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Dept. of Foreign Affairs
 Min. des Affaires étrangères
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OFFICIAL INSTRUCTIONS TO TRADE COMMISSIONERS

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JUNE 1, 1960

OFFICIAL INSTRUCTIONS TO TRADE COMMISSIONERS

1. This manual contains the official instructions and terms of reference applicable to all personnel of the Trade Commissioner Service when abroad, to Canada-based personnel seconded to the Trade Commissioner Service for duty abroad, to the administration of posts abroad, and to the employment of locally-engaged staffs at posts abroad.
2. For ease of reference, paragraphs have been numbered as follows:
 - (a) instructions pertaining to F.S.O.'s or instructions for whose implementation they are responsible, carry an open number;
 - (b) instructions pertaining to F.S.E.'s are identified by a bracketed number;
 - (c) instructions pertaining to locally-engaged staffs abroad carry an open number commencing with the letter "L".
3. All F.S.O.'s are required to be completely familiar with Official Instructions and, consequently, may not plead lack of knowledge of Official Instructions at any time.
4. Heads of Posts shall ensure that all Canada-based personnel and those locally-engaged staff members dealing with administration have access to the office copy of Official Instructions; that all locally-engaged staff members acquaint themselves with Chapter 7; and that the office copy of Official Instructions be maintained in the proper manner.
5. The Official Instructions to Trade Commissioners are based on Treasury Board regulations and on departmental rulings. Should there be any question as to the interpretation of any of these instructions, the decisions of the Department, or of Treasury Board in its interpretation of those instructions derived from the Treasury Board Manual of Financial Authorities and Procedures and from Treasury Board minutes and amendments, shall be final.
6. Amendments to Official Instructions will be issued from time to time in the form of reprinted pages. Each amendment will bear the date of issue.
7. The pages are not numbered, except by chapters. The sequence is maintained throughout solely by the numbering of the chapters and of the paragraphs. This means that additional or changed pages, resulting from amendments, will not bring about complicated page re-numbering.

JUNE 1, 1960.

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GENERAL

1-1 "Official Instructions"

- 1-1-1 These instructions shall be cited as the "Official Instructions to Trade Commissioners" and shall be commonly known as "Official Instructions".
- 1-1-2 The interpretation of these instructions shall remain solely with the Department, which will be guided by the interpretations of Treasury Board in applying those instructions derived from the Treasury Manual of Financial Authorities and Procedures and from Treasury Board minutes and amendments.
- 1-1-3 Heads of Posts are responsible for the implementation of "Official Instructions" at posts abroad.

1-2 On Posting Abroad

- 1-2-1 Foreign service personnel of the Trade Commissioner Service and other (1-2-1) Canada-based personnel seconded to the Trade Commissioner Service for duty abroad will be governed by "Official Instructions" while assigned to posts abroad and while in Canada on tour and leave.

1-3 On Posting to Canada

- 1-3-1 Foreign service personnel, when transferred to a post in Canada from a (1-3-1) post abroad, again become subject exclusively to the Canadian Civil Service Regulations on reporting for duty in Canada.

DEFINITIONS

1-10 Explanation of Terms

- 1-10-1 Except as otherwise provided (e.g. Chapter 7), in these instructions:
- (a) "basic share of rent" means the monthly portion of the gross rent of living accommodation which shall be paid by an F.S.O. or F.S.E.;
 - (b) "circular letter" means a document in letter form which has been produced in quantity and is not individually signed;
 - (c) "Comptroller of the Treasury" means the senior officer of the Department of Finance to whom all Treasury Officers are responsible;
 - (d) "dependent" means,
 - (i) the wife of an F.S.O. or F.S.E.,
 - (ii) a child who is dependent on an F.S.O. or F.S.E. or his wife for support and is under twenty-one years of age or, being twenty-one or more years of age, is dependent by reasons of mental or physical infirmity,

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- (iii) a female relative who normally keeps house for the F.S.O. or F.S.E. where the Deputy Minister certifies that it is in the Department's interest that she reside with the F.S.O. or F.S.E. at his post, or
- (iv) any other person designated by Treasury Board as a dependent for the purpose of these instructions;
- (e) "Department" means the Department of Trade and Commerce;
- (f) "Deputy Minister" means the Deputy Minister of the Department;
- (g) "detached post" means a post abroad where no mission has been established;
- (h) "differential post" means a post at which payment of a salary increment, expressed as a percentage of gross salary, has been authorized by Treasury Board;
- (i) "Director" means the Director of the Trade Commissioner Service;
- (j) "establishment" means the number of positions, classified by grade, which have been approved by the Civil Service Commission and Treasury Board as being required to carry out the duties of a post. The number of positions established includes both foreign service and locally engaged staff positions;
- (k) "F.S.E." means a Foreign Service Employee which is the designation given to a clerk or stenographer on posting abroad. This designation will apply also to other Canada-based personnel abroad who are designated as having status equivalent to an F.S.E. grade;
- (l) "F.S.O." means a Foreign Service Officer of the Trade Commissioner Service of the Department of Trade and Commerce. This designation will apply also to any other officer seconded for duty abroad with the Trade Commissioner Service who is designated as having status equivalent to an F.S.O. grade;
- (m) "gross rent" means,
 - (i) in the case of a furnished single room, the total rent paid, or
 - (ii) in other cases,
 - (A) the total rent paid less any charges included therein for heat, electricity, gas, telephone, personal service, water based on meter readings, non-beneficial rates or other similar charges, or
 - (B) any amount fixed by Treasury Board;
- (n) "Head of Mission" means the senior officer of the Department of External Affairs stationed at a post abroad;
- (o) "Head of Post" means the senior F.S.O. of the Department of Trade and Commerce stationed at a post abroad;
- (p) "household effects" means the furniture, household equipment and personal effects of an F.S.O., F.S.E. and his dependents but does not include automobiles, livestock or pets, alcoholic beverages, tobacco products or foodstuffs of any kind;
- (q) "leave" means a period of absence authorized under these instructions;
- (r) "married F.S.O. or F.S.E." means an F.S.O. or F.S.E. who has a dependent normally staying with him at his post abroad;

- (s) "mission" means a post established in another country by the Government of Canada through the Department of External Affairs and normally headed by an Ambassador, High Commissioner or Minister;
- (t) "period of temporary duty" means the time spent,
 - (i) on official duty in Canada but not on posting to Canada, or
 - (ii) on duty at a place outside the area normally serviced by a post, including travelling time from the post to the place of temporary duty and return;
- (u) "post" means a place of duty at which an F.S.O. or F.S.E. is stationed;
- (v) "post travel" means official duty away from the actual center in which the post is located, but within the area normally serviced by the post;
- (w) "rent allowance" means the amount of rent consisting of the difference between an F.S.O.'s or F.S.E.'s basic share of rent and the gross rent payable for accommodation approved by the Director;
- (x) "removal expenses" means the actual and reasonable costs incurred to transfer an F.S.O. or F.S.E. and his dependents, including the cost of moving his household effects, from or to Canada and between posts abroad;
- (y) "transfer" means the movement of an F.S.O. or F.S.E. from one place of duty to another place of duty, including a place of duty in Canada;
- (z) "travelling expenses" means the actual and reasonable costs incurred during a period of time an F.S.O. or F.S.E. is travelling on duty, and which does not involve a transfer, and includes the expenses of his dependents when travelling to and from Canada for home leave purposes when a transfer is not involved;
- (aa) "Treasury Board" means the financial committee of Privy Council (Cabinet) consisting of five Ministers of the Crown with the Minister of Finance as Chairman. This committee is responsible for the financial policy of the Government;
- (bb) "Treasury Office" means a branch of the Department of Finance under the direction of the Comptroller of the Treasury. Each government department is serviced by a Treasury Officer and his staff who are responsible for ensuring that all expenditures made are within the acts and regulations passed by Parliament, Privy Council and Treasury Board.

FOREIGN SERVICE PERSONNEL

1-20 Foreign Service Officers

1-20-0 Appointments

- 1-20-1 F.S.O.'s are normally recruited at the Grade 1 level by means of an open competition held by the Civil Service Commission.
- 1-20-2 Prior to posting abroad, F.S.O.'s new to the Trade Commissioner Service undergo a period of training in the Department.

1-20-10 Promotions

- 1-20-11 Promotion to a higher grade or advancement within a grade is not automatic. Promotion is recommended primarily on the basis of meritorious service, with seniority as a secondary factor.

1-20-20 Classifications

- 1-20-21 The system of classification of F.S.O.'s was adopted in September 1944 for the purposes of remuneration and Civil Service records. Grades of F.S.O.'s were established jointly for the Department of Trade and Commerce and the Department of External Affairs. Grades common to each Department are identical in regard to salary ranges.
- 1-20-22 An F.S.O. will not assume the full title of Trade Commissioner or Commercial Secretary until he attains Grade 4 level and is the equivalent of a First Secretary. Exceptions will be made where officers of a lower grade assume the full responsibility for directing a detached post or the Commercial Division of a mission.

1-20-30 Designations and Precedence

- 1-20-31 The following table sets out the designations normally applied to F.S.O.'s of the Department of Trade and Commerce and the Department of External Affairs when posted abroad:

<i>Grade</i>	<i>Trade Commissioner Service Rank</i>	<i>External Affairs Rank</i>
Grade 1	Assistant Trade Commissioner Assistant Commercial Secretary Diplomatic Designation: Third Secretary (Commercial)	Third Secretary
Grade 2	Assistant Trade Commissioner Assistant Commercial Secretary Diplomatic Designation: Third Secretary (Commercial) for first two steps; Second Secretary (Commercial) for remaining steps	Third Secretary for first two steps; Second Secretary for remaining steps
Grade 3	Assistant Trade Commissioner Assistant Commercial Secretary Diplomatic Designation: Second Secretary (Commercial)	Second Secretary

Grade 4	Trade Commissioner Commercial Secretary Diplomatic Designation: First Secretary (Commercial)	First Secretary
Grade 5	Trade Commissioner Commercial Secretary for first step; Commercial Counsellor for re- maining steps Diplomatic Designation: Counsellor (Commercial)	First Secretary for first step; Counsellor for remaining steps
Grade 6	Trade Commissioner Commercial Counsellor Diplomatic Designation: Counsellor (Commercial)	Counsellor
Grades 7 and 8	Trade Commissioner Commercial Counsellor Diplomatic Designation: Counsellor (Commercial) but officers of both grades may receive the designation of Minister-Counsellor (Commercial) or Minister (Commercial) when, in the Department's opinion, the nature and importance of the post and the duties of the officer concerned war- rant a designation higher than that of Counsellor (Commercial); or the desig- nation "(Economic)" may be used instead of "(Com- mercial)".	Counsellor but officers may receive the designation of Minister-Counsellor or Minis- ter when, in the opinion of the Under-Secretary of State for External Affairs, the na- ture and importance of the post and of the duties of the officers concerned warrant a designation higher than that of Counsellor.

1-20-32 F.S.O.'s of the Department of External Affairs and the Department of Trade and Commerce will be listed on the basis of seniority as determined by the date of their promotion to their grades. When two F.S.O.'s at a post have the same seniority, precedence will be given to the one who first arrived at the post.

1-20-33 Officers of the Department of Finance serving abroad who are designated as fully integrated members of the mission to which they have been assigned are also governed by 1-20-31 and 1-20-32. Other officers of the Department of Finance will be given the designation of Attachés (Financial) and are governed by 1-20-35.

1-20-34 Naval, Army and Air Force Attachés rank with but after the F.S.O. who is normally designated Chargé in the absence of the Head of Mission and any other officers with the equivalent diplomatic designation. Counsellors always take precedence over service attachés. Assistant Service Attachés rank with but after Second Secretaries but at posts where an Assistant Service Attaché is the only resident Attaché he will assume the precedence stated at the beginning of this paragraph.

- 1-20-35 Officers of departments other than External Affairs and Trade and Commerce, and Finance officers not designated as fully integrated members of the mission, will be given the designation of Attaché, which may be followed by a bracketed indication of his specialization. The category into which such an Attaché is placed will be determined by the Department of External Affairs.

1-20-40 Appointment of Chargé d'Affaires

- 1-20-41 During an absence of the Head of Mission, the normal practice is to appoint an External Affairs officer with the designation of First Secretary or higher as Chargé d'Affaires irrespective of the rank of the Head of Post. If the External Affairs officer is of a rank lower than First Secretary he would normally be appointed Chargé if both he and the Head of Post were the same rank.
- 1-20-42 Where the senior External Affairs officer, however, is designated as Second or Third Secretary and the Head of Post is of a higher grade, each case will be considered on its merits. Due weight will be given to length of service, relative seniority, experience in the country concerned and the nature of the principal matters that might arise during the absence of the Head of Mission.
- 1-20-43 "When a member of the Foreign Trade Service is appointed as Chargé d'Affaires, he assumes the duties of the Head of Post which include the supervision of the activities of External Affairs Officers. Owing to the relative independence of a Foreign Trade Service Officer within his field, the converse would not be true if an External Affairs Officer should be appointed as Chargé d'Affaires." (Excerpt from External Affairs Manual, 602.7.2(b). "Head of Post" in this paragraph, as used by External Affairs, means Head of Mission.)
- 1-20-44 An Attaché of any of the armed services or a representative of any department other than the Department of External Affairs and the Department of Trade and Commerce is not appointed as Chargé d'Affaires of a mission.

(1-21) Foreign Service Employees

- (1-21-1) Canada-based staff for posts abroad are normally recruited by means of an open competition held by the Civil Service Commission.
- (1-21-2) Successful candidates are required to undergo a training period in the Department following appointment.
- (1-21-3) On completion of a satisfactory training period within the Department, appointment to a post abroad will be made and the appropriate F.S.E. designation for allowance purposes allocated. (See (3-3).)

1-22 Terms and Conditions of Service

1-22-0 Oaths of Office

- 1-22-1 It is a requirement under the Civil Service Act that all members of the
(1-22-1) Civil Service shall take and subscribe the Oath of Allegiance and the Oath of Office and Secrecy. These oaths shall be administered on entering the Service. (See also L-7-3).
- 1-22-2 Members of the service may also be required, following the death of the
(1-22-2) sovereign, to take and subscribe the Oath of Allegiance to the new sovereign.
- 1-22-3 At posts abroad, the Head of Post or, in his absence, the Acting Head of
(1-22-3) Post, is authorized to administer the Oaths.
- 1-22-4 All staff members will constantly bear in mind that the affairs of Canadian
(1-22-4) and other firms, of which they become cognizant, are to be treated as private and privileged information.

1-22-10 Rating Reports

- 1-22-11 As it is essential that the Director be kept informed of the progress and capabilities of F.S.O.'s at posts abroad, from time to time Heads of Posts will be requested to prepare rating reports on F.S.O.'s assigned to their posts.
- 1-22-12 The Officer Rating Report, form 107, will be used on such occasions. It is designed to provide an assessment of an F.S.O.'s professional and representational qualities, personal characteristics, self-expression and aptitudes. (This report is separate from and in addition to the Efficiency Rating and Appraisal Form, CSC 64, required annually through the Department by the Civil Service Commission.)
- 1-22-13 The Director will advise the Head of Post when an Officer Rating Report is required and the necessary form 107 will be sent forward at that time. The Officer Rating Report is confidential and when completed, is to be returned to the Director in an envelope marked "Personal".
- 1-22-14 Heads of Posts will also be requested to submit similar type reports on
(1-22-14) F.S.E.'s assigned to their posts.

1-22-20 Marriage

- 1-22-21 No F.S.O. or male F.S.E. may marry without the written consent of the
(1-22-21) Director.
- 1-22-22 At posts abroad, the request for permission to marry should be submitted
(1-22-22) to the Director through the Head of Post. The Head of Post will be responsible for forwarding a report to the Director on the suitability of the marriage from the Department's point of view.
- 1-22-23 The Director may, if he considers that the proposed marriage will unduly
(1-22-23) limit the usefulness of the individual as a member of the Department and the posts to which he may be sent, advise him that if the marriage takes place, the F.S.O. or male F.S.E. may be requested to resign.
- 1-22-24 An F.S.O. or male F.S.E. who marries, while serving abroad, a person
(1-22-24) other than a Canadian citizen may be posted to Ottawa or transferred to another post, depending on the circumstances. An F.S.O. or male F.S.E. who, as a result of his marriage, is no longer prepared to serve at any post to which he might be assigned, may nevertheless be retained in the employ of the Department in Ottawa for such a period as may be mutually convenient and satisfactory.
- (1-22-25) A female F.S.E. who marries will be requested to resign from the foreign service. If she is serving abroad and marries before completion of her tour of duty, the resignation becomes effective on the date she ceases employment at the post. She should, therefore, notify the Director through the Head of Post as soon as possible of her intended marriage in order that a replacement may be sent to the post before her departure. (*See 5-72 for payment of return fare to Canada.*)
- (1-22-26) If a female F.S.E. is remaining in the foreign country of the post after marriage, under certain circumstances or pending the arrival of her replacement, she may be requested to remain at her duties for such time as the Director specifies. Any employment beyond this specified period would be on the basis of a locally-engaged employee.

1-22-30 Divorce

- 1-22-31 If an F.S.O. or F.S.E. becomes involved in a divorce suit which may, in the
(1-22-31) opinion of the Deputy Minister, bring discredit upon the service or the person concerned, he may be requested to resign.

1-22-40 Indebtedness

- 1-22-41 An F.S.O. or F.S.E. who becomes indebted to the extent that he can no
(1-22-41) longer meet his financial obligations must at once submit a detailed report on his financial situation to the Director for a decision as to what course of action should be taken. If the F.S.O. or F.S.E. is serving abroad, the report is to be made through the Head of Post.

1-22-50 Outside Employment

- 1-22-51 No member of the foreign service may engage in any regular gainful
(1-22-51) employment other than his official duties, either in his own name or through the agency of any person. He must not take part in the promotion or direction of public companies, loans, mining or other businesses.

- 1-22-52 The wife of any F.S.O. or F.S.E. may not engage in gainful employment.
(1-22-52)

- 1-22-53 No member of the family of an F.S.O. or F.S.E. may be employed in the
(1-22-53) office abroad in any clerical or other position for which a salary or any allowance is payable.

1-22-60 Liability for Canadian Income Tax

- 1-22-61 All F.S.O.'s and F.S.E.'s are subject to federal income tax and must file a
(1-22-61) return to arrive at a Canadian District Taxation Office on or before April 30 of each year. The filing of the return is a personal responsibility.

- 1-22-62 It is essential that any change in dependent status be reported promptly
(1-22-62) to the Assistant Director (Personnel). (Although children of F.S.O.'s and F.S.E.'s resident abroad are not qualified for family allowances, a dependent's exemption may be claimed.)

- 1-22-63 F.S.O. and F.S.E. allowances which are counted as taxable income are set
(1-22-63) out in 3-1-2.

1-23 Privileges

1-23-0 Diplomatic Immunities and Privileges

- 1-23-1 F.S.O.'s abroad whose names appear on the diplomatic list of the country
to which they are accredited enjoy certain immunities and privileges. Appendix A sets out the diplomatic immunities and privileges accorded generally to such officers as cited by the Department of External Affairs.

- 1-23-2 Heads of detached posts should ascertain any variations from this practice
by consulting with the Head of Mission, if there is one in that country, or with the Department. In the event that immunities and privileges do not apply in part or in whole, then the post must observe the situation and conform to the conditions laid down for that specific post by the Head of Mission or by the Department.

- 1-23-3
(1-23-3) Jurisdictional immunity of the entire personnel of a diplomatic mission is not recognized in all foreign states. Some states, while extending immunity to the accredited members of foreign missions, regard the non-diplomatic expatriate staff (F.S.E.'s) as subject to local jurisdiction.
- (1-23-4) F.S.E.'s, as non-diplomatic personnel, generally may not import commodities under duty-free entry except on first arrival at a post abroad. In some countries, however, it is an accepted local custom that those on the diplomatic list may augment their importations in order to look after the reasonable needs of others at the post. Wherever this practice is permitted, there is no objection to F.S.O.'s importing modest requirements for the Canadian non-diplomatic staff. Such importation cannot be justified if the F.S.E. index for that post is based upon a post survey which states that F.S.E.'s are not entitled to importations under diplomatic privilege.
- 1-23-5
(1-23-5) Each F.S.O. and F.S.E. has a personal responsibility to conform to the regulations as laid down for his post.

