

## TABLE OF CONTENTS

|                                                                        | Page |
|------------------------------------------------------------------------|------|
| Accommodation/Logement .....                                           | 1    |
| Advances/Avances .....                                                 | 1    |
| Allowances/Indemnités .....                                            | 1    |
| Applications/Demande de .....                                          | 1    |
| Communications .....                                                   | 2    |
| Computers/Ordinateurs .....                                            | 3    |
| Consular/Consulaire .....                                              | 3    |
| Correspondence/Correspondance .....                                    | 4    |
| Couriers/Courriers .....                                               | 5    |
| Films/Filmes .....                                                     | 5    |
| Financial/Finances .....                                               | 5    |
| Form Letters and Memoranda/Lettres formules et notes de services ..... | 8    |
| Head of Post/Chef de mission .....                                     | 9    |
| Health/Santé .....                                                     | 9    |
| Historical/Historiques .....                                           | 9    |
| Information/Renseignements .....                                       | 9    |
| Inspection Service/Direction d'inspection .....                        | 10   |
| Leave and Attendance/Congé et présences .....                          | 10   |
| Legal/Juridiques .....                                                 | 10   |
| Library/Bibliothèque .....                                             | 10   |
| Locally-Engaged Staff/Employés recrutés sur place .....                | 11   |
| Materiel Management/Gestion du matériel .....                          | 11   |
| NATO/OTAN .....                                                        | 12   |
| Official Hospitality/Hospitalité du compte .....                       | 12   |
| Overtime/Heures supplémentaires .....                                  | 13   |
| Pay/Paye .....                                                         | 13   |
| Personnel .....                                                        | 13   |
| Postings/Affectations .....                                            | 16   |
| Printing/Imprimerie .....                                              | 17   |
| Property Management/Gestion des biens .....                            | 17   |
| Protocol/Protocole .....                                               | 17   |
| Records Management/Archives .....                                      | 18   |
| Reports/Rapports .....                                                 | 19   |
| Security/Sécurité .....                                                | 20   |
| Superannuation/Pensions de retraite .....                              | 20   |
| Travel and Removal/Voyages et déplacements .....                       | 21   |