

PERSONNEL MANAGEMENT BUREAU

5. Executive Pool/Heads of Mission Division

PERSONNEL MANAGEMENT BUREAU

Overview

Assignments Division

Recruitment, Counselling & Promotion Division

FSD Policy & Administration Division










Executive Pool/Heads of Mission Division

Services Centre

Employee Assistance Program

DIPLOMATIC DESIGNATIONS & CAN REPS ABROAD

Delivery Standard

1. Diplomatic Designations		
<ul style="list-style-type: none"> ➔ Confirm consular status with Consular Division, upon receipt of PCFs from HPF or OGD 	<p><i>March-June & on-going</i></p>	
<ul style="list-style-type: none"> ➔ Determine diplomatic designation and advise HPF and OGD 	<p><i>March-June & on-going</i></p>	
<ul style="list-style-type: none"> ➔ Assess requests for upgrades of designation, including consultation with HOM and/or geographic 	<p><i>Ongoing</i></p>	
<ul style="list-style-type: none"> ➔ Confirm decision or refer to Designations Panel 	<p><i>Ongoing</i></p>	
2. Canadian Representatives Abroad		
<ul style="list-style-type: none"> ➔ Call to Missions for input 	<p><i>Late September</i></p>	
<ul style="list-style-type: none"> ➔ Monitor work of contractor 	<p><i>September-December</i></p>	
<ul style="list-style-type: none"> ➔ Approve final version 	<p><i>December</i></p>	
<ul style="list-style-type: none"> ➔ Ensure posting of Intranet version 	<p><i>Late December</i></p>	
<ul style="list-style-type: none"> ➔ Ensure printing and distribution of hard copy 	<p><i>January</i></p>	
<ul style="list-style-type: none"> ➔ Ensure updating of Intranet version 	<p><i>Ongoing</i></p>	