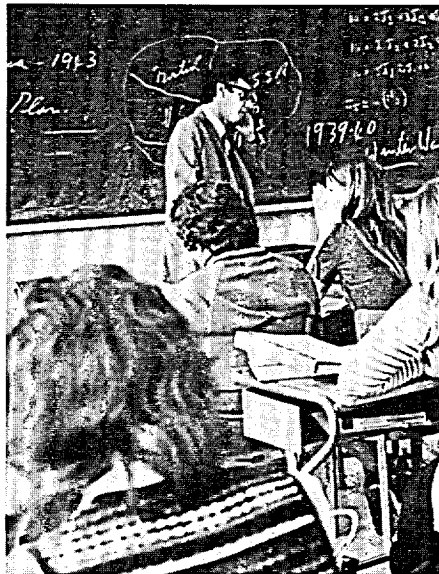


CANADIAN UNIVERSITY PREPARATION IN SWITZERLAND (continued)

without losing a year of school. Some 2,000 alumni readily agree that their year at Neuchâtel was truly rewarding, both for the university preparation it offers and for the opportunity to make life-long friends.

Fees for the full academic year are Sw. Fr. 19,000. These include room and board, resident permits, accident insurance, and transportation to and from school. Trips, pocket money, and transportation from North America are not included.

Further information about the school can be obtained either through the school or by contacting the Canadian representative □



NEUCHÂTEL JUNIOR COLLEGE

Crêt-Taconnet 4
2000 Neuchâtel
SUISSE
Direct Dial: 011 41 38 25 27 00

or

Mrs. Jean G. Barton
67 Kilbarry Crescent
Ottawa, Ontario
K1K 0H2
(613) 746-1462

(Please note that fees for the full academic year are not totally covered by FSD-34.)

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CIRCULAR DOCUMENTS OF INTEREST TO EMPLOYEES AND THEIR FAMILIES

CONSULAR SERVICES TRAINING

Admin. No. 12 — March 23, 1987

The Consular Policy Division (JIC) has developed a 5-day training course which addresses the "why, what and how" of consular assistance. This course is offered once again this year, in both official languages. It is intended for all Canada-based staff, not only for those who have consular work specified in their assignment. Emergency situations, holiday relief, duty officer responsibility or seasonal peaks in workload can require any Canada-based employee to assist in the consular area.

The week long course has been designed on a simulation basis with heavy emphasis on group participation. By the end of the course, employees will have had the opportunity to deal with at least one example of each general type of case that they might encounter abroad, and will have gained insight into how to make the consular interview process work.

The methodology employed makes it necessary that there be no less than 15 and no more than 22 participants for each course. Depending on the degree of interest expressed and after consultation with the personnel assignment sections, the course will be offered on the following dates:

In English

May 4 to 8
May 25 to 29
June 15 to 19
July 20 to 23

In French

April 27 to May 1
July 6 to 10

All employees who wish to attend must be registered by their respective assignment officers for a specific course date. Application for the program must be made at least one full working week before the course commences and have the full knowledge and agreement of the employee's supervisor. It must be understood by the trainee and supervisor that uninterrupted presence is required during the program.

Questions regarding course content should be directed to Mr. R. Doiron (JIC) at 992-7706 □