

develop a training plan, implement it and report all activities and costs to the Posting Briefing Centre.

### **(2.3) Intensive Foreign-Language Programs**

Because of the particular difficulty of learning certain languages, intensive programs have been identified for the four following:

**Japanese** — conducted in Yokohama, Japan for a period of up to 24 months

**Mandarin** — conducted in Hong Kong for a period of up to 24 months

**Arabic** — conducted in Arabic countries for a period of up to 14 months, and

**Russian** — conducted in Ottawa for a period of up to 10 months

Employees studying these languages will be considered to be on non-operational assignments. Divisional duties will cease during the period of training and employees will be the responsibility of the Posting Briefing Centre.

### **(2.4) Language Maintenance Program**

In light of the expenses incurred by the Department and efforts deployed by the employee during intensive training of Japanese, Mandarin, Arabic or Russian, it is in the interest of both parties to ensure retention of the language. Where budgetary provi-

sions permit, therefore, financial assistance will be given to maintain the knowledge of the language at an operational level.

### **(2.5) Language Development Program**

The Posting Briefing Centre sponsors part-time foreign-language training to permit employees to enhance their opportunity for selection and assignment to a specific area abroad. These programs, which commence in the fall and terminate in February, are part of career development. Interested employees should enquire at the Posting Briefing Centre as soon as these programs are available.