

- See also:
- Appendix J (Foreign Service Directives - Table of Contents and Index).
  - *The Foreign Service Handbook* (March 1990).
  - *The FSD Handbook: A Guide to the Foreign Service Directives and Related Departmental Services* (1989 - published by PAFSO).
  - *Schedules to Foreign Service Directives and Meal Rates* (available from ABD and revised monthly).
- 

## FOREIGN SERVICE OFFICER AWARD

234-1391

The Canadian Foreign Service Officer Award was instituted by PAFSO in 1990 as a means of providing recognition by one's peers for exceptional achievement by a career foreign service officer. The Award is open to any member of the FS group represented by PAFSO. Anyone can nominate a PAFSO member for the Award. Nominees are judged on the basis of their initiative and creativity; their dedication to serving Canada and Canadians; their empathy for the foreign cultures in which they have worked; and their ability to inspire colleagues and professional contacts. These qualities may have been displayed in one particular event or over a longer period of service. All nominations are read by an independent panel of five judges who will select one winner of the Award but who may also award up to five Citations to recognize other meritorious nominees. For more information on the Award, contact PAFSO's office at 234-1391.

---

## FOREIGN SERVICE OFFICERS WOMEN'S ADVISORY COMMITTEE

This committee was established "to provide a network and to follow issues of concern to rotational women foreign service officers, with the objective of eliminating barriers to the entry and advancement of women officers in the Foreign Service". One of the issues of concern to the Committee is "Growing Our Own Women Managers". The Committee has also identified several other priorities - staffing, corporate culture, education and training, career support, appraisals and promotions. The Committee meets on the first Tuesday of each month at 12:30 p.m. in conference room on C6. For more information, contact the current Chairperson, Barbara Gibson at 990-5999.

---

## FORMAT FOR LETTERS, TELEXES AND MEMORANDA

Samples of a standard departmental memo, telex, and letter to the public are provided in Appendix D-1. Your divisional secretary should also be consulted for information on how correspondence is handled in your particular division as well as with regard to