1-23-10 Transmission of Personal Mail by External Affairs Diplomatic Bag

- 1-23-11
(1-23-11) To encourage the unofficial exchange of views and to maintain personal contacts within the Department, all foreign service personnel may exchange personal letters by External Affairs diplomatic bag. Letters addressed to members of other government departments may also be sent by diplomatic bag. Lightweight airmail paper and envelopes must be used. Enclosures are not permitted. In addition to the full name and address of the intended recipient, the words "To Be Opened By Addressee Only" must appear on the front of the envelope. If the correspondence contains reference to any classified subject, the envelope and contents must bear the appropriate marking. No responsibility is assumed for the loss of personal mail. With the exception of parcels, the Department of External Affairs does not keep a record of individual items of personal mail transmitted by diplomatic bag.
- 1-23-12
(1-23-12) Foreign service personnel may also exchange personal business letters with their banks or insurance companies in Canada by diplomatic bag. Banks, however, must be instructed to send cheque books, advertising material, etc., direct through normal postal channels.
- 1-23-13
(1-23-13) In the event of an emergency, and where transmission by commercial means would cause personal hardship, personal letters to third parties in Canada may be sent by diplomatic bag but only on the authority of an External Affairs officer of the rank of First Secretary or higher. In all such cases the word "approved" and the signature of the authorizing officer must appear on the front of the envelope.
- 1-23-14
(1-23-14) In addition to the general privileges set out in 1-23-11 and 1-23-12, foreign service personnel at posts specified in Appendix B may exchange correspondence with their relatives, friends and business associates through diplomatic channels, provided that a list of the names and complete postal addresses of such persons has been submitted to the Department. Lightweight airmail paper and envelopes must be used. Enclosures are not permitted.
- 1-23-15
(1-23-15) Postcards, Christmas or other greeting cards, and magazines may not be forwarded by diplomatic facilities at any time. These must be sent through normal postal channels at the personal expense of the sender. (Discretion should be exercised in commenting on local conditions in certain countries when normal postal channels are employed.)

- 1-23-16 (1-23-16) Subject to 1-23-17 and 1-23-18, it is not permissible to receive or send parcels or packages by diplomatic facilities, with the exception that urgently needed medical supplies which are not available locally and which have been specifically requested through the Head of Mission may be received from Canada by diplomatic bag. A small initial supply may be received by air if necessary.
- 1-23-17 (1-23-17) In addition to receiving medical supplies as set out in 1-23-16, foreign service personnel at posts specified in Appendix B may also receive one parcel per month by surface means from one or two nominated persons or firms in Canada. It is the personal responsibility of such personnel to ensure that arrangements with persons or firms are so co-ordinated that not more than one parcel per month is received in Ottawa for transmission. *Parcels may not exceed ten pounds in weight and may not measure more than 8" x 10" x 12"*.
- 1-23-18 (1-23-18) Foreign service personnel at posts specified in Appendix B may send by seabag one parcel per month, *not exceeding five pounds in weight*, addressed to a destination in Canada. A description of the contents and the estimated value in Canadian dollars must appear on the outside wrapping in addition to the full postal address of the recipient and the name of the sender, with his return address shown as "c/o Department of External Affairs, Ottawa". On arrival in Ottawa, parcels are turned over to the customs authorities for inspection. Parcels bearing addresses outside the Ottawa area are forwarded in bond, express collect, to the customs port nearest the destination. The recipient is required to pay any customs duties which may be levied, as well as the carriage costs within Canada.
- 1-23-19 (1-23-19) Foreign service personnel taking advantage of the privileges in 1-23-14 and 1-23-17 must check, prior to transfer, with the Assistant Director (Administration) for instructions on how letters and parcels should be addressed.

1-23-20 Sale Abroad of Personally Owned Goods

- 1-23-21 (1-23-21) The sale abroad of personally owned goods, particularly automobiles, by members of the foreign service is a matter of concern to Treasury Board. Such sale, by appearing to have been made primarily for the purpose of taking advantage of a favourable market, could be the cause of adverse publicity.
- 1-23-22 (1-23-22) The basic principle governing the disposal abroad of personally owned goods is that personnel must at all times ensure that their actions do not bring discredit to the Government of Canada. Personnel, who by virtue of their official position enjoy diplomatic privileges, must be doubly careful that their dealings are not open to criticism.
- 1-23-23 (1-23-23) The routine sale of unwanted articles must, when high price levels prevail, inevitably result in a profit. There can, however, be no objection to routine sales made only in accordance with the laws and regulations of the country concerned and in a manner to give no offence to the local community. Care must be taken to ensure that there is no possibility that the disposal of goods of any individual is liable to misinterpretation.
- 1-23-24 If an F.S.O. wishes to replace his automobile, or if a married F.S.O. wishes to purchase a second automobile, before completion of his tour of duty and makes use of diplomatic privilege to do so, the Head of Post shall ensure that the transaction conforms to local laws and regulations.
- 1-23-25 (1-23-25) It is the responsibility of the Head of Post to ensure that no unfavourable publicity, reflecting discreditably on the reputation of the Canadian foreign service as a whole, results from the sale of personally owned goods by any member of his staff.

1-23-30 Deposit of Personal Funds in the Office Bank Account

1-23-31 F.S.O.'s and F.S.E.'s may be permitted to deposit surplus personal funds
(1-23-31) in the office bank account (see 9-2-2) against reimbursement in Canada under the following conditions:

- (a) that requests for permission to deposit funds be accompanied by a suitable explanation and that prior approval be obtained before any deposit is made;
- (b) that the deposit of personal funds be made only on the occasion of a transfer or return to Canada on home leave;
- (c) that the amount of personal funds so deposited during the course of the normal posting be restricted to an amount equivalent to \$2,000 Canadian;
- (d) that the amount paid to an F.S.O. or F.S.E. in reimbursement in any one month be not in excess of the amount required to meet the current month's expenditure from the local office account;
- (e) that the exchange rate to be used for converting the amounts taken off the F.S.O.'s or F.S.E.'s hands pursuant to this arrangement be at the rate at which the same amount of local currency could be acquired through the Bank of Canada or a chartered bank on the day on which such purchases would normally have been made, in the Department's opinion, had the F.S.O. or F.S.E. not deposited personal funds in the local account; and
- (f) that each deposit of local currency be accompanied by a certificate from the F.S.O. or F.S.E. making the deposit that the amount represents only the proceeds from the sale of his automobile or other durable goods.

1-23-32 Conversion to Canadian funds, which will constitute reimbursement to
(1-23-32) the depositor as set out in 1-23-31(d) and 1-23-31(e), will be made in an amount equal to the office expenses of the month in which the deposit is made. If required, further reimbursement in individual amounts not greater than subsequent month's office expenses will then be made until the whole amount deposited has been converted.

1-23-33 Any loss to the depositor resulting from the fluctuation of exchange rates
(1-23-33) over the period will be borne by the F.S.O. or F.S.E. concerned.

1-24 Articles, Speeches and Press Interviews

1-24-0 General Observations

1-24-1 Members of the service are subject to definite limitations on their freedom
(1-24-1) to write for publication or to give speeches or press interviews. They must exercise great discretion when discussing questions of public concern either orally or in writing because:

- (a) it is very difficult to prevent the inference that an official Government or Department opinion is being expressed;
- (b) they invariably have access to information which is confidential and official. The source of this information must be rigidly protected to avoid prejudicing Canada's relations with other countries or embarrassing the government to which a Canadian representative is accredited;

- (c) the Official Secrets Act of 1931 as amended in 1950 applies to all public servants in Canada and abroad during and after their period of service. Members of the Department are reminded of the serious consequences which may follow any breach of its provisions.

1-24-10 Publication of Articles

- 1-24-11 Articles prepared for publication in the territory of a post, and related to or bearing on the work of an F.S.O. or the Department, should be intended solely to stimulate interest in Canada and trade with Canada, and should be purely factual.
- 1-24-12 No article which contains or appears to contain official information or observations on the policies of governments, whether Canadian or other, may be published.
- 1-24-13 Articles related to or bearing on the work of an F.S.O. or the Department must not be published in Canada without the prior approval of the Director.

1-24-20 Making of Speeches

- 1-24-21 The duties of an F.S.O. include the making of speeches at home and abroad. Discretion is essential to avoid the use of any observation which makes or can be considered as making comment on the policies of governments, Canadian or other. Whenever the policy of the Canadian Government has been stated in public by a Canadian Cabinet Minister or senior official that same text may be employed if it fits the occasion.

1-24-30 Press Interviews

- 1-24-31 Press interviews are to be avoided except when directly related to the work of the F.S.O. in his territory in which case they must be completely factual and contain no expression of opinion which is or might be construed to be critical of the policy of any government.
- 1-24-32 Press interviews on arrival and departure should refer only to the trends of trade between Canada and the other country and again should be factual and without opinion.

1-24-40 Prior Approval

- 1-24-41 F.S.O.'s, other than Heads of Posts, and F.S.E.'s may not write any article, make any speech or give any press interview without authorization from the Head of Post.
- 1-24-42 The Head of Post may seek the advice of the Department on articles or prepared speeches if he considers it necessary.

1-25 Representations to Governments

- 1-25-1 Apart from routine matters, formal communications by F.S.O.'s with regard to the treatment of Canadian goods or firms by foreign governments should not be directed to those governments without first obtaining the authority of the Department or the Head of Mission.
- 1-25-2 Such representation can be undertaken only with the assistance, co-operation and agreement of the Department of External Affairs.
- 1-25-3 Extreme caution should be exercised in such matters and no action should be taken which might prove embarrassing to the Government of Canada.

- 1-25-4 The same rule should be observed with regard to representations respecting the treatment by the Canadian Government of foreign goods entering Canada. Foreign governments seeking assistance in the matter of representations of this nature should be advised that official representation can best be forwarded through their own channels.
- 1-25-5 Any such incidents should be reported in full and immediately to the Director.
- 1-25-6 On any occasion when a local law, conflicting with Canadian Government regulations governing the operations of posts abroad, is advanced as applicable to a post by any entity of a foreign government other than its Foreign Ministry, the Head of Post should report the circumstances to his Head of Mission (with copy to the Department) in order that the matter may be brought to the notice of the local Foreign Ministry. Where there is no mission, the Head of Post may bring the matter to the notice of the local Foreign Ministry direct, if it be urgent, and simultaneously advise the Department. When there is no urgency, instructions must be sought from the Department. At no time should the Head of Post pursue the matter with any entity of the foreign government other than its Foreign Ministry. Should the Foreign Ministry uphold the applicability of the local law or initiate the matter itself, full details shall be reported to the Department immediately.

1-26 Death outside Canada

- 1-26-1 The following expenses may be paid in connection with the death outside
(1-26-1) Canada of an F.S.O. or F.S.E.:
- (a) the costs of preparing and transporting the body of the deceased to the actual place of burial in Canada, but not the cost of burial;
 - (b) in a case where the Department would have been responsible under the Removal Instructions for the return of dependent members of the deceased's family or his furnishings and effects, the costs incurred in any such return within the limits of the Removal Instructions;
 - (c) a monthly amount equal to the monthly rental allowance paid to the deceased at the time of his death for as long as rent has to be paid under the terms of the lease;
 - (d) to the dependent members of the deceased's family in the period between his death and the departure of his dependents from the post, up to a maximum of thirty days, of one-half of the living and representation allowance formerly paid to the deceased, provided that, if arrangements for transportation cannot be effected within thirty days, the period of payments may be extended with the approval of Treasury Board.
- 1-26-2 No expenses may be paid without the approval of Treasury Board in the
(1-26-2) event of the death outside Canada of a dependent of an F.S.O. or F.S.E.

1-30 Presentations and Gifts

- 1-30-1 An F.S.O. or F.S.E. or a member of his family may not accept gifts or
(1-30-1) presentations in money, or worth converting to money, such as goods, free passages or other benefits, from any one in recognition of services rendered by virtue of his official position.

1-40 Seeking Political Influence

- 1-40-1 F.S.O.'s shall not, directly or indirectly, endeavour to obtain or secure
political or other influence in connection with any matter pertaining to themselves or their office.



FOREIGN DECORATIONS

1-90 Foreign Decorations Offered to Canadians

1-90-1 The present Government policy prohibits the acceptance of foreign
(1-90-1) awards by Canadian civilians and members of the Canadian armed forces, except where such awards are made:

- (a) in recognition of distinguished service in the saving of a life;
- (b) for services in connection with the United Nations operations in Korea.

1-90-2 This rule is applicable to Canadians in the service of the Canadian Govern-
(1-90-2) ment, whether at home or abroad, including personnel of the Department of Trade and Commerce.

1-90-3 Offers by foreign governments to confer awards on Canadian citizens
(1-90-3) should therefore be declined with an explanation of the Canadian policy unless they fall within the exceptions in 1-50-1. Copies of any correspondence in this connection with the local foreign ministry should be referred to the Department.

1-90-4 Offers that are acceptable or that are considered doubtful as coming under
(1-90-4) the exceptions in 1-50-1 should be submitted to the Department. The Department will in turn refer such offers to the Department of External Affairs which will refer them to the Inter-departmental Awards Co-ordination Committee for a ruling. Posts abroad should also refer cases concerning Canadian citizens who are at the same time citizens of a foreign country, or who have a greater actual connection with a foreign country than with Canada.

1-90-5 At posts where there is a mission, such offers will be referred to the Head
(1-90-5) of Mission who will take the necessary action in each case.

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CALCULATION OF LEAVE

Examples to illustrate 2-1-6, 2-3-1 and 2-4-2

1. On April 1, 1959, an F.S.O. on duty in Ottawa and with less than 10 years' service becomes eligible for his 1959/60 leave of 15 days. He is posted in 1959 and takes 15 days annual leave in June prior to leaving Canada:

- (a) He arrives at a 6-day week post on July 14. His annual leave for 1959/60 is recalculated as follows:

April 1, 1959, to June 30, 1959—3 months @ 1½ days (3½ days) or, calculated to the nearest whole number.....	4 days
July 1, 1959, to March 31, 1960—9 months @ 2 days or.....	<u>18 days</u>
Annual leave credit for 1959/60.....	22 days
Annual leave taken.....	<u>15 days</u>
Annual leave credit for 1959/60 on arrival at post.....	7 days

- (b) He arrives at a 5-day week post on July 16. His annual leave for 1959/60 is recalculated as follows:

April 1, 1959, to July 31, 1959—4 months @ 1½ days or.....	5 days
August 1, 1959, to March 31, 1960—8 months @ 1½ days (13½ days) or, calculated to the nearest whole number.....	<u>13 days</u>
Annual leave credit for 1959/60.....	18 days
Annual leave taken.....	<u>15 days</u>
Annual leave credit for 1959/60 on arrival at post.....	3 days

(Where applicable, sick and special leave are recalculated in a similar manner.)

2. An F.S.O. with over 10 years' service has 10 days annual leave credit carried over from 1959/60. On April 1, 1960, he becomes eligible for his 1960/61 annual leave. On July 1, 1960, the hours of work at the post are changed from:

- (a) the basis of a 6-day week post to a 5-day week post:

Annual leave credit for 1960/61.....	30 days
Carryover from 1959/60.....	<u>10 days</u>
As of April 1, 1960, annual leave entitlement.....	40 days
On changeover to a 5-day week post the annual leave credit is reduced by 1/6 (1/6 × 40 = 6½ days) or, calculated to the nearest whole number.....	<u>7 days</u>
Annual leave credit after changeover.....	33 days

(Sick and special leave credits are similarly reduced by 1/6.)

- (b) the basis of a 5-day week post to a 6-day week post:

Annual leave credit for 1960/61.....	25 days
Carryover from 1959/60.....	<u>10 days</u>
As of April 1, 1960, annual leave entitlement.....	35 days
On changeover to a 6-day week post the annual leave credit is increased by 1/5 (1/5 × 35) or.....	<u>7 days</u>
Annual leave credit after changeover.....	42 days

(Sick and special leave credits are similarly increased by 1/5.)

ILLUSTRATION

3. An F.S.O. taking annual leave in Canada in conjunction with home leave, who has accumulated annual leave on the basis of a 6-day week, has such leave charged against his annual leave credit on the basis of a 6-day week; Saturday constitutes a working day. Home leave which is calculated at set rates for completed months of service, is always charged against the home leave credit on the basis of a 5-day week.

An F.S.O. arrives in Canada with 23 days' annual leave credit accumulated at a 6-day week post. He completes his home leave and commences his annual leave July 11, 1960, and ends it August 5, 1960, (no authorized holidays in this period).

(Sick and special leave are charged against those leave credits in the same manner as annual leave is charged.)

4. An F.S.O. who is returning to his post accumulates leave during the period in Canada at the post rate. If he is being reposted, leave accumulates in Canada at the rate for the post he has just left, and any credits carried forward to the new post are adjusted to the new post rate (if there is a difference in the rate) on arrival at the new post.

- Notes:*
1. When a calculation of leave results in a half day, no adjustment is made to a whole number; it remains as a half day.
 2. Example 2 illustrates the recalculation of leave whether the work week is changed at the post or whether the F.S.O. is transferred from one type of post to another.
 3. These examples are also applicable to F.S.E.'s.

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Leave Instructions

GENERAL

2-1 General Conditions Affecting Leave

- 2-1-1 (2-1-1) All arrangements respecting leave are subject to the exigencies of the service.
- 2-1-2 (2-1-2) Salary, and allowances where applicable, will be paid during any leave authorized by these instructions unless otherwise expressly provided.
- 2-1-3 (2-1-3) Nothing in these instructions shall be construed as authority for the payment of travelling expenses of any kind to an F.S.O. or F.S.E. who is on leave without pay or who is absent without leave.
- 2-1-4 (2-1-4) Notwithstanding the maximum entitlement to home leave and annual leave under 2-51 and 2-20, the combined total of such leave taken by an F.S.O. or F.S.E. in one fiscal year may not exceed a period of three calendar months without the prior approval of the Director.
- 2-1-5 (2-1-5) In computing periods of leave, "days" mean working days; "working days" shall not include Sundays or any of the days observed as holidays under 2-13 and, where the hours of work are on the basis of a five-day week, shall not include Saturdays.
- 2-1-6 (2-1-6) Where the hours of work at a post are changed from the basis of a six-day week to the basis of a five-day week, the annual, sick and special leave credits of an F.S.O. and F.S.E. at that post will be reduced by one-sixth and where the hours of work at a post are changed from the basis of a five-day week to the basis of a six-day week, the annual, sick and special leave credits of an F.S.O. and F.S.E. at that post will be increased by one-fifth.
- 2-1-7 The Head of Post shall ensure that the Director has advance notice when any F.S.O. is absent from his post on leave, in order that the Director may know where to communicate with the F.S.O. should any urgent need arise. F.S.O.'s are also required to leave a forwarding address with the Assistant Director (Personnel) when they return to Canada on home leave.

2-2 Normal Place of Residence in Canada

- 2-2-1 (2-2-1) The normal place of residence in Canada, for travelling time and home leave purposes, will be determined by the Director in the light of the family circumstances of each F.S.O. and F.S.E., taking into consideration any representations by him concerning "parental" home.
- 2-2-2 (2-2-2) The normal place of residence in Canada for personnel seconded for duty with the Trade Commissioner Service usually will be considered to be Ottawa.

2-3 Effective Date

- 2-3-1 (2-3-1) Annual leave credits begin to accrue at the post rate from the first day of the month of arrival at the post abroad where an F.S.O. or F.S.E. arrives on or before the 15th of the month, and from the first day of the immediately following month where he arrives after the 15th of the month. On transfer to Canada annual leave credits begin to accrue at the Canadian rate of one and one-quarter days per month on the first day of the month where an F.S.O. or F.S.E. reports for duty on or before the 15th of the month, and on the first day of the immediately following month where he reports after the 15th of the month.

- 2-3-2 Home leave credits begin to accrue and cease to accrue as of the actual
(2-3-2) date of arrival at and departure from the post unless the tour has been extended beyond a normal tour of duty for the post, in which case such credits cease upon twenty-four days' accumulation.

