

A CHECKLIST OF THINGS TO BE DONE
BY THE DEPARTMENT OF EXTERNAL AFFAIRS

1. Arrange for swift processing of visa for person going to Thailand.
2. Inform Bangkok Embassy by Telex that visit and collection is on and that people listed under 2.0 should be contacted/ called together for a meeting to ensure that they all cooperate, and that exact date of travel and arrival in Bangkok will be communicated by Telex.
3. Send (by courier) a copy of the complete standard operating procedures, and ask them to make the necessary number of copies of the overview table ("TO 1.0").
4. Decide (either in Ottawa or BKK) who should be present (see 3.1) at the time of collection.
5. Inform BKK to provide for sufficient storage space in a refrigerator for samples collected (see 3.2).
6. Ask BKK to provide for sufficient quantities of dry ice for first leg of shipment back to Canada.
7. Inform BKK that standard forms for donor information will be brought along. They don't have to worry about that.
8. Tell BKK that itinerary (see 4.0) is just a suggestion - they can do with it what they want, and rearrange it any way they think is best.
9. Inform someone (is there a Canadian High Commission?) in Hong Kong to have dry ice available (see 5.2) at the airport.
10. Inform Canada Agriculture at customs in Vancouver of the arrival of the shipment (see 5.3), so that there is no fuss about the import of biological materials, and
11. Inform someone (I don't know what to suggest - could the Agriculture Canada Lab in Vancouver do this?) that dry ice is needed again in Vancouver to refill the boxes prior to transport to Ottawa.