

- J. Are Locally Engaged Employees Employment and Pay Certificates [EXT-208] prepared for all pay actions and approved only by a Canada-based staff member?
- K. If there is a requirement to contribute to a local social benefit plan, does the mission pay directly to the plan holder? If not and the payments are to the LES for transfer to the plan holder is there an effective system to ensure that the funds actually reach the plan holder?
- L. Have control records been established for medical advances and advances on retirement/severance pay? Are medical advances being utilized for medical and not some other purpose?

14 PHYSICAL RESOURCES MANAGEMENT

- A. Have I established a Housing Sub-committee of the CMM to recommend staff quarter allocations? Are spouses and support staff represented on this sub-committee?
- B. Is the use of hotels minimized on first arrival by using staff quarters, short term leases and by ensuring that staff quarters are ready for occupancy as soon as possible?
- C. For properties where the mission is responsible for maintenance has a maintenance plan been developed and is there some assurance that maintenance costs are in line with market rates?
- D. Where damages which were the responsibility of the occupant have occurred at an Official Residence or staff quarter, has action been taken to recover the costs to repair the damages, from the occupant?
- E. Did Canada-based staff have input in respect of the annual budgeting process for staff quarter furniture, furnishings and equipment replacement and were funding priorities communicated to them?