2-4 Transfer of Leave Credits

- 2-4-1 Annual, sick and special leave credits, earned by an F.S.O. or F.S.E. shall
(2-4-1) be carried with him on transfer between posts abroad or from Canada to a post abroad or from a post abroad to Canada. (*But see 2-22.*)

- 2-4-2 Where an F.S.O. or F.S.E. is transferred from a post where the hours of
(2-4-2) work are on the basis of a six-day week to a post where the hours of work are on the basis of a five-day week, the annual, sick and special leave credits will be reduced by one-sixth, and where an F.S.O. or F.S.E. is transferred from a post where the hours of work are on the basis of a five-day week to a post where the hours of work are on the basis of a six-day week, the annual, sick and special leave credits will be increased by one-fifth.

- 2-4-3 Home leave credits earned by an F.S.O. or F.S.E. shall be carried with
(2-4-3) him on transfer between posts abroad. (*See also 2-50 to 2-59.*)

2-5 Penalties

- 2-5-1 The Head of Post may make recommendations to the Director regarding
(2-5-1) penalties for infractions of leave regulations to be imposed on all members of his staff where he considers that such action is warranted.

- 2-5-2 Fines or other penalties shall not be imposed without the prior permission
(2-5-2) of the Director.

POST ADMINISTRATION

2-10 Leave Records

- 2-10-1 The Head of Post shall be responsible for maintaining leave records of all
(2-10-1) F.S.O.'s and F.S.E.'s at his post.

- * 2-10-2 At the end of each month, the Head of Post shall forward to the
(2-10-2) Assistant Director (Personnel) an Attendance Report (form TCS-108) for each F.S.O. and F.S.E. at the post. The Attendance Report must include the following:

- (a) an accounting of all days of the month;
- (b) details of temporary duty (on the reverse side of the form);
- (c) the signature of the F.S.O. or F.S.E. concerned and the approval by the Head of Post or by the officer designated by him.

If leave has been taken during the month, a copy of the Application for Leave (form C.S.C. 263) must accompany the Attendance Report. Where applicable a medical certificate should accompany the Application for Leave. (See 2-40 to 2-49 and 2-31.)

2-10-3 Any leave taken in excess of accrued credits will be treated as leave
(2-10-3) without pay and allowances. (*But see* 2-42.)

2-11 Hours of Work at Posts Abroad

2-11-1 Local customs and local government office hours should be considered in
(2-11-1) setting the office hours at each post.

2-11-2 Notwithstanding 2-11-1 the total number of hours of work each week
(2-11-2) shall approximate 37 hours and 30 minutes for either a six-day week or a five-day week.

2-12 Overtime

2-12-1 F.S.O.'s at posts abroad may not claim compensatory leave for overtime
work.

(2-12-2) Leave may be granted to F.S.E.'s in compensation for overtime work, except as provided in (3-25-11), at the rate of one-half day's leave for each three and one-half hours' overtime at a five-day week post and for each three hours' overtime at a six-day week post. This leave credit may be used for annual, sick or special leave provided that:

- (a) the overtime work is performed on the authorization of the Head of Post;
- (b) the time of arrival and departure for overtime work is properly recorded;
- (c) the period of overtime work on each occasion is not less than one hour.

(2-12-3) Compensatory leave taken as annual leave must be used at the post where it is earned. If not used prior to departure from that post it will be converted to sick leave or, if the F.S.E. specifically requests, to special leave.

(2-12-4) Overtime earned and compensatory leave taken shall be recorded at the post and reported monthly to the Director on the reverse side of the Attendance Report.

(2-12-5) Overtime work at conferences does not qualify an F.S.E. for compensatory leave.

2-13 Holidays

2-13-1 The following days may be observed as holidays:

(2-13-1) (a) Sundays (and Saturdays where a five-day week is observed);

(b) Any of the Canadian holidays listed below,

New Year's Day

Good Friday

Easter Monday

Queen's Birthday (Monday immediately preceding May 25)

Dominion Day

Labour Day (first Monday of September)
 Thanksgiving Day (second Monday of October)
 Remembrance Day
 Christmas Day and

any day appointed by the Governor-in-Council to be observed as a general fast or thanksgiving or as a holiday;

(c) Any national holiday of the country in which the post is situated;

provided that, unless there be exceptional circumstances which must be reported to the Director, the total number of holidays granted in any one calendar year does not exceed ~~eleven~~ ^{eleven} days, in addition to Sundays (and Saturdays).

2-13-2 Any day celebrated as a holiday at a post which would normally be a
 (2-13-2) working day should be so indicated on the monthly Attendance Report.

2-13-3 Each post shall annually, at the beginning of each calendar year, submit
 (2-13-3) a list of holidays to be observed in the forthcoming year.

ANNUAL LEAVE

2-20 Rate of Accrual

2-20-1 Credits do not begin to accrue until the first day of the month following
 (2-20-1) completion of six months' continuous government service, after which the balance of credits which may be earned in the current fiscal year may be immediately anticipated.

2-20-2 Annual leave shall accrue to an F.S.O.'s credit at the rate of:

(a) at a post where the hours of work are on the basis of a six-day week,

(i) during the first ten years of continuous service in the public service, two days per month for each completed month of service abroad, or

(ii) commencing with the fiscal year following completion of ten years' continuous service in the public service, two and one-half days per month for each completed month of service abroad;

(b) at a post where the hours of work are on the basis of a five-day week,

(i) during the first ten years of continuous service in the public service, one and two-thirds days per month for each completed month of service abroad, or

(ii) commencing with the fiscal year following completion of ten years' continuous service in the public service, two and one-twelfth days per month for each completed month of service abroad.

- (2-20-3) Annual leave at a post in the United States of America shall accrue to an F.S.E.'s credit at the rate of:
- (a) at a post where the hours of work are on the basis of a six-day week, one and one-half days per month for each completed month of service;
 - (b) at a post where the hours of work are on the basis of a five-day week, one and one-quarter days per month for each completed month of service.
- (2-20-4) Annual leave at a post in a country other than the United States of America shall accrue to an F.S.E.'s credit at the rate of:
- (a) at a post where the hours of work are on the basis of a six-day week,
 - (i) during the first five years of continuous service in the public service, one and one-half days per month for each completed month of service abroad, or
 - (ii) commencing with the fiscal year following completion of five years' service in the public service, one and three-quarters days per month for each completed month of service abroad, or
 - (iii) commencing with the fiscal year following completion of ten years' service in the public service, two days per month for each completed month of service abroad;
 - (b) at a post where the hours of work are on the basis of a five-day week,
 - (i) during the first five years of continuous service in the public service, one and one-quarter days per month for each completed month of service abroad, or
 - (ii) commencing with the fiscal year following completion of five years' service in the public service, one and eleven-twenty-fourths days per month for each completed month of service abroad, or
 - (iii) commencing with the fiscal year following completion of ten years' service in the public service, one and two-thirds days per month for each completed month of service abroad.
- 2-20-5 The effective day for granting increased annual leave credits will be April
(2-20-5) 1 of the year following the completion of five or ten years' service as the case may be.
- 2-20-6 Service in any of the Armed Services, except in the case of a Civil Servant
(2-20-6) granted leave for that purpose, may not be taken into account in computing the period of five or ten years of continuous service which determines eligibility for increased annual leave benefits under 2-20-2 and (2-20-4).

2-21 When Annual Leave May Be Granted

- 2-21-1 It is desirable that annual leave be taken during the year in which it is
(2-21-1) earned.
- 2-21-2 The Head of Post may determine the time of year when an F.S.O. or
(2-21-2) F.S.E. will take his annual leave.
- 2-21-3 The Head of Post shall be responsible for arranging the work of the post
(2-21-3) so as to ensure that each member of his staff has the opportunity of taking annual leave each year.

- 2-21-4 The Head of Post may permit an F.S.O. or F.S.E. to carry forward to the
(2-21-4) immediately succeeding fiscal year annual leave credits not exceeding those earned in the current fiscal year.

2-22 Unused Leave

- 2-22-1 An F.S.O. or F.S.E. who has carried annual leave forward under 2-21-4
(2-22-1) may have available, if he has not eliminated the credit so carried over, up to two full years' credits. On entering the third fiscal year, his accumulated annual leave will be reduced by the days in excess of two full years' credit. This reduction will be recorded as "unused" leave which may be expended only in conjunction with home leave.

- 2-22-2 "Unused" leave, however, may be granted only if the F.S.O. or F.S.E. has
(2-22-2) less than two full years' annual leave credits available at the time of his return to Canada.

- 2-22-3 Notwithstanding the amount of "unused" leave accumulated, an F.S.O.
(2-22-3) or F.S.E. proceeding to Canada on home leave, may be permitted to take in addition to home leave and annual leave for the current fiscal year, "unused" leave accumulated since he last had home leave, only up to a maximum of:

- (a) thirty days, inclusive of Saturdays, when leave credits have accrued on the basis of a six-day week; or
- (b) twenty-five days when leave credits have accrued on the basis of a five-day week.

- 2-22-4 "Unused" leave credits not expended by an F.S.O. or F.S.E. shall lapse
(2-22-4) upon returning to a post abroad or upon reposting.

2-23 Travelling Time to Canada

- 2-23-1 Where an F.S.O. has had a continuous service abroad of at least two years
and, in any year thereafter, proceeds to Canada at his own expense to spend his annual leave, the Director may, on the recommendation of the Head of Post, grant to such F.S.O. travelling time required for the journey by the most direct and/or economical route from his post abroad to his normal place of residence in Canada and return. (*See 2-2.*)

- (2-23-2) Where an F.S.E. has had a continuous service abroad of at least two years, other than service in the United States of America, and, in any year thereafter in which he is not serving in the United States of America, proceeds to Canada at his own expense to spend his annual leave, the Director may, on the recommendation of the Head of Post, grant to such F.S.E. travelling time required for the journey by the most direct and/or economical route from his post abroad to his normal place of residence in Canada and return. (*See 2-2.*)

- (2-23-3) Where an F.S.E. has served in the United States of America continuously for two years from the date of his arrival in that country and is returning to Canada for annual leave, the Director may, upon the recommendation of the Head of Post, grant travelling time and travelling expenses to the F.S.E. from his post in the United States to his normal place of residence in Canada and return to the extent that they are in excess of the travelling time and travelling expenses required to travel from Ottawa to his normal place of residence and return (*but see (4-60)*). This grant may also be made for each completed two-year period of continuous service commencing on the alternative anniversaries of the date of the F.S.E.'s arrival in the United States.

UNUSED LEAVE

The following examples, based on the annual leave credits of an F.S.O. with less than 10 years' service who is serving at a 5-day week post, will illustrate the accumulation and disbursement of "unused" leave:

1. An F.S.O. arrives at a 3-year post in December 1956. He has not used any of his 1956/57 annual leave credit of 20 days.

In February 1957 he takes 5 days of his 1956/57 annual leave, leaving 15 days' credit. On April 1, 1957, he becomes eligible for his 1957/58 annual leave of 20 days, making a total credit of 35 days on which to draw during 1957/58. During 1957/58 he takes 10 days annual leave which is charged against the 35 days' credit, leaving a credit of 25 days. He is entitled to carry over to 1958/59, 20 days of this and the remaining 5 days are transferred to "unused" leave.

On April 1, 1958, he becomes eligible for his 1958/59 annual leave of 20 days and his annual leave credit is now recorded as:

<u>Annual Leave</u>	<u>"Unused" Leave</u>
20 days carryover from 1957/58	
<u>20 days credit for 1958/59</u>	
40 days	5 days

During 1958/59 he takes 18 days annual leave which is charged against his annual leave credit of 40 days, leaving 22 days of which 20 days may be carried over to 1959/60 and the remaining 2 days are transferred to "unused" leave.

On April 1, 1959, he become eligible for his 1959/60 annual leave of 20 days and his annual leave credit is therefore recorded as:

<u>Annual Leave</u>	<u>"Unused" Leave</u>
20 days carryover from 1958/59	5 days (previous credit)
<u>20 days credit for 1959/60</u>	<u>2 days</u>
40 days	7 days

In July 1959 he takes 10 days annual leave which is charged against his annual leave credit of 40 days, leaving 30 days credit. He departs from his post for home leave and arrives in Canada in December, 1959, with the following leave credits:

Home Leave.....	24 days
Annual Leave.....	30 days
"Unused" Leave.....	7 days

On arrival in Canada, as his annual leave credit of 30 days is less than 2 full years' credit, he is eligible to draw on the "unused" leave of 7 days. However, this amount of leave, which totals 61 days, plus the 10 days leave taken at the post in July, represents more than 3 calendar months and under 2-1-4, prior approval of the Director must be secured to take more than 3 calendar months' leave in one fiscal year.

He receives the Director's permission to take the full amount of his leave which he completes on March 27, 1960. He returns to his post, arriving April 1960 with his 1960/61 annual leave credit available to be drawn on at the post.

(If the Director refuses permission, any balance of the 30 days' annual leave, provided it does not exceed 20 days, is carried forward to the next fiscal year and is added to that year's leave credit. The "unused" leave lapses.)

ILLUSTRATION

2. An F.S.O. arrives in Canada April 2, 1960, to take home leave. As of March 31, 1960, he has accumulated an annual leave credit of:

16 days carried over from 1958/59
20 days earned in 1959/60

However, on April 1, 1960, he becomes eligible for his 1960/61 annual leave. On arrival in Canada he has, therefore, two full years' credit of annual leave available and the 16 days carried over from 1958/59 which become "unused" leave, lapse.

If he uses the full two years' credit before proceeding to his next post, he has no annual leave credit on which to draw at the post until the commencement of the 1961/62 fiscal year.

Note: The same principle is applied to F.S.E.'s.

2-24 Assisted Annual Leave

2-24-1 At certain specified posts approval has been given for the payment of
(2-24-1) return transportation expenses to specified centers for the purpose of taking annual leave. (See 3-58).

2-24-2 No travelling time may be allowed.
(2-24-2)

SPECIAL LEAVE

2-30 Rate of Accrual

2-30-1 Special leave shall accrue to an F.S.O.'s or F.S.E.'s credit at the rate of:

- (2-30-1)
- (a) at a post where the hours of work are on the basis of a six-day week, one-half day for each completed month of continuous service abroad, up to a maximum of thirty days; or
 - (b) at a post where the hours of work are on the basis of a five-day week, five-twelfths of a day for each completed month of continuous service abroad, up to a maximum of twenty-five days.

2-30-2 When special leave credits have been drawn upon, they will again commence
(2-30-2) to accumulate until the maximum credit permitted under 2-30-1 is reached.

2-31 Extent of Special Leave

2-31-1 Special leave may be granted only for the following purposes and
(2-31-1) periods:

- (a) marriage of an F.S.O. or F.S.E. not in excess of,
 - (i) six days, in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) five days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week;
- (b) illness, death or quarantine in the F.S.O.'s or F.S.E.'s immediate family, not in excess of,
 - (i) six days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) five days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week,

unless extended at the discretion of the Head of Post. The Application for Leave (form C.S.C. 263) should be accompanied by form C.S.C. 264 Rev. and a medical certificate;

- (c) other urgent domestic reasons, not in excess of three days in any one fiscal year; and
- (d) purposes deemed in the public interest by the Head of Post and duly reported by him to the Deputy Minister for such period as the Head of Post may deem necessary.

- 2-31-2 Special leave may be granted by the Head of Post to an F.S.O. or F.S.E.
(2-31-2) who has the necessary special leave credits, upon written application setting forth the reasons therefor and supported by such evidence as the Head of Post may require.
- (2-31-3) Where an F.S.E. who has received special leave for marriage ceases to be employed within three months of the date of marriage, recovery shall be made of the salary paid in respect of such leave.

SICK LEAVE

2-40 Rate of Accrual

- 2-40-1 Sick leave shall accrue to an F.S.O.'s or F.S.E.'s credit at the rate of:
(2-40-1)
- (a) at a post where the hours of work are on the basis of a six-day week,
 - (i) one and one-half days for each completed month of continuous service at a post other than an unhealthy post,
 - (ii) two and one-quarter days for each completed month of continuous service at an unhealthy post;
 - (b) at a post where the hours of work are on the basis of a five-day week,
 - (i) one and one-quarter days for each completed month of continuous service at a post other than an unhealthy post,
 - (ii) one and seven-eighths days for each completed month of continuous service at an unhealthy post.
- 2-40-2 Sick leave credits earned and not used may be carried forward indefinitely; they do not lapse during public service. (See 2-65.)
(2-40-2)

2-41 Absence on Sick Leave

- 2-41-1 Where an F.S.O. or F.S.E. is incapacitated for duty through illness and
(2-41-1) has the necessary sick leave credits, sick leave may be granted to him as follows:
- (a) one or more periods of casual absence consisting of not more than three consecutive days each may be granted by the Head of Post upon written application of the F.S.O. or F.S.E.;
 - (b) where casual absences taken in any one fiscal year reach a total of,
 - (i) eight days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) seven days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week,
 any further period of sick leave may be granted by the Head of Post only upon production to him of a satisfactory medical certificate;

- (c) where any period of sick leave is required for more than three consecutive days, the Head of Post may grant such leave, upon production to him of a satisfactory medical certificate, up to a maximum of,
 - (i) sixty consecutive days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) fifty consecutive days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week;
- (d) where any period of sick leave is required for more than the appropriate maximum period prescribed in 2-41-1(c), it may be granted only by the Deputy Minister upon production of satisfactory evidence.

2-42 Insufficient Sick Leave Credits

2-42-1 Where an F.S.O. or F.S.E. at a post abroad has insufficient sick leave
(2-42-1) credits to cover a period of sick leave required:

- (a) the Head of Post may grant an extension of leave without payment of salary and allowances up to a maximum of,
 - (i) thirty days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) twenty-five days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week,and shall notify the Director of such extension; or
- (b) the Deputy Minister may, if satisfied that an F.S.O.'s or F.S.E.'s illness results from conditions at an unhealthy post, whether or not the F.S.O. or F.S.E. is still serving at that post, grant additional sick leave with pay.

2-42-2 Where additional sick leave is granted under 2-42-1(b), the number of
(2-42-2) days spent shall be subsequently deducted from the F.S.O.'s or F.S.E.'s future accumulation of sick leave credits, if any.

2-43 Redesignation of Post Status

2-43-1 Where the designation of a post is changed from "unhealthy" to "healthy"
(2-43-1) or vice versa, sick leave credits of all F.S.O.'s and F.S.E.'s at the post will be recalculated in accordance with the change in designation for the entire period of their posting.

2-44 Extended Absences on Sick Leave

2-44-1 Where an F.S.O. or F.S.E. is absent from duty by reason of illness, his
(2-44-1) case shall be reviewed by the Deputy Minister not less frequently than once during each month of such absence to determine whether or not he may return to duty within a reasonable time and the necessary adjustments, if any, of allowance payments shall be made in accordance with 3-65 to 3-69.

HOME LEAVE**2-50 General Conditions Affecting Home Leave**

2-50-1 Home leave granted under these instructions may only be taken in Canada.
(2-50-1)

2-50-2 In determining an F.S.O.'s or F.S.E.'s entitlement to home leave any
(2-50-2) fraction in the total of his home leave credit will be adjusted to the nearest whole number.

2-50-3 An F.S.O. or F.S.E. who resigns may not be granted home leave.
(2-50-3)

2-51 Rate of Accrual

2-51-1 Home leave shall accrue to an F.S.O.'s or F.S.E.'s credit, except that home
(2-51-1) leave credits for an F.S.E. shall not accrue during service at a post in the United States of America, at the rate of:

- (a) four-sevenths of a day for each completed month of service at a post classified as a Class A post in Appendix C;
- (b) two-thirds of a day for each completed month of service at a post classified as a Class B post in Appendix C;
- (c) four-fifths of a day for each completed month of service at a post classified as a Class C post in Appendix C;
- (d) one day for each completed month of service at a post classified as a Class D post in Appendix C;
- (e) one and one-third days for each completed month of service at a post classified as a Class E post in Appendix C, but where an F.S.O. or F.S.E. does not return to the same post for another tour of duty immediately following his home leave, home leave credits shall be deemed to have accrued at the rate of one day a month during his period of service at that post.

2-51-2 Credits begin to accumulate on the day the F.S.O. or F.S.E. reaches his
(2-51-2) post upon posting abroad or upon returning abroad from a period of home leave. (See 2-3-2).

2-51-3 The maximum entitlement to home leave is twenty-four working days;
(2-51-3) no further home leave credits accrue once the maximum of twenty-four days has been accumulated.

