

- K. Are minutes maintained of Committee of Mission Management [CMM] and other sub-committee (e.g. housing, awards, etc.) meetings setting out decisions taken, the person responsible for taking action and with a target date for the completion of such action?
- L. Do I meet periodically with Canada-based staff, spouses and LES to discuss common concerns and to promote morale?
- M. Did I appoint a Designated Financial Officer [DFO] in writing or, if not, am I assuming the duties of the DFO?
- N. Have I read and discussed the latest audit and security reports with the MAO?
- O. Have local operating procedures been developed to assist in training staff and for consistency in the application of work methods?

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PERSONNEL

- A. Have all staff notified me in writing if they are undertaking any other employment outside the Mission, in order to determine whether any conflict of interest exists or if the employment impairs the employee's effective performance of his/her duties?
- B. Do all staff complete Monthly Attendance Registers and is there a system in place to ensure that leave forms are submitted for all leave taken?
- C. Is leave controlled at the Mission and do Supervisors/Managers ensure that employees have sufficient leave credits before requests for leave are approved?
- D. Is prior authorization required for overtime and is it determined that funds are available before the approval for overtime is given or it is determined that compensatory time-off is possible?