

General recommendations on shipping an animal include:

1. Let your pet become accustomed to the shipping crate.
2. Include a familiar toy or something with your scent on it.
3. Put identification including an emergency phone number around your pet's neck.
4. Water but do not feed your pet just before departure. Feeding close to flight time can cause air sickness. Don't tranquilize the animal without your vet's approval.
5. Special information placed on the crate should include: shipping destination; whether the animal has been sedated; when last fed and watered; and the pet's description. Photocopies of documents such as health certificates should be attached to the crate, especially if the animal is travelling unaccompanied. You might want to list this information in other languages, depending on the countries transited.
6. Check with the agent who meets the flight about your pet's progress when you are changing planes. Have your air bill number readily available when doing this.
7. Allow plenty of time between connecting flights to be sure your animal is transferred to your flight if travelling with you.
8. Arrange to have your pet picked up immediately. Airline facilities for pets may be limited or non-existent.
9. Inform the Mission that a pet is being shipped unaccompanied and that the Mission will have to arrange for its clearance.

3.14 Pre-Posting Checklist

After having read this chapter on relocation, you might now be wondering what would be the best way to organize all the details that have to be completed in the next few weeks. Arranged in the form of a checklist, the following is a logical sequence of items you should look after as you count down to departure day. Many of the items relate to sections of the FSDs that have already been considered in some detail in this Handbook. You may find it useful to use this Checklist as a means of charting your progress and keeping to a reasonable timetable for getting things done systematically. The Posting Centre (ABMH) will assist you, and a copy of this checklist is available.

FIVE TO SIX WEEKS BEFORE MOVING DAY

- Call the family together. Explain to the younger children what will happen over the next few weeks; review your overall strategy and give everyone a chance to get involved with details, and to feel they are making an important contribution.
- Consult your Assignment Officer to discuss pre-posting training requirements (i.e. consular and immigration training) and consult the administrative staff at The Posting Centre about posting briefings, workshops, family orientation sessions and so on.
- Review the moving expenses covered under the FSDs; get a copy of Bulletin I.T. 178R2 from Revenue Canada. Set up a means of collecting your receipts and keeping track of your expenditures, whether they are reimbursable or your personal responsibility.
- Arrange an interview with the Relocations Division (ABMR) to make arrangements for your move and travel advances.