



PERSONNEL MANAGEMENT BUREAU

4. FSD Policy and Administration Division

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Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

**FSD Policy &
Administration
Division**

Executive
Pool/Heads of
Mission Division

Services Centre

Employee
Assistance
Program

The **FSD Policy and Administration Division (HPM)** is responsible for the interpretation and administration of the Foreign Service Directives for all employees. It is the focal point for all FSD policy issues, represents the Department in the Triennial Negotiations of the FSDs and in Interdepartmental "Working Group A" (exceptions to FSDs), and also acts as the liaison with Statistics Canada on Post Index issues.

The Division also chairs:

- the Interdepartmental Post Hardship Committee;
- the Committee on Accommodation Deficiency; and
- Interdepartmental "Working Group B" (interpretation of FSDs).

The Division is an advocate for better living conditions for employees abroad, and is leading a review of the health and welfare of employees and their families.

Below we outline the service standards to which the Division has committed, under each service area.

The service areas include:

- **FSD Policy Administration & Interpretation;**
- **Foreign Service Allowances & Benefits;**
- **Posting Loans & Accountable Advances;**
- **FSD Claim Settlement;**
- **Foreign Service Leave and Travel Bank;**
- **Rates and Routings;**
- **SOS/AEA International Sky Ambulance Service; and**
- **Committees & Working Groups.**