2-52 Reclassification of Post

2-52-1 Where the classification of a post as indicated in Appendix C is changed,
(2-52-1) the home leave credits of all F.S.O.'s and F.S.E.'s at the post will be recalculated at the new rate for the entire period of the posting.

2-53 When Home Leave May Be Granted

2-53-1 The Director may, upon recommendation of the Head of Post, grant home
(2-53-1) leave to an F.S.O. or F.S.E. who has a credit of twenty-four days; such recommendation should be forwarded to the Director at least four months in advance of the date from which the proposed leave is to be taken.

- 2-53-2
(2-53-2) An F.S.O. or F.S.E. may also be granted travelling time from his post to his normal place of residence in Canada and return, required for the journey by the most direct and/or economical route.
- 2-53-3
(2-53-3) Where an F.S.O. or F.S.E. who has a home leave credit of at least twelve days is transferred to Canada, the Director may grant him home leave to the extent of his home leave credit up to a maximum of twenty-four working days. Home leave credits of less than twelve days lapse on transfer to Canada.
- 2-53-4
(2-53-4) If the exigencies of the service require an F.S.O. or F.S.E. to report for duty immediately upon his return to Canada, he will be permitted to defer his home leave until a later date, but if not used prior to his next posting or within thirty-six months from the date of arrival in Canada, whichever is the lesser, it will lapse.
- 2-53-5
(2-53-5) If an F.S.O. or F.S.E. returns to Canada for temporary duty between postings and takes any of the home leave to which he is entitled, then any unused credit of home leave lapses upon departure to his new post.
- 2-53-6
(2-53-6) If, however, an F.S.O. or F.S.E. returns to Canada for temporary duty between postings and provided that he uses no home leave credits while in Canada, he may carry his credits to his new post as in the case of an ordinary transfer between posts.

FURLOUGH LEAVE AND RETIRING LEAVE

2-60 Furlough Leave

- 2-60-1
(2-60-1) The Deputy Minister may, if he is satisfied that an F.S.O. or F.S.E. has twenty years' continuous service and that his service merits it, grant such F.S.O. or F.S.E. furlough leave for a continuous period not exceeding twenty-five working days (thirty working days under a six-day week).
- 2-60-2
(2-60-2) Under normal circumstances furlough leave should be taken at least one year prior to retirement. Only in exceptional cases will furlough leave be granted in conjunction with retiring leave.

2-65 Retiring Leave (See also Appendix D)

- 2-65-1
(2-65-1) The Deputy Minister may grant retiring leave or a cash gratuity in lieu thereof to an F.S.O. or F.S.E. who is being retired, but such grant may not in any case exceed the maximum amount of retiring leave or cash gratuity specified hereunder, nor shall it in any case exceed the unexpended portion of the F.S.O.'s or F.S.E.'s accrued sick and special leave:

Maximum Retiring Leave or Cash Gratuity

Years of Service	Retirement by Reason of Age, Ill Health or Lay Off	Retirement for Other Reasons
	Retiring Leave or Cash Gratuity (in months)	Cash Gratuity Only (in months)
2 and under 5.....	1	1
5 and under 10.....	2	2
10 and under 15.....	3	3
15 and under 20.....	4	3
20 and under 25.....	5	3
25 and over.....	6	3

2-65-2
(2-65-2) A cash gratuity shall consist of salary at the rate in effect on the F.S.O.'s or F.S.E.'s last day of active service for the period indicated, less the amount, if any, of the immediate allowance set under the provisions of the Public Service Superannuation Act.

2-65-3
(2-65-3) Retiring leave or cash gratuity shall be based on continuous service uninterrupted by any period of retiring leave, but in the case of:

(a) a permanent employee who has been laid off and is subsequently reappointed to the government service; or

(b) a temporary employee who has been laid off and who, within three months of such layoff, is reassigned to the government service; subsequent service other than service subsequent to the granting of a gratuity under 2-65 shall be added to previous service for the purpose of computing the retiring leave for which the F.S.O. or F.S.E. may at the time be eligible, less the amount, if any, of retiring leave previously used.

2-65-4
(2-65-4) Unused retiring leave may not be carried forward when the F.S.O. or F.S.E. is re-employed in the government service.

2-65-5
(2-65-5) Retiring leave or cash gratuity shall not be granted to an F.S.O. or F.S.E. whose service is terminated because of inefficiency or misconduct.

2-65-6
(2-65-6) An F.S.O. or F.S.E. who elects to retire at the age of sixty and is granted retiring leave under these instructions, may commence his retiring leave before attaining the age of sixty years whenever the Deputy Minister is satisfied that such would be in the public interest; provided that the leave so granted terminates not earlier than the day preceding the F.S.O.'s or F.S.E.'s sixtieth birthday.

UNPAID LEAVE

2-70 Leave without Pay

2-70-1 Leave without pay may be granted by the Head of Post to permit an
(2-70-1) F.S.O. or F.S.E. to be absent from duty for a short period which cannot be covered by his leave credits, and which is considered as an unavoidable or necessary absence.

2-70-2 For more extended periods of leave without pay, or leave without pay for
(2-70-2) other purposes, the prior approval of the Deputy Minister is required.

2-75 Absence without Leave

2-75-1 Absence without leave is absence without the permission of the Head of
(2-75-1) Post and must be treated as leave without pay whether or not the F.S.O. or F.S.E. has sufficient leave credits to cover the period of absence.

*LEAVE ENTITLEMENTS AT TIME OF SEPARATION

2-80 General

2-80-1 Leave entitlements at the time of separation shall be restricted to
(2-80-1) those accrued up to the end of the month prior to the month in which separation occurs.

2-81 If Excess Vacation Leave Has Been Taken

2-81-1 When an employee subject to the Civil Service Act is struck off
(2-81-1) strength and has, during the fiscal year in which he ceases to be employed, been granted more vacation leave than he earned that year and carried over from previous years, action shall be taken to recover from him by deduction from moneys payable by Her Majesty in right of Canada to that person or otherwise, an amount equal to the salary payments made to that person in respect of his period or periods of excessive vacation leave.

2-81-2 For the purpose of section 2-81-1, when an employee has been
(2-81-2) granted more vacation leave than he earned during the fiscal year in which he is struck off strength and carried over from previous years, the most recent period or periods of vacation leave granted to the employee shall be deemed to be his period or periods of excessive vacation leave.

CHAPTER 3

Allowance Instructions

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See Overlay as well

CALCULATION OF HOME LEAVE ALLOWANCE

The following table gives an example of how the allowance for home leave and annual leave contiguous to home leave (when the allowance is payable for such annual leave) is calculated where the allowance is set at a monthly rate:

Leave entitlement—home leave — 24 working days.
 annual leave — 40 working days.

Leave commences June 6, 1960. (If the F.S.O. arrived at his place of residence on June 4 (Saturday), the allowance would not commence until June 6.)

(a) Home Leave—June 6 to 30—19 working days (encompassed by 25 calendar days)

$$\text{Allowance—} \frac{25}{30} \times \$160 \text{ or } \$133.33$$

Home Leave—July 1 to 8 —5 working days (encompassed by 8 calendar days;
 July 1 is authorized holiday)

$$\text{Allowance—} \frac{8}{31} \times \$160 \text{ or } \$41.29$$

Total allowance—\$174.62.

(b) Annual Leave—July 11 to 31—15 working days (encompassed by 23 calendar days)

(As annual leave immediately follows the home leave, the allowance is paid for the intervening weekend period. If there had been a break before commencing annual leave, the allowance would have ceased on completion of home leave and recommenced on the first day of annual leave.)

$$\text{Allowance—} \frac{23}{31} \times \$160 \text{ or } \$118.71$$

Annual Leave—Aug. 1 to 31—23 working days (encompassed by 31 calendar days)

$$\text{Allowance—} \frac{31}{31} \times \$160 \text{ or } \$160.00$$

Annual Leave—Sept. 1 to 2—2 working days and 2 calendar days

$$\text{Allowance—} \frac{2}{30} \times \$160 \text{ or } \$10.67$$

(The allowance ceases the day leave is completed and does not encompass the immediately following Saturday and Sunday, Sept. 3 and 4.)

Total allowance—\$289.38

Total allowance payable for home and annual leave—\$464.00

Notes: 1. This illustration shows the calculation for a married F.S.O. who has returned to Canada on completion of a tour of duty abroad for home and annual leave and is being reposted or returning to his post. Allowances for unmarried F.S.O.'s and for F.S.E.'s are calculated in a similar manner.

2. Allowances for special and/or sick leave taken contiguous to home leave are also calculated in the same way.

Allowance Instructions

GENERAL

3-1 General Provisions Affecting Allowances

- 3-1-1 (3-1-1) No payment of allowances may be made under these instructions to an F.S.O. or F.S.E. who is on leave without pay or absent without leave.
- 3-1-2 (3-1-2) Allowances, with the exception of the following, are non-taxable income:
 - (a) language allowance (but not tuition fees);
 - (b) temporary duty in Canada allowances;
 - (c) home leave allowances;
 - (d) allowances paid in respect of absence in Canada on sick or annual leave.
- 3-1-3 (3-1-3) During leave taken in Canada contiguous to a period of home leave, allowances payable at a stated monthly amount shall be paid for the number of calendar days required to encompass the number of working days of leave entitlement.

3-2 Conditions Governing Post Allowances

- 3-2-1 (3-2-1) Unless otherwise provided, post allowances are paid and adjusted on the basis of calendar days. Absence from the post is calculated as calendar day absence.
- 3-2-2 (3-2-2) An F.S.O. or F.S.E. may be paid full allowances for each day of his period of post travel.
- 3-2-3 (3-2-3) Once allowances have commenced, an F.S.O. or F.S.E. may not revert to living expense status without the prior approval of Treasury Board. (*But see 3-35-5.*)

(3-3) F.S.E. Classification

- (3-3-1) For the purposes of allowances, an F.S.E. shall automatically assume the F.S.E. grade for the salary group which includes the maximum rate in the salary range for his classification, plus any terminable allowance he may be authorized by a competent authority to receive, in accordance with the following table:

<u>Salary Group</u>	<u>F.S.E. Grade</u>
Up to \$2,750	1
\$2,751 to \$3,600	2
\$3,601 to \$4,050	3
\$4,051 to \$4,750	4
\$4,751 to \$5,550	5
\$5,551 to \$6,250	6
\$6,251 to \$7,500	7
\$7,501 to \$9,300	8
\$9,301 and up	9

- (3-3-2) The Treasury Board may, in its discretion, designate an F.S.E. to be in a higher or lower grade of F.S.E., irrespective of the salary range for his classification.

3-4 Absence of Dependents from Post

- 3-4-1 (3-4-1) Where an F.S.O.'s or F.S.E.'s dependents are absent from his post, married allowances may continue to be paid for a period of thirty days provided the absence is for the reason of vacation or illness. Any period in excess of thirty days for these reasons or any absence of the dependents for other reasons may reduce the married allowance to the single rate.
- 3-4-2 (3-4-2) F.S.O.'s and F.S.E.'s, therefore, shall inform the Director when their dependents leave the post where the period of absence is expected to be in excess of thirty days and shall state the reason for the absence.
- 3-4-3 (3-4-3) No attempt should be made by the post to differentiate between the types of absence which might affect the payment of married or single allowances. This will be decided by the Department and the post will be advised. In cases where a strict application of the ruling would work serious hardship, the Department may approach Treasury Board for authority to continue to pay allowances at the married rate during the absences of the dependents.
- 3-4-4 (3-4-4) When an F.S.O.'s or F.S.E.'s dependents do not accompany him to his post but follow at a later date, the payment of married or single allowances for the period prior to the arrival of the dependents will be determined after consideration of the circumstances in each case.

LIVING AND REPRESENTATION ALLOWANCES

3-10 Living Allowance

- 3-10-1 (3-10-1) Living allowances are paid, according to grade, to F.S.O.'s and F.S.E.'s serving abroad to compensate for living in and adjustment to an unfamiliar environment and the higher cost of living thereby involved.
- 3-10-2 (3-10-2) Post indices of living allowances are calculated by the Bureau of Statistics, using expenditure patterns as reported from abroad and price conditions obtained from periodic surveys conducted by the Bureau.

3-11 Representation Allowance

- 3-11-1 Representation allowances are paid, according to grade, to F.S.O.'s living abroad, to permit them to undertake representational activities and to entertain officially in an appropriate manner. (The representation allowance is at present incorporated with the living allowance.)
- 3-11-2 The Head of Post is responsible for guiding the representational activities of F.S.O.'s on his staff.
- 3-11-3 F.S.O.'s are required to report quarterly on their expenditures on direct representation. Form T.C.S. 16, Quarterly Summary of Direct Representational Expenditure, will be used for this purpose.
- (3-11-4) Only in exceptional circumstances and with the approval of Treasury Board may F.S.E.'s receive representation allowances.

3-12 Payment of Living and Representation Allowances

- 3-12-1 (3-12-1) The living and representation allowances for F.S.O.'s and the living allowances for F.S.E.'s are paid at the appropriate annual rate determined by reference to Appendices E and F.
- 3-12-2 Payment of allowances in excess of those established for F.S.O. 5 requires the approval of Treasury Board.
- 3-12-3 (3-12-3) A change in the exchange rate or in the general level of prices at a post will be reflected by an adjustment in living and representation allowances.
- 3-12-4 (3-12-4) During periods of less than one month the amount of allowances payable will be prorated accordingly.
- 3-12-5 (3-12-5) For purposes of adjusting these allowances, a period when travelling expenses are paid is deemed to commence at midnight of the day on which the F.S.O. or F.S.E. begins his trip, and to end at midnight of the day on which his entitlement to travelling expenses ceases.
- 3-12-6 (3-12-6) Except as otherwise provided, these allowances payable to an F.S.O. or F.S.E. during a period of absence from his post are not affected by the receipt of travelling expenses. (*But see 3-51 and 3-52.*)

3-13 Allowances on Arrival at Post

- 3-13-1 (3-13-1) On arrival at a post where living and representation allowances have been established, payment shall commence from midnight of the date of arrival except where the F.S.O. or F.S.E. elects to receive living expenses under 3-13-2.
- 3-13-2 (3-13-2) An F.S.O. or F.S.E. may elect to receive, for the first fourteen days after midnight of his date of arrival, actual and reasonable living expenses for himself and his dependents in lieu of living and representation allowance and rent allowance except as provided in 3-35-2(a). (Club, education and other allowances to which he may be entitled are payable during this period.)
- 3-13-3 (3-13-3) The payments referred to in 3-13-2 may be extended beyond fourteen days for such additional period as the Director may approve, where the Head of Post certifies that it is not practicable for an F.S.O. or F.S.E. to rent suitable living premises, or that he cannot occupy premises which he has rented. During such additional period, the deduction provided in 3-14-2 and (3-14-4) shall apply to salary.

3-14 Living Expenses in lieu of Allowances

- 3-14-1 Where no satisfactory cost of living index can be established an F.S.O. may be paid:
 - (a) fixed living and representation allowances at rates authorized by the Treasury Board; or
 - (b) actual and reasonable living expenses for himself and his dependents.
- 3-14-2 The monthly salary of an F.S.O. receiving living expenses in lieu of allowances under 3-14-1(b) is reduced in accordance with the following scale:

<u>F.S.O. Grade</u>	<u>Monthly Deduction</u>
1	\$48.00
2	51.00
3	58.00
4,5,6,7, and 8.....	60.00

(3-14-3) Where no satisfactory cost of living index can be established an F.S.E. may be paid the actual and reasonable living expenses of himself and dependents.

(3-14-4) The monthly salary of such F.S.E. shall be subject to monthly deductions of:

<u>F.S.E. Grade</u>	<u>Monthly Deduction</u>
1	\$33.00
2	38.00
3	41.00
4	45.00
5	48.00
6	51.00
7	58.00
8	60.00
9	65.00

3-14-5 No abatement, however, shall be made for the first fourteen days.
(3-14-5)

3-14-6 When payment of living expenses is for a period of less than a full calendar
(3-14-6) month, the deductions provided by 3-14-2 and (3-14-4) will be prorated accordingly.

3-15 Club Allowance

3-15-1 An F.S.O. may be paid a club allowance in reimbursement of actual
club membership and initiation fees paid by him for clubs approved by the
Head of Post.

3-15-2 The club allowance may not exceed \$100 for each F.S.O. at each post
in any fiscal year. The date the F.S.O. pays the club account is the date used
to determine the year to which the fee is charged.

3-15-3 Transfer to another post re-establishes eligibility for club allowance
even though club fees have been claimed to the maximum during the current
fiscal year.

3-15-4 Claims for club allowance may not include service charges, locker fees,
gratuities or similar expenses which are a personal responsibility. Such charges
should be deleted from vouchers or receipts.

3-15-5 F.S.O.'s may not claim reimbursement for club fees paid on behalf of
their wives or dependents except where membership fees include family
privileges at no additional cost. The club should indicate on the voucher
whether the fee is for single membership only or, if family privileges are
included, the portion of the fee which is for single membership.

3-15-6 If the initial payment of club fees covers membership for more than one
year and is in excess of \$100, the initial reimbursement to the F.S.O. from the
contingent account may only be for \$100. The excess, however, may be
claimed in the following fiscal year and the same voucher quoted to substantiate
the claim.

HEAD OF TRADE COMMISSIONER POST ALLOWANCE

The Head of Trade Commissioner Post Allowance was approved by Treasury Board for payment to those F.S.O.'s who are heads of detached Trade Commissioner posts abroad to reimburse them for "certain other expenses on representation that are not related to trade promotion".

A review of annual reports, inspection reports and other data available to the Department for all detached posts determined the representational work and the amount of duties performed for other departments by these posts. Points were allocated to the posts according to the extent of these duties. Then three basic monthly allowances were set up in the amounts of \$100, \$150 and \$200. Thus three categories of post were established. The placing of each post among these three groups was determined by the number of points each post had been allocated at the beginning.

Once the category of a post was determined, the actual Head of Trade Commissioner Post Allowance was calculated according to the following formula:

$$\frac{\text{basic monthly allowance} \times \text{post index}}{\text{Ottawa index}}$$

Each head of a detached post is advised of the basic monthly allowance for his post and the amount of his Head of Trade Commissioner Post Allowance. The amount of the allowance is subject to change with each revision of the post index. At no time may it exceed \$250 per month without Treasury Board approval.

SPECIAL ALLOWANCES

3-20 Reception Allowance

- 3-20-1 F.S.O.'s may receive reception allowances for:
- (a) Dominion Day celebrations up to an amount not exceeding \$500;
 - (b) official entertainment on the occasion of visits by vessels of the Royal Canadian Navy up to an amount not exceeding \$500 for each visit (vide 8.01, 8.02 and 8.34 of Canadian Consular Instructions, Appendix G).
- 3-20-2 Prior authority for the expenditure of funds for such entertainment must be obtained from the Director.
- 3-20-3 When all payments have been made through the office contingent account, a detailed report shall be submitted to the Director. Guest lists need not be forwarded but should be retained at the post where they are available if required. The report shall show the number of guests, the date and cost of each individual entertainment and the total cost involved on the occasion. Cost of beverages, tobacco and food from F.S.O.'s own stocks may be included, under a signed statement certifying the amount and cost of the stocks consumed.
- 3-20-4 The reception allowances do not apply to posts where there is a mission, nor to Trade Commissioners who receive an allowance from the Department of External Affairs.

3-21 F.S.O. Special Allowances

3-21-0 General Condition

- 3-21-1 An F.S.O. in receipt of any special allowance may be required to report on his use of the allowance. He should keep a record, therefore, of the use of such allowance.

3-21-10 Head of Trade Commissioner Post Allowance

- 3-21-11 An F.S.O. who is head of a post where there is no mission may be paid a Head of Post allowance in respect of his responsibilities which are not directly connected with trade promotional activities.
- 3-21-12 F.S.O.'s in receipt of this allowance should, as appropriate, reimburse from this allowance other F.S.O.'s or staff at their posts who incur expenses for non-commercial activities.
- 3-21-13 F.S.O.'s when acting as Head of Post in the absence of the senior F.S.O. are not eligible for this allowance.

3-21-20 Senior Appointment Allowance

- 3-21-21 An F.S.O. with a lower classification than F.S.O. Grade 5 may be paid living and representation allowance at a higher level if he is appointed head of a post which would normally be in charge of a more senior F.S.O.
- 3-21-22 Any such enhanced allowance may not exceed the living and representation allowance of his actual grade by more than \$250 a month. Enhanced allowances are decreased as an F.S.O. is promoted.

