

## Packing and Moving Dates

These dates will have been established at the time of your interview with the FSD Advisor, Geographic Service Section (SBM) so as to keep time spent in temporary accommodation to a minimum. Reconfirm dates personally with the mover's representative and if for some reason the dates have to be changed, make sure that SBM and the moving company are informed. Depending on the size of your accommodation and the amount of goods to be moved, you are entitled to be absent from your job for a reasonable period of time while the movers are at your home [See FSD 15.01 (f)]. (These arrangements should be made directly with your supervisor.) Misunderstandings can be avoided by submitting a leave application form. Moves are normally planned to occur on consecutive working days with the following day set aside for house cleaning. This means that you will need temporary accommodation for the period that you are unable to occupy your home.

**WARNING** — Supervise the packing of your effects. Often articles marked or selected for shipment to the mission end up in long-term storage and vice versa. Most of this can be avoided if you pay close attention to what is happening when packers and movers are in your home. It is strongly suggested that, if at all possible, effects be segregated, marked or labelled before packing day to lessen the chance of error as to where everything is to go.

## Motorcycles

These may now be included as a part of the shipment of the employee's household effects. Employees should, however, ensure that local laws and regulations do not prohibit, restrict or otherwise govern their importing a second vehicle, or first vehicle in the case of some support staff and many others who may not benefit from special privileges granted by the country of assignment. In the event of loss/damage, the employee may claim reimbursement for the cost of restoring the motorcycle to a serviceable condition or the cost of replacement.

The following steps must be followed:

1. the battery must be disconnected;
2. state the type of battery (dry or wet cell);
3. the gas tank must be purged;
4. the crank case must be emptied, and
5. the points taped
6. If equipped with a locking gas cap, the employee must leave the key.

If the above are not taken care of, the motorcycle will be refused by the moving company. You will also need a letter from the firm carrying out the above that the work has been done.

Provide SBM (Geographic Service Section) with the name of the firm where the vehicle was picked up. Note that **wet cell batteries cannot be shipped, except in a vehicle.**

## Air Freight

Shipment should include all items considered essential for initial occupancy of your accommodation (for example, seasonal clothing, kitchenware, linen, and toiletries).