

For a list of some of the more common abbreviations and acronyms (not departmental symbols) in use within the Department, see Appendix B.

ADMINISTRATIVE NOTICES ("The PAN")

These are written communications to all staff of the Department that are published each Monday and distributed to every employee. These notices include the following types of information - announcements of senior level appointments, reorganization of responsibilities, special awards, etc.; notices of changes to chancery addresses or telephone numbers; training and development courses; results of collective bargaining; staff changes; meetings and events of departmental recreational groups, etc.; personal notices. Personal notices can be submitted by any employee. However, you will need to use form EXT-104 (Request for Publication of a Personal Notice) and submit it to MISA, located on D2, the division responsible for the publication of administrative notices.

ADMINISTRATIVE RESPONSIBILITIES

The changing realities of the work environment (resource cutbacks, computerization, introduction of COSICS, etc.) at all levels of EAITC means that all employees of the Department can expect to spend a considerable amount of their time dealing with administrative tasks. Keep in mind, however, that your colleagues are often the best source of information on divisional and departmental personalities and procedures. In particular, the divisional secretary is an invaluable resource who can provide you with significant insights on the workings of the Department.

"AFTER HOURS"

This is a series of seminars and activities designed to complement the Wednesday Lunchtime Seminars. Organized on a volunteer basis by a group of FS-1Ds, "After Hours" endeavours to (re)acquaint new officers with Canadian culture and history. Activities organized thus far have included - the International Animation Film Festival, guided tours of the Royal Canadian Mint and the National Gallery of Canada, and an evening with the Director of the Canadian Film Institute. The group has also organized social activities such as the Halloween and Christmas parties for FS-1Ds.