- 3-21-23 The fact that an F.S.O. may be receiving an Acting Head of Mission allowance or a Head of Trade Commissioner Post allowance does not render him ineligible to receive the Senior Appointment allowance.

3-21-30 Acting Head of Mission Allowance

- 3-21-31 In the absence of the Head of Mission for more than thirty consecutive days, an extra duties allowance may be paid to the F.S.O. acting as his replacement.

- 3-21-32 The allowance is effective from the day following the departure of the Head of Mission, but is not payable until the Head of Mission has been absent from the post for thirty-one consecutive days.

- 3-21-33 The Acting Head of Mission will apply to the Department of External Affairs for payment of this allowance which is based on an automatic formula.

3-21-40 Acting Head of Post Allowance

- 3-21-41 An F.S.O. who has performed the duties of Head of Post in the latter's absence for more than thirty consecutive days may be paid an extra duties allowance.

- 3-21-42 The amount of this allowance may not exceed \$250 per month without Treasury Board authority.

(3-25) F.S.E. Special Allowances

(3-25-0) Post Differential Allowance

- (3-25-1) A post differential allowance may be paid to an F.S.E. during the period of his service at a differential post. (See Appendix C.)

- (3-25-2) This allowance shall commence at midnight of the date on which the F.S.E. arrives at the differential post, and will cease at midnight of:

- (a) the date on which the F.S.E. leaves the differential post en route to Canada for any reason; or
- (b) the thirtieth day of the F.S.E.'s tour of temporary duty.

(3-25-10) Meal Allowance

- (3-25-11) A meal allowance may be paid to an F.S.E.:

- (a) whose duties require him to work overtime outside of prescribed working hours and when such overtime is approved as necessary by the Head of Post and consists of not less than three consecutive hours and is an overtime period for which he does not receive compensatory leave under (2-12); or
- (b) whose duties are those of a chauffeur or messenger, when such duties require him to be absent from a place and during the time at which he would normally have lunch and when such allowance is approved by the Head of Post.

- (3-25-12) A meal allowance shall be calculated by multiplying one dollar by the index figure for the F.S.E.'s post divided by one hundred.

RENT ALLOWANCE

3-30 General Provisions Governing Rent Allowance

- 3-30-1 (3-30-1) A rent allowance may be paid to an F.S.O. or F.S.E. at a post abroad in order that he may obtain suitable living accommodation.
- 3-30-2 (3-30-2) Before any rent allowance may be paid the approval of the Head of Post and of the Director is required.
- 3-30-3 (3-30-3) Heads of Post are required to exercise strict control over all leases negotiated at their posts with a view to preventing any tendency to lease accommodation above the prevailing average rental rates although within the limits of the ceilings established by Treasury Board under 3-32-1 and (3-32-2).
- 3-30-4 (3-30-4) Regardless of the ceilings set out in 3-32-1 and (3-32-2), departmental approval of any rental agreement will be based on previous experience at the post, due consideration being given to advice from the post on prevailing rentals and to such factors as the F.S.O.'s or F.S.E.'s grade, family status and representational responsibilities.
- 3-30-5 (3-30-5) Application for rent allowance must be submitted to the Director on form T.C.S. 13, Statement of Accommodation Rented, completed by the F.S.O. or F.S.E. and approved by the Head of Post. (See 3-34.)
- 3-30-6 (3-30-6) When a Statement of Accommodation Rented is submitted asking for departmental approval of a rent which is higher than the general average rate for a specific post, adequate reasons to support the request must be provided.
- 3-30-7 (3-30-7) Where department-furnished accommodation is available, F.S.O.'s and F.S.E.'s will not be eligible for rent allowance on alternative quarters.
- 3-30-8 (3-30-8) Where an F.S.O or F.S.E. occupies accommodation owned by him and not rented, he may apply to the Director for a rent allowance. No rent allowance may be paid under such conditions without Treasury Board approval.

3-31 Basic Share

- 3-31-1 The basic share of rent which an F.S.O. will be required to pay before a rent allowance may be granted is:

<u>F.S.O. Grade</u>	<u>Rent per Month</u>
1	\$ 75.00
2	90.00
3	105.00
4	120.00
5	135.00
6	150.00
7 and 8	165.00

ALLOWANCE INSTRUCTIONS

- (3-31-2) The basic share of rent which an F.S.E. will be required to pay before a rent allowance may be granted is:

<u>F.S.E. Grade</u>	<u>Rent per Month</u>
1	\$ 40.00
2	40.00
3	50.00
4	65.00
5	75.00
6	90.00
7	105.00
8	120.00
9	135.00

3-32 Maximum Rent

- 3-32-1 The prior authority of Treasury Board must be obtained by the Director if the gross rent of an F.S.O. exceeds:

<u>F.S.O. Grade</u>	<u>Rent per Month</u>
1	\$240.00
2	270.00
3	300.00
4	330.00
5	360.00
6	390.00
7 and 8	420.00

- (3-32-2) The prior authority of Treasury Board must be obtained by the Director if the gross rent of an F.S.E. exceeds:

<u>F.S.E. Grade</u>	<u>Rent per Month</u>
1	\$170.00
2	170.00
3	190.00
4	220.00
5	240.00
6	270.00
7	300.00
8	330.00
9	360.00

- (3-32-3) F.S.E.'s posted to Washington are subject to the rent ceilings imposed by the local Advisory Committee on Rents.

- 3-32-4 The maximum rents apply to either furnished or unfurnished accommodation. Where furniture is rented separately, the combined rent of the furniture and accommodation may not exceed the maximum rent established for the F.S.O.'s or F.S.E.'s grade.

3-33 Rental Agreements or Leases

- 3-33-1 (3-33-1) Rental agreements or leases are the personal responsibility of the F.S.O. or F.S.E. except as provided elsewhere in these instructions. When local custom has necessitated that the Head of Post sign a lease or rental agreement on behalf of other F.S.O.'s or F.S.E.'s at the post, the lease or rental agreement still remains the personal responsibility of the F.S.O. or F.S.E. concerned.
- 3-33-2 (3-33-2) When the rent is higher than rents previously paid by F.S.O.'s or F.S.E.'s of similar grade at the post, or will involve Treasury Board approval, prior authority must be obtained, by cable if necessary, before a lease is signed.
- 3-33-3 (3-33-3) F.S.O.'s and F.S.E.'s shall endeavour to have inserted in any rental agreement or lease a "diplomatic clause" for terminating the lease should they be transferred on short notice.

3-34 Rental Payment Procedure

- 3-34-1 (3-34-1) Where an F.S.O. or F.S.E. rents accommodation on arrival at his post abroad and intends to claim a rent allowance, or when he changes his accommodation whether or not a change in rent is involved, or when there is a change in the rent charged for the premises occupied a Statement of Accommodation Rented, form T.C.S. 13, shall be completed, approved by the Head of Post and forwarded to the Director in triplicate.
- 3-34-2 (3-34-2) The Statement of Accommodation Rented should indicate any payments necessary from public funds such as for a security deposit, etc.
- 3-34-3 (3-34-3) The Statement of Accommodation Rented shall be completed whether the accommodation is rented privately, leased by the Canadian Government or owned by the Canadian Government. In the latter case, the form should be completed to the extent possible.
- 3-34-4 (3-34-4) An F.S.O. or F.S.E. may claim his rent from the office contingent account on a tentative basis if the Head of Post has approved his lease and provided the gross rent does not exceed the maximum rent set for his grade by Treasury Board.
- 3-34-5 (3-34-5) When approval of the Director has been received, an F.S.O. or F.S.E. shall claim the amount of his gross rent each month or quarter from the office contingent account upon production of a receipt from the landlord and his personal share of the rent shall be deducted monthly from his allowances by the Department.
- 3-34-6 (3-34-6) An F.S.O. or F.S.E. may not be paid a rent allowance from the office contingent account, even on a tentative basis, if the gross rent exceeds the maximum rent, until the post is notified that such gross rent has been approved.
- 3-34-7 (3-34-7) If the rent is payable in a currency other than the currency of the post, the F.S.O. or F.S.E. shall pay the full amount of the rent from his personal funds and his bank account will be reimbursed by the Department for the Department's share of his rent on receipt of evidence of payment.
- 3-34-8 (3-34-8) No rent allowance is payable unless the gross rent exceeds the basic share. However, even in such instances, F.S.O.'s and F.S.E.'s shall submit a Statement of Accommodation Rented in order to avoid automatic rent deductions from allowances by Treasury Office.
- 3-34-9 (3-34-9) F.S.O.'s and F.S.E.'s occupying living accommodation which is leased or owned by the Canadian government shall have the basic share of rent for their grade deducted monthly from their allowances by the Department.

3-34-10 (3-34-10) Wherever possible, rental payments should coincide with calendar months or quarters. If a tenancy is to commence on a date other than the first of the month, the initial payment should cover the balance of that month, and if necessary, the following calendar month.

3-34-11 (3-34-11) Where an F.S.O. or F.S.E. is required to pay more than a month's or a quarter's rent in advance, the Director may authorize an advance of the full rent payable up to a maximum of six months' gross rent. The F.S.O.'s or F.S.E.'s basic share will be recovered in monthly instalments by deductions from allowances.

3-35 Rent Allowance on Arrival, during Absence and on Departure

3-35-1 (3-35-1) Rent allowance will normally be paid commencing on the effective date of the lease. If rented quarters have been secured in advance of the F.S.O.'s or F.S.E.'s arrival or if government-furnished accommodation is available, rent allowance shall commence on the day following the date of arrival at the post.

3-35-2 (3-35-2) The Director, however, may authorize the following payments, on the recommendation of the Head of Post:

- (a) rent allowance, if alterations of the premises, non-arrival of furniture, or other valid causes, prevent an F.S.O. or F.S.E. from occupying accommodation on which he is paying rent;
- (b) one month's total rent, if accommodation is rented at an F.S.O.'s or F.S.E.'s new post for a period prior to his arrival;
- (c) one month's total rent if suitable accommodation, vacated by an F.S.O. or F.S.E. on transfer, is retained for a replacement.

3-35-3 (3-35-3) Where an F.S.O. or F.S.E. is absent from his post, rent allowance may be continued or adjusted as follows:

- (a) if the absence from the post does not exceed thirty days, full rent allowance may be paid;
- (b) if the absence from the post exceeds thirty days, no rent allowance is payable unless the F.S.O. or F.S.E. furnishes a statement certifying,
 - (i) that the accommodation has been retained,
 - (ii) whether or not he has sublet his accommodation for the period of absence or any portion thereof,
 - (iii) the amount of rent payable to him by his sublessee, if any,
 - (iv) the amount of rent payable by him, if any, for new quarters at his foreign post for his dependents during the sublease;
- (c) if the absence from the post exceeds thirty days, subject to 3-35-3(b), rent allowance may be paid to an F.S.O. or F.S.E. as follows,
 - (i) where he retains his quarters, full rent allowance,
 - (ii) where he sublets his quarters and does not rent new quarters at his foreign post, rent allowance reduced by the amount of the excess of the sublease rent over his share of the gross rent,
 - (iii) where he sublets his quarters and rents new quarters at his foreign post for his dependents, rent allowance reduced by the amount of the excess of the sublease rent over the rent of such new quarters,

(iv) where the period of absence is one in respect of which travelling expenses have been paid for an F.S.O. or F.S.E. and his dependents, and the Director is satisfied that the F.S.O. or F.S.E. has made reasonable efforts to sublet his quarters and has, despite such efforts, been unable to do so, full rent allowance as specified in 3-35-3(c)(i) and any additional amount approved by the Director, up to the amount of the F.S.O.'s or F.S.E.'s personal share of rent. No such additional amount may be paid for any period that an unmarried F.S.O. or F.S.E. or the dependents of a married F.S.O. or F.S.E. are receiving travelling expenses.

3-35-4 An F.S.O. or F.S.E. unable to terminate his lease on or before midnight
(3-35-4) of his date of departure may, with the approval of the Director, be paid:

- (a) rent allowance on such quarters for a period not exceeding ninety days after departure; and
- (b) his personal share of rent for such period if he is obliged to pay concurrent rent on other accommodation.

3-35-5 An F.S.O. or F.S.E. who, prior to his final departure from his post, is
(3-35-5) obliged to vacate his accommodation by reason of the termination of his lease or the shipping of his furniture, may elect to terminate living and representation allowances as of the date of vacating such premises and to receive expenses in lieu of allowances for himself and his dependents and during such periods he may be paid rent allowance based on such rent as he may continue to pay respecting his former quarters.

3-36 Miscellaneous Expenses Preliminary to Tenancy

3-36-1 An F.S.O. or F.S.E. who, in order to obtain suitable accommodation,
(3-36-1) is obliged to make disbursements respecting legal charges, duty stamps, real estate agent's fees, registration fees, inventory charges, or other charges of a similar nature, or where the disbursements are in the nature of capital expenditures, costs of renovations or repairs or other considerations for tenancy, may be reimbursed by authority of the Head of Post up to a maximum of one month's total rent.

3-36-2 Where such disbursements exceed one month's total rent, Treasury
(3-36-2) Board approval for payment of the excess is required. Treasury Board, however, usually will approve payment of only 75 per cent of the excess and the F.S.O. or F.S.E. concerned will be required to pay 25 per cent.

* 3-36-3 Reimbursement of expenses preliminary to tenancy may be made
(3-36-3) only in respect of the first tenancy during a tour of duty at a post.

3-37 Security Deposit

3-37-1 Where an F.S.O. or F.S.E. has to pay the lessor a sum of money on a
(3-37-1) recoverable basis as a security deposit against possible property damage or otherwise, the Head of Post may, if satisfied that the premises are suitable and the deposit is reasonable, authorize an advance to the F.S.O. or F.S.E. of all or part of the security deposit, up to a maximum of six month's gross rent in respect of any one lease.

3-37-2
(3-37-2) Recovery of such an advance will be made from the F.S.O.'s or F.S.E.'s salary within 18 months, or within the period of the lease, whichever is the shorter, by equal monthly installments.

3-37-3
(3-37-3) Recovery of the security deposit from the lessor upon termination of the lease is the responsibility of the F.S.O. or F.S.E. unless it can be shown that the deposit for "security" was in fact in the nature of a consideration of tenancy under 3-36.

3-37-4
(3-37-4) In order to avoid a possible refusal by a lessor to refund a security deposit at the expiration of a lease or in the event of premature termination or notice, where no obligations by the lessee are outstanding, efforts should be made to include in the lease or agreement, a condition that the security deposit be applied against the corresponding amount of rent due for an appropriate period of time immediately prior to the expiration of the lease.

*3-38 Storage Allowance

3-38-1
(3-38-1) An F.S.O. or F.S.E. will obtain prior approval of the Director before storing his effects at a post abroad and before claiming a storage allowance.

3-38-2
(3-38-2) Where an F.S.O. or F.S.E. terminates his lease either before leaving his post abroad for a period of temporary duty or leave or during such period, the Director may authorize payment to the F.S.O. or F.S.E. of the actual and reasonable charges incurred by him for storing his furniture and effects, including packing and cartage to and from the place of storage, from the date they are placed in storage to the date on which he occupies new quarters at his foreign post.

LANGUAGE ALLOWANCE AND TUITION FEES

3-40 General Conditions

3-40-1
(3-40-1) An F.S.O. or F.S.E. may not receive language allowance or tuition fees in respect of the English or French languages.

3-40-2
(3-40-2) An F.S.O. or F.S.E. may not be paid a language allowance at the same time that he is receiving tuition fees without the approval of Treasury Board.

3-40-3
(3-40-3) The Director may, at any time, direct that payment of language allowance or tuition fees be discontinued.

3-41 Language Allowance

3-41-1 (3-41-1) An F.S.O. or F.S.E., with a lower classification than F.S.O. 5 or comparable rank, who has acquired a language which is the language of the country in which he is posted and is in everyday use in connection with his official duties in that country, may be paid a language allowance of \$15.00 per month.

3-41-2 (3-41-2) To qualify for a language allowance an F.S.O. or F.S.E. must pass written and oral examinations approved by the Civil Service Commission.

3-41-3 (3-41-3) An F.S.O. or F.S.E., however, and subject to the conditions of 3-41-1, who is known to be fluent in a language may be paid the language allowance when sent to a post where the language is used without waiting to qualify in the Civil Service language examination, provided that he undertakes such an examination as soon as possible.

3-41-4 (3-41-4) An F.S.O. or F.S.E. in receipt of a language allowance shall undergo re-examination once every five years to ensure that he has maintained his proficiency in the language concerned.

3-41-5 (3-41-5) A language allowance shall cease when the Head of Post certifies that an F.S.O. or F.S.E. is no longer proficient in the language.

3-41-6 (3-41-6) A language allowance shall cease when an F.S.O. or F.S.E. is transferred to a post where his acquired language is not in constant use.

3-41-7 (3-41-7) An F.S.O. may not be paid more than one language allowance at any one time without the approval of Treasury Board; an F.S.E. may not be paid more than two language allowances at any one time without the approval of the Treasury Board.

3-42 Tuition Fees

3-42-1 (3-42-1) With the prior approval of the Director, tuition fees, not exceeding \$25.00 per month, may be paid regardless of rank to an F.S.O. or F.S.E. who:

(a) has undertaken either in Ottawa or abroad the study of a language which is the language of the foreign post or is a language which has been prescribed by the Director; and

(b) in the case of studies abroad, is studying under a language teacher or at a school approved in advance by the Head of Post.

* 3-42-2 (3-42-2) However, where an F.S.O. or F.S.E. has but a limited period of time to study a prescribed language in preparation for a posting, the Deputy Minister may authorize reimbursement of tuition fees up to \$50.00 per month, for the period prior to arrival at the post.

3-42-3 (3-42-3) The cost of text books necessary to the proper study of a language may not be paid as part of language tuition fees unless these text books are provided by the teacher or school and are included in the charge for professional services.

3-42-4 (3-42-4) When the language studies are completed, the F.S.O. or F.S.E. is required to undertake written and oral examinations approved by the Civil Service Commission.

EDUCATION ALLOWANCE

3-45 Extent of Education Allowance

- 3-45-1 An education allowance may be paid by the Department to an F.S.O. or
(3-45-1) F.S.E. to help defray costs of educating his children while he is posted abroad.
- 3-45-2 An education allowance shall not exceed:
(3-45-2)
- (a) \$200 per child per education year, in respect of a child who has not attained the age of thirteen years at the date of commencement of his education year; or
 - (b) \$400 per child per education year, in the case of any other child.
- 3-45-3 An education allowance may be paid from the time a child commences
(3-45-3) school until he attains the age of nineteen years or until he commences a university course or its equivalent, whichever is the earlier.
- 3-45-4 An education allowance may be paid in the amount of actual expenses in
(3-45-4) respect of a dependent child for tuition fees, fees for special subjects normally on the curriculum of schools in Ontario, prescribed text books, examination fees, athletic fees, library fees, laboratory charges and other similar expenses but excluding costs or expenses of board and lodging, medical services and other personal services.

3-46 Education Year

- 3-46-1 An education year means a period of twelve months commencing:
(3-46-1)
- (a) on April 1 in each year for a child in respect of whom the education allowance was paid in full or in part on or before April 1, 1950; or
 - (b) in respect of any other child, on the first day of the month in which the first admissible expenditure was paid by the child's parent and anniversary of that date thereafter.
- 3-46-2 When an F.S.O. or F.S.E. is reposted, a new education year will be
(3-46-2) established on the first day of the month in which the first admissible expenditure after such reposting was paid by the child's parent and the anniversary of that date thereafter.
- 3-46-3 When an F.S.O. or F.S.E. is reposted but the child for whom an education
(3-46-3) allowance is claimed continues to attend the same school, a new education year will not be established until the child moves to another school.

3-47 Payment of Education Allowance

- 3-47-1 The school attended by an F.S.O.'s or F.S.E.'s child must be approved by
(3-47-1) the Head of Post.
- 3-47-2 The education allowance may be paid only on submission of proof that the
(3-47-2) charges have been paid by the F.S.O. or F.S.E.
- 3-47-3 No reimbursement may be made for items of doubtful admissibility.
(3-47-3) Such items should be referred to the Director as a separate claim.
- 3-47-4 The date of payment of the invoice or account will determine in which
(3-47-4) education year an expense will be included.

