

1-23-16 Subject to 1-23-17 and 1-23-18, it is not permissible to receive or send
(1-23-16) parcels or packages by diplomatic facilities, with the exception that urgently needed medical supplies which are not available locally and which have been specifically requested through the Head of Mission may be received from Canada by diplomatic bag. A small initial supply may be received by air if necessary.

1-23-17 In addition to receiving medical supplies as set out in 1-23-16, foreign
(1-23-17) service personnel at posts specified in Appendix B may also receive one parcel per month by surface means from one or two nominated persons or firms in Canada. It is the personal responsibility of such personnel to ensure that arrangements with persons or firms are so co-ordinated that not more than one parcel per month is received in Ottawa for transmission. *Parcels may not exceed ten pounds in weight and may not measure more than 8" x 10" x 12".*

1-23-18 Foreign service personnel at posts specified in Appendix B may send by
(1-23-18) seabag one parcel per month, *not exceeding five pounds in weight*, addressed to a destination in Canada. A description of the contents and the estimated value in Canadian dollars must appear on the outside wrapping in addition to the full postal address of the recipient and the name of the sender, with his return address shown as "c/o Department of External Affairs, Ottawa". On arrival in Ottawa, parcels are turned over to the customs authorities for inspection. Parcels bearing addresses outside the Ottawa area are forwarded in bond, express collect, to the customs port nearest the destination. The recipient is required to pay any customs duties which may be levied, as well as the carriage costs within Canada.

1-23-19 Foreign service personnel taking advantage of the privileges in 1-23-14
(1-23-19) and 1-23-17 must check, prior to transfer, with the Assistant Director (Administration) for instructions on how letters and parcels should be addressed.

1-23-20 Sale Abroad of Personally Owned Goods

1-23-21 The sale abroad of personally owned goods, particularly automobiles, by
(1-23-21) members of the foreign service is a matter of concern to Treasury Board. Such sale, by appearing to have been made primarily for the purpose of taking advantage of a favourable market, could be the cause of adverse publicity.

1-23-22 The basic principle governing the disposal abroad of personally owned
(1-23-22) goods is that personnel must at all times ensure that their actions do not bring discredit to the Government of Canada. Personnel, who by virtue of their official position enjoy diplomatic privileges, must be doubly careful that their dealings are not open to criticism.

1-23-23 The routine sale of unwanted articles must, when high price levels prevail,
(1-23-23) inevitably result in a profit. There can, however, be no objection to routine sales made only in accordance with the laws and regulations of the country concerned and in a manner to give no offence to the local community. Care must be taken to ensure that there is no possibility that the disposal of goods of any individual is liable to misinterpretation.

1-23-24 If an F.S.O. wishes to replace his automobile, or if a married F.S.O. wishes
to purchase a second automobile, before completion of his tour of duty and makes use of diplomatic privilege to do so, the Head of Post shall ensure that the transaction conforms to local laws and regulations.

1-23-25 It is the responsibility of the Head of Post to ensure that no unfavourable
(1-23-25) publicity, reflecting discreditably on the reputation of the Canadian foreign service as a whole, results from the sale of personally owned goods by any member of his staff.