
CONSULAR SERVICES PROGRAM

CONSULAR AFFAIRS – ROCA (REGISTRATION OF CANADIANS ABROAD) AND TIP (TRAVEL INFORMATION PROGRAM)

2 hours

CO1207

This course deals with how to use the ROCA (Registration of Canadians Abroad) software to register Canadians who live in selected countries, to manage the associated Warden Program and to produce reports and mailing labels. It also deals with how to use the Travel Information Program (TIP) software to disseminate information and to assist Canadians in their visits abroad.

Prerequisites: Obtain a COSMOS account from COSMOS Technical Support

Population: Consular staff

Mode of Delivery: Distance Learning - Instructor directed

CONSULAR BRIEFING

2 days

CO0141

This session provides an overview of the consular and passport services abroad. Participants will learn how the consular program is organized and what types of consular services are provided abroad.

Population: Employees being posted abroad who may be exposed to the consular program, or those being posted to missions not on the headquarters 24-hour service, who may be required to act as duty officers

Mode of Delivery: Classroom

CONSULAR COURSE FOR MANAGEMENT AND CONSULAR OFFICERS

16 days

CO0241

This sixteen-day course is offered once a year to familiarize the new recruits with the consular program and passport procedures and regulations. Participants will learn the different types of consular services and the extent of the services provided at Headquarters and abroad and basic knowledge of other government departments programs delivered by consular staff abroad. (Note: This course is offered in 3 sessions)

Population: New recruits of the management and consular stream

Mode of Delivery: Classroom

CONSULAR SPECIALIST

10 days

CO0303

This ten-day course provides detailed knowledge of consular and passport services abroad as well as a basic knowledge of other government departments programs delivered by consular staff abroad. This course is designed for consular program managers and employees who will have primary responsibility for consular work.

Population: Canada Based and Locally Engaged Staff

Mode of Delivery: Classroom