3-47-5
(3-47-5) The education allowance may not include the cost of extra coaching or extra tuition for a child without prior approval of the Department. Extra tuition is permissible only where the standard of education is superior to that in Canada and only where a certificate is received from the school which indicates that the extra tuition is required through no laxity on the part of the student.

3-47-6
(3-47-6) Where suitable education facilities are not available, amounts paid to qualified tutors may be regarded as tuition fees and included in a claim for education allowance.

3-47-7
(3-47-7) Although no minimum age is set, in no circumstances may an education allowance be claimed before a child reaches the age of three years and eight months. The Head of Post should also satisfy himself that when education allowance is claimed for a child of this age, such child is receiving some type of formal education.

3-47-8
(3-47-8) Education allowance received by an F.S.O. or F.S.E. for any period following the date of his posting to Canada is refundable unless it can be shown that this amount is not recoverable from the school.

3-48 Education Travel

3-48-1
(3-48-1) Where a dependent child who has not reached the age of 21 years:

- (a) is attending a secondary school or university in Canada or in a country other than that in which the parent's post is located; or
- (b) is attending a primary school in a country other than that in which the parent's post is located, and, in the opinion of the Director, such attendance was made necessary by the lack of adequate education facilities or an unhealthful climate at the post;

travelling expenses of the child from the parent's foreign post to the place of education and return may be paid not more frequently than once in each year and, in the case of a school in a third country, not exceeding the amount of travelling expenses required from the post to Ottawa and return.

3-48-2
(3-48-2) A child will not become eligible for a second round trip from the post to the school until one year after the departure on the first leg of his first trip, and each anniversary thereafter.

3-48-3
(3-48-3) If a child reaches the age of 21 while visiting his parents, he becomes ineligible for education travel expenses under these instructions. (If a child reaches the age of 21 while attending a school in the country of the parent's foreign post or in a country other than Canada the conditions of 5-71 shall apply.)

* 3-48-4
(3-48-4) The type of accommodation permissible for educational travel is identical with that allowable under 4-21, 4-22, and 4-23.

3-48-5
(3-48-5) Travel plans must be submitted to the Director for approval before any firm bookings are made.

3-48-6
(3-48-6) Transportation expenses of an escort to accompany a child may not be paid from public funds.

TEMPORARY DUTY ALLOWANCES

3-50 Payment of Travelling Expenses

3-50-1 An F.S.O. or F.S.E. may be paid travelling expenses for each day of his
(3-50-1) period of temporary duty.

3-51 Temporary Duty of less than 60 Days

3-51-1 Where at the time of an F.S.O.'s or F.S.E.'s departure from his post for a
(3-51-1) period of temporary duty it is expected that the period of temporary duty will not exceed sixty days, he may be paid:

- (a) subject to adjustment of rent allowance in accordance with 3-35-3, his full allowances for the first thirty days of temporary duty;
- (b) for the remainder of the period of temporary duty over thirty days, the same allowances as would be paid to him if he came within 3-52-1 or (3-52-2).

3-51-2 For the purpose of applying 3-51-1, any period of fifteen days or less be-
(3-51-2) tween periods of absence from the post on temporary duty shall be deemed not to constitute a break in the continuity of the period of temporary duty.

3-52 Temporary Duty of more than 60 Days

3-52-1 Where at the time of an F.S.O.'s departure from his post for a period of
temporary duty it is expected that the period of temporary duty will exceed
sixty days, he may be paid:

- (a) in the case of an unmarried F.S.O.,
 - (i) club allowance,
 - (ii) language allowance if his period of temporary duty is spent in a country other than Canada and he furnishes a statement certifying that the language in respect of which the allowance is payable is in constant use in connection with his temporary duty, and
 - (iii) rent allowance subject to adjustment in accordance with 3-35-3 or if applicable storage allowance;
- (b) in the case of a married F.S.O. whose dependents do not accompany him at government expense,
 - (i) club allowance,
 - (ii) language allowance if his period of temporary duty is spent in a country other than Canada and he furnishes a statement certifying that the language in respect of which the allowance is payable is in constant use in connection with his temporary duty,
 - (iii) education allowance,
 - (iv) sixty-five per cent of living and representation allowance, except that for all days in excess of thirty during which the officer's wife is absent from his post there shall be paid an allowance, in lieu of living and representation allowance, of \$125.00 per month,
 - (v) rent allowance subject to adjustment in accordance with 3-35-3 or if applicable storage allowance;

- (c) in the case of a married F.S.O. on temporary duty in Canada where any of his dependents come to Canada at government expense on the grounds that the officer will take home leave before returning to his post,
 - (i) club allowance,
 - (ii) education allowance,
 - (iii) an allowance, in lieu of living and representation allowance, of \$125.00 per month except for those days in respect of which travelling expenses are paid for his dependents, and
 - (iv) rent allowance subject to adjustment in accordance with 3-35-3 or if applicable storage allowance.

(3-52-2) Where at the time of an F.S.E.'s departure from his post for a period of temporary duty it is expected that the period of temporary duty will exceed sixty days, he may be paid:

- (a) in the case of an unmarried F.S.E.,
 - (i) language allowance if his period of temporary duty is spent in a country other than Canada and he furnishes a statement certifying that the language in respect of which the allowance is payable is in constant use in connection with his temporary duty, and
 - (ii) rent allowance subject to adjustment in accordance with (3-35-3) or if applicable storage allowance;
- (b) in the case of a married F.S.E. whose dependents do not accompany him at government expense,
 - (i) language allowance if his period of temporary duty is spent in a country other than Canada and he furnishes a statement certifying that the language in respect of which the allowance is payable is in constant use in connection with his temporary duty,
 - (ii) education allowance,
 - (iii) living allowance, except that for all days in excess of thirty during which his wife is absent from his post there shall be paid an allowance in lieu of living allowance of \$35.00 per month,
 - (iv) rent allowance subject to adjustment in accordance with (3-35-3) or if applicable storage allowance;
- (c) in the case of a married F.S.E. on temporary duty in Canada where any of his dependents come to Canada at government expense on the grounds that F.S.E. will take home leave before returning to his post,
 - (i) education allowance,
 - (ii) an allowance in lieu of living allowance of \$60.00 per month except for those days in respect of which travelling expenses are paid for his dependents, and
 - (iii) rent allowance subject to adjustment in accordance with (3-35-3) or if applicable storage allowance.

3-53 Cessation of Allowances

3-53-1 All allowances payable to an F.S.O. or F.S.E. shall cease when absence
 (3-53-1) on temporary duty reaches one hundred and eighty days, unless the Treasury Board otherwise directs.

ANNUAL LEAVE ALLOWANCES

3-55 Annual Leave outside Canada

- 3-55-1 (3-55-1) An F.S.O. or F.S.E. who takes his annual leave outside of Canada may receive full allowances subject to an adjustment of rent allowance in accordance with 3-35-3 if his absence exceeds thirty days.
- 3-55-2 (3-55-2) An F.S.O. or F.S.E., however, who takes annual leave in a country other than Canada while en route to Canada for home leave may not receive living and representation allowances nor language allowance nor travelling expenses during the period of annual leave taken.

3-56 Annual Leave in Canada

- 3-56-1 (3-56-2) An F.S.O. who travels to and from Canada at his own expense for the purpose of taking annual leave, and during any additional travelling time he may be granted under 2-23-1, may continue to receive full post allowances subject to an adjustment of rent allowance in accordance with 3-35-3.
- (3-56-2) An F.S.E. who travels to and from Canada at his own expense for the purpose of taking annual leave and during any additional travelling time he may be granted under (2-23-2) or in the case of an F.S.E. stationed in the United States of America where he proceeds to Canada in accordance with (2-23-3), may be paid his full allowances subject to an adjustment of rent allowance in accordance with (3-35-3) and cessation of the post differential allowance.

3-57 Annual Leave in Canada Contiguous to Home Leave or Temporary Duty

- 3-57-1 (3-57-1) An F.S.O. or F.S.E. who takes annual leave in Canada contiguous to a period of home leave prior to reposting or return to his post may receive home leave allowances for that period of annual leave taken.
- 3-57-2 (3-57-2) An F.S.O. or F.S.E. who takes annual leave in Canada contiguous to a period of home leave but who is posted for duty in Canada on completion of his home leave, is not entitled to any allowances for that period of annual leave taken.
- 3-57-3 (3-57-3) During a period of annual leave spent in Canada contiguous to a period of temporary duty, other than temporary duty preceding or following home leave, an F.S.O. or F.S.E. may be paid:
- (a) subject to adjustment of rent allowance in accordance with 3-35-3, his full post allowances for the first fifteen days of leave;
 - (b) for the remainder of the period of leave over fifteen days,
 - (i) in the case of an unmarried F.S.O. or F.S.E., the allowances authorized for home leave,
 - (ii) in the case of a married F.S.O. or F.S.E., the allowances authorized for a period of temporary duty for a married F.S.O. or F.S.E. whose dependents do not accompany him at government expense.

3-58 Assisted Leave

3-58-1 (3-58-1) An F.S.O. or F.S.E. stationed at any of the following posts may be granted either, but not both, of the following:

- * (a) where he takes annual leave at any time during his posting, return transportation expenses for himself and his dependents

<u>From Post At</u>	<u>To</u>	<u>Not More Often Than</u>
Accra	Bukavu	Once during each hot season
Bombay	Ootacamund	Once during each hot season
Karachi	Srinagar, Kashmir	Once during each hot season
Lagos	Lisbon	Once per twelve months
Leopoldville	Bukavu	Once during each hot season
Moscow	Stockholm or Vienna	Once during each year
New Delhi	Srinagar, Kashmir	Once during each hot season
Tehran	Athens	Once during each year
Tel Aviv	Athens	Once during a posting
Warsaw	Copenhagen	Once during a posting

or

- (b) where he is posted for temporary duty to any place in the British Isles or in Continental Europe, other than one of the posts mentioned in 3-58-1(a), transportation expenses for his dependents from his post to the place of temporary duty and return.

3-58-2 (3-58-2) Transportation expenses mean the cost of a lower berth had the journey been made by railway by the most direct route, together with one of the following allowances:

- (a) where the F.S.O. or F.S.E. uses his personally-owned automobile for the journey, irrespective of the number of F.S.O.'s or F.S.E.'s or dependents transported, an allowance equal to the first class fare on a non-luxury or standard train by the most direct route; or
- (b) where the journey is made in an automobile for which no allowance is claimed under 3-58-2(a), the actual fare paid but not exceeding the amount that would have been paid under 3-58-2(a); or
- (c) in all other cases, cost of transportation by public conveyance by the most direct route.

3-58-3 (3-58-3) There is no provision for the payment of expenses for meals.

SPECIAL LEAVE ALLOWANCES

3-60 Special Leave outside Canada

3-60-1 (3-60-1) An F.S.O. or F.S.E. who takes special leave outside of Canada may continue to receive full post allowances subject to an adjustment of rent allowance in accordance with 3-35-3.

3-60-2 (3-60-2) An F.S.O. or F.S.E. who takes special leave while en route to Canada for the purpose of taking home leave may not be paid living and representation allowances nor language allowance nor travelling expenses during the period of such special leave.

3-61 Special Leave in Canada

3-61-1 An F.S.O. who travels to and from Canada at his own expense for the purpose of taking special leave may continue to receive full allowances subject to an adjustment of rent allowance in accordance with 3-35-3.

(3-61-2) An F.S.E. who travels to and from Canada at his own expense for the purpose of taking special leave may continue to receive his full allowances subject to an adjustment of rent allowance in accordance with (3-35-3) and cessation of the post differential allowance.

3-62 Special Leave in Canada Contiguous to Home Leave or Temporary Duty

3-62-1 (3-62-1) An F.S.O. or F.S.E. who takes special leave in Canada contiguous to a period of home leave prior to reposting or return to his post may receive home leave allowance for the period of special leave taken.

3-62-2 (3-62-2) An F.S.O. or F.S.E. who takes special leave in Canada contiguous to a period of home leave but who is posted for duty in Canada on completion of home leave, is not entitled to any allowances for the period of special leave taken.

3-62-3 (3-62-3) During a period of special leave taken in Canada contiguous to temporary duty, an F.S.O. or F.S.E. may continue to receive allowances at the same rates he was in receipt of immediately prior to the commencement of such leave.

SICK LEAVE ALLOWANCES

3-65 Sick Leave outside Canada

3-65-1 During a period of sick leave in the country of his post an F.S.O. may receive:

- (a) for any period up to thirty days, full allowances;
- (b) for any period in excess of thirty days,
 - (i) club allowance,
 - (ii) education allowance,
 - (iii) 75% of living and representation allowance, and
 - (iv) rent allowance subject to adjustment in accordance with 3-35-3 or storage allowance if applicable.

(3-65-2) During a period of sick leave in the country of his post an F.S.E. may receive:

- (a) for any period up to thirty days, full allowances;

3-58 Assisted Leave

3-58-1 An F.S.O. or F.S.E. stationed at any of the following posts may be granted
(3-58-1) either, but not both, of the following:

- (a) where he takes annual leave at any time during his posting, return transportation expenses for himself and his dependents

<u>From Post At</u>	<u>To</u>	<u>Not More Often Than</u>
Accra	Bukavu	Once during each hot season
Belgrade	Venice	Once during a posting
Bombay	Ootacamund	Once during each hot season
Karachi	Srinagar, Kashmir	Once during each hot season
Leopoldville	Bukavu	Once during each hot season
Moscow	Stockholm or Vienna	Once during each year
New Delhi	Srinagar, Kashmir	Once during each hot season
Tel Aviv	Athens	Once during a posting
Warsaw	Copenhagen	Once during a posting

or

- (b) where he is posted for temporary duty to any place in the British Isles or in Continental Europe, other than one of the posts mentioned in 3-58-1(a), transportation expenses for his dependents from his post to the place of temporary duty and return.

3-58-2 Transportation expenses mean the cost of a lower berth had the journey
(3-58-2) been made by railway by the most direct route, together with one of the following allowances:

- (a) where the F.S.O. or F.S.E. uses his personally-owned automobile for the journey, irrespective of the number of F.S.O.'s or F.S.E.'s or dependents transported, an allowance equal to the first class fare on a non-luxury or standard train by the most direct route; or
- (b) where the journey is made in an automobile for which no allowance is claimed under 3-58-2(a), the actual fare paid but not exceeding the amount that would have been paid under 3-58-2(a); or
- (c) in all other cases, cost of transportation by public conveyance by the most direct route.

3-58-3 There is no provision for the payment of expenses for meals.
(3-58-3)

SPECIAL LEAVE ALLOWANCES**3-60 Special Leave outside Canada**

3-60-1 An F.S.O. or F.S.E. who takes special leave outside of Canada may
(3-60-1) continue to receive full post allowances subject to an adjustment of rent allowance in accordance with 3-35-3.

3-60-2 An F.S.O. or F.S.E. who takes special leave while en route to Canada for
(3-60-2) the purpose of taking home leave may not be paid living and representation allowances nor language allowance nor travelling expenses during the period of such special leave.

3-61 Special Leave in Canada

3-61-1 An F.S.O. who travels to and from Canada at his own expense for the
purpose of taking special leave may continue to receive full allowances subject
to an adjustment of rent allowance in accordance with 3-35-3.

(3-61-2) An F.S.E. who travels to and from Canada at his own expense for the
purpose of taking special leave may continue to receive his full allowances
subject to an adjustment of rent allowance in accordance with (3-35-3) and
cessation of the post differential allowance.

**3-62 Special Leave in Canada Contiguous to Home Leave or
Temporary Duty**

3-62-1 An F.S.O. or F.S.E. who takes special leave in Canada contiguous to a
(3-62-1) period of home leave prior to reposting or return to his post may receive home
leave allowance for the period of special leave taken.

3-62-2 An F.S.O. or F.S.E. who takes special leave in Canada contiguous to a
(3-62-2) period of home leave but who is posted for duty in Canada on completion
of home leave, is not entitled to any allowances for the period of special leave
taken.

3-62-3 During a period of special leave taken in Canada contiguous to temporary
(3-62-3) duty, an F.S.O. or F.S.E. may continue to receive allowances at the same rates
he was in receipt of immediately prior to the commencement of such leave.

SICK LEAVE ALLOWANCES**3-65 Sick Leave outside Canada**

3-65-1 During a period of sick leave in the country of his post an F.S.O. may
receive:

- (a) for any period up to thirty days, full allowances;
- (b) for any period in excess of thirty days,
 - (i) club allowance,
 - (ii) education allowance,
 - (iii) 75% of living and representation allowance, and
 - (iv) rent allowance subject to adjustment in accordance with 3-35-3
or storage allowance if applicable.

(3-65-2) During a period of sick leave in the country of his post an F.S.E. may
receive:

- (a) for any period up to thirty days, full allowances;

- (b) for any period in excess of thirty days,
 - (i) education allowance,
 - (ii) living allowance,
 - (iii) rent allowance subject to adjustment in accordance with (3-35-3) or storage allowance if applicable.

3-65-3 During a period of sick leave in a country other than the country of his post or Canada to which he has been sent for treatment, an F.S.O. may receive:

- (a) club allowance;
- (b) education allowance;
- (c) 75% of living and representation allowance; and
- (d) rent allowance subject to adjustment in accordance with 3-35-3, or storage allowance if applicable.

(3-65-4) During a period of sick leave in a country other than the country of his post or Canada to which he has been sent for treatment, an F.S.E. may receive:

- (a) education allowance;
- (b) living allowance; and
- (c) rent allowance subject to adjustment in accordance with (3-35-3), or storage allowance if applicable.

3-65-5 Where an F.S.O. or F.S.E. on the authority of the Deputy Minister, (3-65-5) travels to a place other than a place in Canada or the country of his post for treatment during sick leave, he may be paid travelling expenses for the travelling time from his post to the place of treatment and return not exceeding the travelling time from his post to Ottawa and return.

3-65-6 During a period of sick leave spent elsewhere than in Canada contiguous (3-65-6) to temporary duty or post travel, an F.S.O. or F.S.E. may continue to receive the allowances at the same rates he was in receipt of immediately prior to the commencement of sick leave.

3-65-7 Where a dependent of an F.S.O. or F.S.E. stationed at Moscow, Warsaw, (3-65-7) Prague or Belgrade, on authority of the Deputy Minister, travels to a place other than a place in Canada or in the country of his foreign post for medical treatment, the F.S.O. or F.S.E. may be paid travelling expenses for such dependent and an escort for the travelling time from his post to the nearest place where adequate medical facilities are available, and return.

3-66 Sick Leave in Canada

3-66-1 A married F.S.O. who is returned to Canada for the purpose of receiving (3-66-1) medical treatment, and whose dependents do not accompany him at government expense, may be paid:

- (a) club allowance;
- (b) education allowance;
- (c) 65% of his living and representation allowance and in addition an allowance of \$60.00 per month subject to the exception that this additional allowance is not payable for any days in respect of which travelling expenses are paid; and
- (d) rent allowance subject to adjustment in accordance with 3-35-3, or storage allowance if applicable.

- (3-66-2) A married F.S.E. who is returned to Canada for the purpose of receiving medical treatment, and whose dependents do not accompany him at government expense, may be paid:
- (a) education allowance;
 - (b) living allowance and, in addition, an allowance of \$35.00 per month subject to the exception that this additional allowance is not payable for any days in respect of which travelling expenses are paid; and
 - (c) rent allowance subject to adjustment in accordance with (3-35-3) or storage allowance if applicable.
- 3-66-3
(3-66-3) A married F.S.O. or F.S.E. who is returned to Canada for treatment during sick leave and whose dependents accompany him at government expense or an unmarried F.S.O. or F.S.E. who is returned to Canada for treatment during sick leave, may receive allowances equivalent to home leave allowances during the period of sick leave spent in Canada. No allowances are payable for any period during which travelling expenses are payable.
- 3-66-4
(3-66-4) Where an F.S.O. or F.S.E. on the authority of the Deputy Minister is returned to Canada for treatment during sick leave, travelling expenses for the F.S.O. or F.S.E. and his dependents may be paid for travelling time from his foreign post to the place of treatment in Canada and return, not exceeding the travelling time from his foreign post to Ottawa and return.

3-67 Sick Leave in Canada Contiguous to Home Leave or Temporary Duty

- 3-67-1
(3-67-1) During a period of sick leave spent in Canada contiguous to home leave, an F.S.O. or F.S.E. may receive home leave allowances during the period of sick leave except that if he is posted to Ottawa for duty following his home leave, no allowances are payable for the period of sick leave taken.
- 3-67-2
(3-67-2) During a period of sick leave spent in Canada contiguous to a period of temporary duty, an F.S.O. or F.S.E. may continue to receive the allowances at the same rates he was in receipt of prior to commencement of the sick leave.

3-68 Cessation of Allowances

- 3-68-1
(3-68-1) No allowances shall be paid for sick leave after one hundred and eighty days have elapsed from the date of commencement of such leave.
- 3-68-2
(3-68-2) Where an F.S.O. or F.S.E. is absent in Canada on sick leave and it is determined that his illness will not permit him to return to duty prior to the expiration of one hundred and eighty days or more from the date of commencement of his sick leave, all allowances payable to him during sick leave shall cease as of the date of such determination except that:
- (a) where an F.S.O. is in receipt of allowances pursuant to 3-66-1 he may continue to receive the allowances set out in 3-66-1(a), (b) and (c), for a period of sixty days from the date of determination or until the date his dependents leave the post on repatriation to Canada, whichever is the shorter period;
 - (b) where an F.S.E. is in receipt of allowances pursuant to (3-66-2) he may continue to receive the allowances set out in (3-66-2(a) and (b)) for a period of sixty days from the date of determination or until the date his dependents leave the post on repatriation to Canada, whichever is the shorter period;
 - (c) rent allowance may be continued in all cases in accordance with 3-35-4 and 3-35-5.

3-69 Illness Incurred at Unhealthy Posts

3-69-1 (3-69-1) Where an F.S.O. or F.S.E. or any of his dependents contracts an illness while serving at an unhealthy post, the F.S.O. or F.S.E. may be reimbursed for the expenses incurred thereby for hospital and medical services and supplies upon authorization of the Department of National Health and Welfare, if he submits a claim supported by:

- (a) a copy of the attending physician's diagnosis;
- (b) detailed accounts of medical, hospital and other services;
- (c) receipted drug bills setting out in detail the quantity and kind of drugs prescribed.

3-69-2 (3-69-2) The Department of National Health and Welfare, however, may authorize a claim only where it is clearly evident that the illness was attributable to conditions at the post and was of a type which normally would not have been contracted in Canada.

3-69-3 (3-69-3) Payment of such claims may be made as follows:

- (a) the amount of a claim shall be reduced by any amount payable in respect of the illness under an insurance policy held by the F.S.O. or F.S.E. or his dependents; and
- (b) the total of such reduced claims shall be reduced further by an amount representing the F.S.O.'s or F.S.E.'s share, which for a complete tour of duty, shall be,
 - (i) \$350 at a Class A post,
 - (ii) \$300 at a Class B post,
 - (iii) \$250 at a Class C post,
 - (iv) \$200 at a Class D post,or a proportionate amount for an incomplete tour of duty at the post.

3-69-4 (3-69-4) Where there is a recurrence of the illness during a subsequent posting the same conditions shall apply, but for the purpose of determining the F.S.O.'s or F.S.E.'s share, any expenses incurred as a result of such recurrence shall be deemed to have been incurred at the post at which he contracted the illness originally.

3-69-5 (3-69-5) The Head of Post must certify that claims for such medical examinations and medical expenses resulting from service at an unhealthy post are not excessive and are in accordance with prevailing medical charges at the post.

3-69-6 (3-69-6) Where there is a recurrence of the illness while in Canada on leave or following transfer, treatment may be provided at the direction of, and expenses paid upon authorization by, the Department of National Health and Welfare, as follows:

- (a) treatment will be provided free of charge to an F.S.O. or F.S.E. and his dependents by any of the hospitals and clinics operated by the Department of National Health and Welfare or the Department of Veterans Affairs, and the necessary transportation expenses of the F.S.O. or F.S.E. or dependent, as the case may be, may be paid to and from such hospital or clinic; or
- (b) where the services of the hospitals or clinics of those departments are not available, treatment may be taken at any hospital or from any qualified medical practitioner, and payment may be made of expenses for hospital and medical services and supplies, subject to reduction by,

- (i) any amount payable for hospital and medical services and supplies under an insurance policy held by the F.S.O. or F.S.E. or his dependent, and
- (ii) an amount representing the F.S.O.'s or F.S.E.'s share, which shall be \$50.00 per annum.

HOME LEAVE ALLOWANCES

3-70 General Conditions

3-70-1 Home leave may only be taken in Canada. (See 2-50.)
(3-70-1)

3-70-2 No home leave allowance is payable unless an F.S.O. or F.S.E. has a home
(3-70-2) leave credit of at least twelve days.

3-71 Allowances Payable

3-71-1 During a period of home leave an F.S.O. may receive the following allow-
ances:

- (a) an unmarried F.S.O. may receive,
 - (i) club allowance,
 - (ii) an allowance in lieu of living and representation allowance of \$60.00 per month, except for those days in respect of which travelling expenses are paid, and
 - (iii) rent allowance subject to adjustment in accordance with 3-35-3 or storage allowance if applicable;
- (b) a married F.S.O. may receive,
 - (i) club allowance,
 - (ii) education allowance,
 - (iii) an allowance in lieu of living and representation allowance of \$160.00 per month, except for those days in respect of which travelling expenses are paid, and
 - (iv) rent allowance subject to adjustment in accordance with 3-35-3 or storage allowance if applicable.

(3-71-2) During a period of home leave an F.S.E. may receive the following allow-
ances:

- (a) an unmarried F.S.E. may receive,
 - (i) an allowance in lieu of living allowance of \$35.00 per month except for those days in respect of which travelling expenses are paid, and
 - (ii) rent allowance subject to adjustment in accordance with (3-35-3) or storage allowance if applicable;

TABLE OF ALLOWANCES PAYABLE DURING HOME LEAVE AND ANNUAL, SICK AND SPECIAL LEAVE CONTIGUOUS TO HOME LEAVE

N.B.—When F.S.O.'s and F.S.E.'s are transferred to Canada, allowances are payable during Home Leave period only.

Allowances	Unmarried		Married	
	F.S.O.	F.S.E.	F.S.O.	F.S.E.
<i>Continuation of Post Allowances</i>				
(i) Club.....	Yes	N/A	Yes	N/A
(ii) Differential.....	N/A	No	N/A	No
(i) Education.....	N/A	N/A	Yes	Yes
(ii) F.S.O. Special (all 4).....	No	N/A	No	N/A
(ii) Language.....	No	No	No	No
(ii) Living and Representation.....	No	No	No	No
Rent (subject to adjustment) or Storage (if applicable).....	Yes	Yes	Yes	Yes
(iii) Tuition.....	Yes	Yes	Yes	Yes
<i>During Home Leave</i>				
Home Leave Allowance (except when in travel status)—per month.....	\$60.00	\$35.00	\$160.00	\$60.00
(iv) Tuition.....	Yes	Yes	Yes	Yes

(i) Fees for clubs and schools are normally paid on a yearly or quarterly basis. Here it means that the Department will not request a refund be made for the unused portion while the F.S.O. or F.S.E. is absent from the post. (The F.S.O. or F.S.E. should, however, attempt to recover such unused fees.) Should a new period commence while the F.S.O. or F.S.E. is absent, fees would only be paid for the new term if adequate supporting reasons were submitted, e.g. to provide continuity of club membership or school enrolment for clubs and schools with a limited or restricted membership and also provided the F.S.O. or F.S.E. is returning to the post.

(ii) Cease on departure from post.

(iii) Tuition fees paid by the month will be permitted for the month of departure only; if paid by term, will be permitted only until completion of the term.

(iv) Subject to prior Departmental approval, tuition fees may be paid while in Canada to an F.S.O. or F.S.E. for the study of another language prior to departure to a new post or for a child who requires coaching to bring his grades to the standard at the post or to the standard in Canada.

- (b) a married F.S.E. may receive,
- (i) education allowance,
 - (ii) an allowance in lieu of living allowance of \$60.00 per month except for those days in respect of which travelling expenses are paid, and
 - (iii) rent allowance subject to adjustment in accordance with (3-35-3) or storage allowance if applicable.

3-72 If Required to Forego Home Leave

- 3-72-1 Where circumstances necessitate that an F.S.O. or F.S.E. forego his home
(3-72-1) leave on reposting to Canada, the allowances payable for home leave may be paid for a period equal to his home leave entitlement.

FURLOUGH LEAVE ALLOWANCES

3-75 Furlough Leave outside Canada

- 3-75-1 An F.S.O. or F.S.E. who takes furlough leave elsewhere than in Canada
(3-75-1) may be paid full allowances subject to an adjustment of rent allowance in accordance with 3-35-3.

- 3-75-2 An F.S.O. or F.S.E. who takes furlough leave while en route to Canada
(3-75-2) for the purpose of home leave, may not be paid living and representation allowances nor language allowance nor travelling expenses during the period of furlough leave taken.

3-76 Furlough Leave in Canada

- 3-76-1 An F.S.O. or F.S.E. who takes furlough leave in Canada contiguous to a
(3-76-1) period of home leave, may receive the allowances authorized for home leave during the period of furlough leave taken.

- 3-76-2 An F.S.O. or F.S.E. who takes furlough leave in Canada contiguous to a
(3-76-2) period of home leave but who is posted for duty in Canada on completion of his home leave, may receive no allowances for the period of furlough leave taken.

TERMINATION OF ALLOWANCES**3-80 Effective Date of Termination**

- 3-80-1 Unless otherwise provided all allowances payable to an F.S.O. or F.S.E.
(3-80-1) shall cease at midnight of the date of his final departure from his foreign post.
- 3-80-2 All allowances payable to an F.S.O. or F.S.E. who has been granted
(3-80-2) retiring leave shall cease at midnight of the date immediately preceding the date on which retiring leave commences.

CHAPTER 4
Travelling Instructions

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Travelling Instructions

GENERAL

4-1 General Conditions

- 4-1-1 (4-1-1) These instructions apply to travel at government expense of F.S.O.'s and F.S.E.'s and their dependents.
- 4-1-2 (4-1-2) Travel will be by the most direct and/or economical route unless otherwise authorized by the Director.
- 4-1-3 (4-1-3) Except where it is considered impractical by the Deputy Minister, travel shall be by a Canadian carrier and from or to a Canadian port or terminal.
- 4-1-4 (4-1-4) Return tickets shall be purchased wherever this will result in a saving of government funds.
- 4-1-5 (4-1-5) F.S.O.'s and F.S.E.'s on transfer are subject to the Removal Instructions and should read Chapter 5 in conjunction with this Chapter.
- 4-1-6 (4-1-6) Nothing in these instructions shall be construed as authority for the payment of travelling expenses of any kind to F.S.O.'s or F.S.E.'s who are on leave without pay or absent without leave.

TRAVEL ADVANCE

4-10 Accountable Advance

- 4-10-1 (4-10-1) An advance for travelling expenses may be made to an F.S.O. or F.S.E. and shall be limited to an amount sufficient to defray the estimated expenses of the journey to be made, including authorized stopovers.
- 4-10-2 (4-10-2) No advance for travelling expenses may be made without the approval of the Director.
- 4-10-3 (4-10-3) In the case of post travel, the advance for travelling expenses may be made from the office contingent account funds in an amount approved by the Head of Post.
- 4-10-4 (4-10-4) A travelling advance must be accounted for within ten days after completion of the journey and the balance, if any, refunded at that time.
- 4-10-5 (4-10-5) Advances outstanding at the end of the fiscal year must be accounted for. If it is not practicable to refund the advance then a statement, certifying that the advance or balance of advance is on hand, must be forwarded to reach the Department before April 30.

MODES OF TRAVEL

4-20 Travel by Private Automobile

4-20-0 Post Travel

- 4-20-1 An F.S.O. who uses his private automobile for post travel may claim mileage allowances as follows:
- (a) where convenient railway or bus transportation is available, a mileage allowance of 4½c. Canadian per mile;
 - (b) where an F.S.O. carries with him, as a passenger, at least one other employee who has been duly authorized to travel on government business, he may claim, in addition to the allowance described in subsection (a) above, an allowance of 2½c. a mile for each mile that the other employee travelled with him;
 - (c) where convenient railway or bus transportation is not available, or where the travel includes stops or side trips off the main road, or where public transportation would involve additional time and expense, an allowance of 10c. Canadian may be claimed for the first 8,000 miles and 8c. for each mile in excess of 8,000 miles, during each fiscal year.

* 4-20-10 Tour of Canada

- 4-20-11 An F.S.O. who is authorized to use his private automobile for travel on tour of Canada may be paid mileage rates as follows:
- (a) 4½c. per mile while travelling on a direct route to a main center and 10c. per mile while travelling within such main center;
 - (b) a flat rate of 7c. per mile if accompanied by another F.S.O. on duty where the conditions of 4-20-11(a) apply;
 - (c) a flat rate of 9c. per mile where his tour takes him off the main routes and no convenient public transportation is available, regardless of the number of F.S.O.'s who accompany him.
- 4-20-12 Notwithstanding 4-20-11, a married F.S.O., accompanied by his dependents, travelling in his private automobile for the purpose of taking home leave or returning to his post or proceeding to a new post from home leave, and who is combining his tour of Canada with his journey, may be paid a flat rate of 7c. per mile for the entire travel period. In all other cases, the conditions of 4-20-11 and 4-20-21 will apply.

4-20-20 On Transfer or Home Leave

- 4-20-21 An F.S.O. or F.S.E. who is authorized to use his private automobile (4-20-21) while on transfer or home leave may claim reimbursement as follows:
- (a) 4½c. Canadian per mile for one person, 7c. Canadian per mile if accompanied by his dependents, plus other legitimate travelling expenses, based on the number of days required to cover the distance at a minimum rate of 300 miles per day; provided that
 - (b) such expenses shall not exceed the cost of travel for the F.S.O. or F.S.E. and his dependents by rail, including meal costs, rail fares and recognized gratuities and taxi fares.

4-21 Travel by Rail

- 4-21-1 Travel by rail means minimum first-class accommodation including:
- (4-21-1) (a) a parlour car seat for a journey by day; and
 (b) for a journey requiring sleeping car accommodation,
 (i) for F.S.O.'s a duplex roomette, and
 (ii) for F.S.E.'s a lower standard berth (or duplex roomette if a lower berth is unobtainable).
- 4-21-2 Travel by rail within the territory served by the post will be based
 (4-21-2) on the local equivalent which appears to conform to the standard in 4-21-1.

4-22 Travel by Sea

- 4-22-1 Travel by ship means:
- (a) minimum first-class accommodation for F.S.O.'s Grade 7 and above;
- (b) minimum first-class accommodation on a two-class ship or cabin class on a three-class ship for F.S.O.'s and F.S.E.'s who,
 (i) will be accorded Canadian diplomatic status while abroad, or are on their third or subsequent tour of duty abroad, or are in receipt of a salary in excess of \$6,000 per annum, or
 (ii) are on a voyage originating or terminating in Asia, Africa, Australasia, Latin America or the Union of the Soviet Socialist Republics for that leg of the journey which originates or terminates in those areas;
- (c) tourist class accommodation for all other personnel, except that where married personnel are accompanied by their dependents and the dependents are authorized to travel at public expense, the standard of accommodation to be provided shall be such as to ensure privacy and to have direct access from within the accommodation to wash basin, toilet and shower or bath (when such personnel are accompanied by children under 5 years of age, a bath may be provided).
- 4-22-2 The standard of accommodation for travel by sea as set out in 4-22-1
 (4-22-2) may not be exceeded without prior approval.

4-23 Travel by Air

- * 4-23-1 Travel by air means:
- (4-23-1) (a) for flights in Canada, the United States of America and Mexico, and for flights between points in Europe, including Britain and Ireland, on jet or propellor driven aircraft,
 (i) first class accommodation for F.S.O.'s Grade 8 and above,
 (ii) economy class accommodation for F.S.E.'s and F.S.O.'s Grades 1 to 7 inclusive;
- (b) for flights other than those described in 4-23-1 (a),
 (i) first class accommodation on jet or propellor-driven aircraft for an employee travelling by air for two or more successive nights, or travelling on a flight originating or terminating in Asia or Africa or Australasia for that leg of the journey which originates or terminates in those areas, or travelling on an internal flight within Latin America,
 (ii) economy class accommodation on jet aircraft or first class accommodation on propellor-driven aircraft for F.S.O.'s Grade 7 and above, and
 (iii) economy class accommodation on jet or propellor-driven aircraft for employees other than those referred to in 4-23-1(b) (ii) and (iii).

- 4-23-2 (4-23-2) Notwithstanding 4-23-1, an F.S.O. or F.S.E. who is travelling with a Minister of the Crown may, with the approval of the Minister, be allowed a higher standard than that for which he would otherwise be eligible.
- *4-23-3 With the approval of the Director a berth may be provided for an employee referred to in 4-23-1 (b) (i) who is travelling by air for two or more successive nights.

POST TRAVEL

4-30 Travel Allotment

- 4-30-1 (4-30-1) The travel allotment for each post is established in advance for each fiscal year based on the proposals put forward by the post. Travel expenditure in excess of the established amount may not be made without the prior approval of the Director.

4-31 Travel Arrangements

- 4-31-1 (4-31-1) The method of travel will be by the most practical means, by car, rail or air.
- 4-31-2 (4-31-2) The cost of a rail or air ticket may be paid through the office account direct to the transportation company, or the F.S.O. or F.S.E. may include the cost of such transportation in his advance for travelling expenses with accounting made through his travel expense account to the office account.

4-32 Special Expenses

- 4-32-1 F.S.O.'s on representation allowance may not claim entertainment expenses.
- 4-32-2 No authority exists for the payment of entertainment expenses when an F.S.O. is in receipt of expenses in lieu of allowances.
- (4-32-3) F.S.E.'s are not normally allowed entertainment expenses.
- 4-32-4 (4-32-4) There is no provision for the payment of any expenses of dependents.

TOUR OF CANADA

4-40 Travel Arrangements

- 4-40-1 Travel arrangements for tour of Canada will be made by the officer in charge of tours by the most practical means of transportation after the F.S.O.'s itinerary has been approved.
- 4-40-2 The prior approval of the Director is required before an F.S.O. may use his private automobile on tour.

4-41 Special Expenses

- 4-41-1 Expenses covering informal entertainment for not more than four guests at any one meal may be claimed subject to the approval of the Deputy Minister, in cases where such entertainment would facilitate business and result in a saving of valuable working time. Any such circumstances must be clearly explained and the names and positions of the guests given. Such entertainment, not approved by the Deputy Minister, will be charged back to the F.S.O. concerned.
- 4-41-2 There is no provision for the payment of any expenses of dependents except for that portion of the journey which may be concerned with home leave or removal.

HOME LEAVE TRAVEL

4-50 Travel Arrangements

- 4-50-1 Travel arrangements for F.S.O.'s and F.S.E.'s eligible for home leave shall
(4-50-1) be finalized by the Department wherever practicable as this results in definite savings of government funds.
- 4-50-2 When an F.S.O. or F.S.E., however, is advised that he is eligible for home
(4-50-2) leave, he may make tentative travel arrangements at the post and shall submit to the Director his travel plans, choice of route, method of travel and state whether or not he wishes to take leave en route. The submission should be accompanied by form T.C.S. 18, Estimate of Travel Costs.
- 4-50-3 No firm travel arrangements may be made at the post without the prior
(4-50-3) approval of the Director.

4-51 Stopovers

- 4-51-1 No travelling expenses nor travelling time may be granted for stopovers en
(4-51-1) route unless such stopovers are authorized for the purpose of making travelling connections or other reasons approved by the Director.
- 4-51-2 When leave or unauthorized stopovers are taken en route, such time will be
(4-51-2) charged against annual leave and no travelling expenses will be permitted during such period of time.

4-52 Medical Examination

- 4-52-1 An F.S.O. or F.S.E. and his dependents before returning to his post after
 (4-52-1) taking home leave, will be required to undergo a medical examination as set out in 5-10.

F.S.E.'s AT U.S.A. POSTS**(4-60) Travelling Expenses for F.S.E.'s at Posts in the U.S.A.**

- (4-60-1) For F.S.E.'s who have been granted travelling time and travelling expenses for the purpose of taking annual leave at their normal place of residence in in Canada, (2-23-3), travelling expenses mean the cost of lodging not exceeding the cost of a lower berth had the journey been made by railway by the most direct route, together with one of the following:

- (a) where the F.S.E. uses his personally owned automobile for the journey, irrespective of the number of F.S.E.'s transported, an allowance equal to the first-class fare on a non-luxury standard train by the most direct route;
- (b) where the journey is made in an automobile for which no claim is made under paragraph (a), the actual fare paid but not exceeding the amount that would have been paid under paragraph (a); or
- (c) in all other cases, cost of transportation by public conveyance by the most direct route.

- (4-60-2) These travelling expenses, however, are reduced by the amount of such travelling expenses incurred in a journey from Ottawa to the normal place of residence and return (2-23-3).

- (4-60-3) Travelling expenses under (4-60-1) must be accounted for by completion of Form C.T. 110. (Rev.).

(4-61) Inadmissible Expenses

- (4-61-1) No charges for meals may be included in the claim for travelling expenses.
 (4-61-2) There is no provision for the payment of travelling expenses of dependents.

TRAVELLING EXPENSES

4-70 General Expenses

- 4-70-1 Expenses falling within the following categories may be claimed as travelling expenses:
(4-70-1)
- (a) cost of transportation;
 - (b) meals, including tips—breakfast, lunch and dinner only (*See* 4-71);
 - (c) accommodation (*See* 4-73);
 - (d) laundry, if the absence exceeds 5 days (*But see* 4-76-1(i));
 - (e) dry cleaning and valet services;
 - (f) taxi charges for trips on official business (*But see* 4-76-1(h));
 - (g) telephone, telegraph and postal charges for messages of an official nature;
 - (h) exchange and commission on cheques (*See* 4-74);
 - (i) deck chairs on board ship;
 - (j) ferry, road, tunnel and bridge tolls when travelling by automobile;
 - (k) gratuities (*See* 4-72).

4-71 Meals

- 4-71-1 An F.S.O. or F.S.E. in travel status and who continues to be paid allowances during the period in travel status may not be reimbursed for the following meals at the beginning and end of his journey:
(4-71-1)
- (a) where the time of departure is after,
 - (i) 8:00 a.m., for breakfast,
 - (ii) 1:15 p.m., for lunch,
 - (iii) 7:00 p.m., for dinner; or
 - (b) where the time of arrival is before,
 - (i) 7:30 a.m., for breakfast,
 - (ii) 12:15 p.m., for lunch,
 - (iii) 6:30 p.m., for dinner.

- 4-71-2 In the event that the times stated in 4-71-1 are not the meal hours to which an F.S.O. or F.S.E. conforms because of custom at the post, any claim for meals outside the times stated must be clearly explained.
(4-71-2)

4-72 Gratuities

- 4-72-1 Gratuities given in recognition of services rendered in connection with official business may be claimed. Tips for personal services may not be included.
(4-72-1)
- * 4-72-2 The Department is restricted to approval of gratuities in the following amounts:
(4-72-2)
- (a) 35c. per day per person to the porter of a parlour car;
 - (b) 75c. per night per person to the porter of a pullman car;
 - (c) for stewards on board ship, the details of the distribution should be shown and the total amount should not exceed the amounts set out in the following table without the prior approval of the Director,

TRAVELLING INSTRUCTIONS

Classification	5-7 day voyage	8-11 day voyage	12-16 day voyage	17-21 day voyage
Single.....	\$25.00	\$28.00	\$30.00	\$35.00
Married—no children.....	35.00	40.00	50.00	60.00
“ —1 child.....	45.00	55.00	65.00	80.00
“ —2 children.....	55.00	65.00	80.00	95.00
“ —3 children.....	65.00	80.00	95.00	115.00
“ —4 children.....	75.00	90.00	105.00	125.00
“ —5 children and over.....	85.00	105.00	120.00	145.00

(d) reasonable gratuities to hotel, baggage and other porters, etc. at the going rate for the place concerned.

4-73 Lodging Allowance

4-73-1 (4-73-1) An F.S.O. or F.S.E. in travel status who stays with relatives or friends instead of in a hotel may claim lodging expenses up to a maximum of \$2.50 per night, excluding meals. These expenses may take the form of cash or a gift.

* 4-73-2 (4-73-2) An F.S.O. or F.S.E. in removal or transfer status and accompanied by his dependents may claim, in addition to \$2.50 per day, \$1.25 for his wife or other adult and \$0.75 for each child per day.

4-73-3 (4-73-3) Such claims shall be supported by a signed statement from the claimant certifying that the amount claimed was made as compensation for lodging received for the period reported and, if a gift is given, the nature of the gift must be reported.

4-74 Exchange and Commission on Cheques

4-74-1 (4-74-1) When travel is outside Canada, F.S.O.'s and F.S.E.'s may claim:

(a) reimbursement against vouchers for fees and commission for travellers cheques purchased from official funds for amounts in excess of \$100; and

(b) reimbursement against vouchers for losses incurred in converting to Canadian funds an unexpended balance of foreign currency purchased from official funds.

4-75 Sundry Items

4-75-1 (4-75-1) The cost of passport photographs may be claimed if there has not been sufficient time to secure necessary additional photographs from the Department.

4-75-2 (4-75-2) The cost of necessary immunization plus medical examinations and X-rays when authorized, may be charged where facilities are not provided by the Department of National Health and Welfare. (See also 9-49.)

4-75-3 (4-75-3) Excess baggage charges or charges for air cargo shipment of personal effects require the prior approval of the Director before any such charges may be claimed.

4-76 Inadmissible Expenses

4-76-1 Expenses which were not of necessity incurred in the transaction of official business may not be charged. The following will not be allowed on travelling expense accounts:

- (a) telephone, telegraph, cable or radio messages of a personal nature;
- (b) purchases of a personal nature;
- (c) rental of radio or television sets where not included in the for lodging;
- (d) expenses of any kind during stopovers arranged for personal convenience or during a period of leave with or without pay, other than sick leave;
- (e) insurance premiums;
- (f) gratuities to servants employed at the official residence of a member of the service if the salaries or wages of such servants are paid from public funds;
- (g) garage, parking and repair charges;
- (h) taxi charges where a mileage allowance is paid under 4-20-10, except in extenuating circumstances which must be clearly specified;
- (i) laundry charges if the continuity of the travel period specified in 4-70-1(d) is broken by a return to headquarters for the week-end or for any other short period, or laundry charges for work done after return to headquarters.

CLAIMS PROCEDURE

4-80 Travelling Expense Claims

4-80-1 Travelling expenses will be claimed on form C.T. 110 (Rev.) and all expenses must be shown in detail. The following number of copies are required:

- (a) Travelling Expenses - 1 copy;
- (b) Tour Expenses - 1 copy;
- (c) Post Travel - 1 copy;
- (d) Removal Expenses - 2 copies.

4-80-2 The expense claim must show the purpose of the travel, the time of departure and arrival, and the number of persons making the trip.

4-80-3 Expenses will be shown in the currency of the country concerned and the final sheet of the claim will include a recapitulation of the expenditures and the conversion rate or rates used to convert the currency into Canadian dollars.

4-80-4 The conversion rate should be supported by a certificate of exchange from a bank, otherwise the official rate quoted by the Bank of Canada for that period will be taken.

- 4-80-5
(4-80-5) Receipts must be supplied in support of claims for hotel accommodation, transportation, parlour car chairs, sleeping car or steamship berths, laundry, dry cleaning, valet services, deck chairs, passport photographs and excess baggage where authorized, or for the purchase of articles costing \$2.00 or over, or for taxi or other services in excess of \$3.50. Even when transportation has been arranged and purchased by the Department, the parlour car or sleeping car accommodation receipts must be attached to the expense claim.
- 4-80-6
(4-80-6) Charges for meals, including tips, may not exceed \$7.00 per day in Canada and may not exceed \$8.00 per day in the United States. Meal charges in other countries will be accepted at reasonable rates applicable to the country concerned.
- 4-80-7
(4-80-7) To avoid possible duplication of charges, meals should be deleted from hotel bills and shown separately on the expense claim; this does not apply when the hotel concerned is operating on the American Plan.
- 4-80-8
(4-80-8) Gratuities may not be entered as a lump sum but must be itemized and the total extended. Tips for meals and taxis should be included in the amounts claimed for these expenditures.

*4-81 Claims for Automobile Mileage

- 4-81-1
(4-81-1) Claims for automobile mileage should be supported by completed Form C.T. 421 - "Car Mileage Certificate and Diary", as a voucher attached to Form C.T. 110 (Rev.). For post travel this voucher should be signed by the Head of Post, in addition to the claimant.

*4-82 Submission of Claims

- 4-82-1
(4-82-1) Travelling Expense claims and final Tour Expense claims will be submitted direct to the Department within 10 days of completion of the journey.
- 4-82-2
(4-82-2) Claims for Post Travel will be submitted through the Office Account within 10 days of completion of the journey.

ILLNESS, ACCIDENT AND DEATH

4-90 Illness or Accident while Travelling

- 4-90-1
(4-90-1) Where an F.S.O. or F.S.E. becomes ill or is injured while in travel status and submits a travel claim supported by a medical certificate that the illness or injury required immediate treatment he may be reimbursed for expenses incurred for:
- (a) a taxi or ambulance;
 - (b) hospital services for,
 - (i) the cost of a semi-private hospital room, not including medical services and supplies where they are not included in the cost of the room, or
 - (ii) 80 per cent of the cost of a semi-private hospital room where such cost is calculated according to an all-inclusive rate.
- 4-90-2
(4-90-2) If the illness or injury necessitates the payment of such expenses beyond a two week period, this condition must be reported to the Director. No payment may be made for expenses in respect of a period of more than thirty days without the approval of the Department of National Health and Welfare.

- 4-90-3 Any claim must be supported by medical and hospital receipts and shall be
 (4-90-3) restricted to the amounts paid by the F.S.O. or F.S.E. and will be reduced by any amount payable under any insurance coverage which he may possess or under any other compensation scheme.

4-91 Death while Travelling

- 4-91-1 Where an F.S.O. or F.S.E. dies while in travel status in Canada, the
 (4-91-1) Director may authorize payment of:

- (a) the cost at the place where death occurred for ambulance, hearse, embalming and outside case, and the cost of any additional services or things the provision of which is required by local health laws, but excluding the cost of a coffin; and
- (b) transportation expenses of the body from the place where death occurred to the headquarters of the F.S.O. or F.S.E. or his normal place of residence in Canada, but excluding the costs of an escort that are in addition to the costs of transporting the body;

reduced by any amount payable under workmen's compensation laws for funeral and transportation expenses. (*See 1-26 for expenses payable when death occurs outside Canada.*)

- 4-91-2 Notwithstanding 4-91-1(a), no expenses will be paid when such expenses
 (4-91-2) are payable pursuant to any other compensation scheme.

CHAPTER 5

Removal Instructions

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Removal Instructions

GENERAL

5-1 General Conditions

5-1-1 (5-1-1) These instructions apply to the movement of F.S.O.'s and F.S.E.'s and their dependents and household effects at government expense in all circumstances which involve transfer.

5-1-2 (5-1-2) When an F.S.O. or F.S.E. is transferred, the Comptroller of the Treasury may pay his removal expenses in accordance with the conditions set out in this Chapter.

5-1-3 (5-1-3) This Chapter must be read in conjunction with Chapter 4 which details the Travelling Instructions.

5-1-4 (5-1-4) Household effects, for the purpose of removal expenses, mean the furniture, household equipment and personal effects of an F.S.O. or F.S.E. and his dependents, but do not include automobiles, livestock or pets, alcoholic beverages, tobacco products or food stuffs of any kind.

5-1-5 (5-1-5) Removal expenses mean the transfer costs incurred by an F.S.O. or F.S.E. as follows:

- (a) travelling expenses of the F.S.O. or F.S.E. and his dependents;
- (b) packing, unpacking, cartage and freight of his household effects and necessary incidental storage of those household effects which are being moved;
- (c) conversion of electrical appliances to permit the operation of those appliances on the cycle or current that is in use at the post to which the F.S.O. or F.S.E. is transferred;
- (d) disconnecting telephones, stoves and similar household equipment and connecting such equipment of a type which was in use by the F.S.O. or F.S.E. prior to his transfer;
- (e) any other authorized expenses.

5-1-6 (5-1-6) An F.S.O. or F.S.E. will cease to be in removal status at midnight of the date of his arrival at his post insofar as the travelling expense portion of his removal expenses are concerned and will become subject to the provisions of 3-10 to 3-19.

HEALTH REQUIREMENTS

5-10 Medical Examination and Immunization

5-10-1 (5-10-1) It is a condition of each posting that, prior to departure, an F.S.O. or F.S.E. and each of his dependents who accompany him to a post abroad will undergo a medical examination and immunization against diseases prevalent in the country in which the post is situated and that the Director be satisfied the resulting medical certificate indicates the entire family is enjoying health adequate to conditions at the post.

- 5-10-2
(5-10-2) Arrangements for the medical examination (including X-ray) and immunization will be made by the Assistant Director (Administration).
- 5-10-3
(5-10-3) The services of the Department of National Health and Welfare or the Department of Veterans Affairs will be utilized to conduct the required examination and administer the immunizations. Where the services of these departments are not available, such services may be provided by a qualified medical practitioner who will forward his report under confidential cover to the Director for reference to the Department of National Health and Welfare for approval.
- 5-10-4
(5-10-4) When an F.S.O. or F.S.E. is transferred directly from one post to another post abroad, the required medical examinations will be undertaken at the post prior to departure. If the F.S.O. or F.S.E. comes to Canada en route to the new post, the medical examinations may be undertaken in Canada and the arrangements for such examinations will be made by the Assistant Director (Administration).
- 5-10-5
(5-10-5) If, in the opinion of the Head of Post, it is not possible for a medical examination to be undertaken at the post because of lack of adequate facilities for the thorough investigation of certain diseases, a report of the circumstances with a medical history of the F.S.O. or F.S.E. or dependent concerned, should be sent to the Director so that appropriate instructions may be issued following consultation with the Department of National Health and Welfare.
- 5-10-6
(5-10-6) F.S.O.'s or F.S.E.'s and their dependents on transfer to Canada from a post abroad normally will be provided with a medical examination on return to Canada. Such examination may not be undertaken at the post abroad at government expense.

ADVANCE FOR EXPENSES

5-15 Accountable Advance

- 5-15-1
(5-15-1) When an F.S.O. or F.S.E. is transferred, the Director may:
- (a) authorize an advance which will not exceed the estimated cost of removal expenses; or
 - (b) on receipt of invoices from transportation, cartage and other companies, request the Comptroller of the Treasury to pay such expenses directly and such payments will be considered as an advance to the F.S.O. or F.S.E. pending approval of his complete account for removal expenses.
- 5-15-2
(5-15-2) When an advance for removal expenses is made, the F.S.O. or F.S.E. shall account for it within 30 days after arrival at the post to which he has been transferred. Any unexpended balance must be refunded or the Comptroller of the Treasury shall recover the amount due from salary.
- 5-15-3
(5-15-3) Advances outstanding at the end of the fiscal year must be accounted for. If it is not practicable to refund the advance then a statement, certifying that the advance or balance of advance is on hand, must be forwarded to reach the Department before April 30.

TRANSPORTATION

5-20 General Conditions

- 5-20-1 (5-20-1) The Comptroller of the Treasury may refuse to pay any claim for removal expense if he believes that the amount of the claim is excessive having regard to the reasonable expense that would have been incurred if the F.S.O. or F.S.E. and his dependents had travelled by the most practicable and economical route using the most economical and suitable means of transportation.
- 5-20-2 (5-20-2) The Comptroller of the Treasury shall refuse to pay any claim for:
- (a) transportation by rail, sea or air that exceeds the cost of the standards of travel allowed under Chapter 4;
 - (b) transportation by privately owned automobile at a rate exceeding 7c. per mile when the F.S.O. or F.S.E. is accompanied by his dependents, or 4½c. per mile in all other cases;
 - (c) transportation by ship if the ship does not sail to or from a Canadian port unless the F.S.O. or F.S.E. submits evidence of the prior approval of the Director.

5-21 Stopovers

- 5-21-1 (5-21-1) The Comptroller of the Treasury shall refuse to pay any claim for removal expense incurred during a stopover unless he is satisfied that the stopover was authorized by the Director for the transaction of official business or was caused by delays in making transportation connections which were beyond the control of the F.S.O. or F.S.E.

SHIPMENT OF HOUSEHOLD EFFECTS

5-30 General Conditions

- 5-30-1 (5-30-1) The Director may authorize an F.S.O. or F.S.E. who is transferred to ship his household effects at government expense:
- (a) subject to the limitations of 5-37-1 to 5-37-3; and
 - (b) having regard to the status of the F.S.O. or F.S.E. and his representation responsibilities at the post, for determining in advance which articles mentioned in the inventory, 5-31-1 and 5-31-2, may or may not be shipped at government expense.
- 5-30-2 (5-30-2) The Comptroller of the Treasury may refuse to pay any claim for the shipment of household effects unless he is satisfied that:
- (a) the Director has authorized the shipment prior to the date on which the first expense for shipment has been incurred; and
 - (b) the amount of the claim does not exceed the cost of shipment of the household effects by the most economical method and route.

5-31 Inventory

5-31-1 (5-31-1) Before proceeding to or from a post an F.S.O. or F.S.E. shall file with the Director an itemized inventory, in duplicate, on form T.S.C. 2, of the various articles of household and personal effects which he intends to ship to his new post. Because no effects may be shipped until the inventory has been accepted by the Director, the inventory must be filed with or airmailed to the Department before the effects are packed. Goods subsequently sold before shipment, may be deleted later. (*See also* 5-55-1(a).)

5-31-2 (5-31-2) The itemized inventory shall indicate, in respect of each article, a brief description, the year of purchase, the original cost, the replacement value in Canada (if possible) at the time of shipping, and notes relating to the general condition of the article under three headings—excellent, good or fair—except that:

- (a) certain categories of articles such as books, music records, bric-a-brac-wearing apparel, kitchenware and other types of articles for which it appears advisable to indicate an aggregate value only, may be grouped together; and
- (b) articles which may be considered to be of a luxury nature, art objects, articles of a strictly personal value lacking objective standards for universal acceptance, and articles valued at a level in excess of that which may be reasonably expected having regard to the rank of the F.S.O. or F.S.E., shall be listed separately.

5-31-3 (5-31-3) Once an itemized inventory has been filed with the Director, an F.S.O. or F.S.E. may, on a subsequent transfer, amend the inventory by submitting a list of articles to be added or deleted. It is not necessary to prepare an itemized inventory for each transfer provided that the original inventory is properly amended.

5-31-4 (5-31-4) The inventory is required not only in the event of a claim for loss or damage but as a guide for the Director's decision as to what household effects may or may not be shipped at government expense.

5-32 Shipment of Effects where Department-Furnished Accommodation Is Available

5-32-0 Limitation

5-32-1 (5-32-1) F.S.O.'s and F.S.E.'s transferred to a post where department-furnished accommodation is available are restricted in the shipment of their household effects to pictures, bric-a-brac, linens, cutlery, china, crystal, kitchenware, small household appliances, children's furniture as such and similar items.

5-32-10 Effects for Immediate Needs

5-32-11 (5-32-11) F.S.O.'s and F.S.E.'s should arrange for the advance shipment of sufficient essential household effects to reach a post where department-furnished accommodation is available to coincide with their own arrival in order to move directly into such accommodation and to avoid hotel expenses.

5-32-12 (5-32-12) Such household effects can be contained in a case or trunk to accompany the F.S.O. or F.S.E. as personal baggage or, if he is travelling by air, air cargo shipment may be authorized.

5-33 Shipment Arrangements

5-33-1 (5-33-1) The Director shall, wherever practicable, arrange the transfer of the F.S.O. or F.S.E. so that the period during which he is separated from his household effects is as short as possible.

ILLUSTRATION

Insert facing 5-31

DEPARTMENT OF TRADE AND COMMERCE

TRADE COMMISSIONER SERVICE

INVENTORY OF HOUSEHOLD AND PERSONAL EFFECTS

NAME John Canuck DATE July 4 1960

Inventory Reference No.	ARTICLE	Year of Purchase	Original Cost	At Time of Shipment		Comment
				Replacement Value in Canada	Condition (E-Excellent G-Good F-Fair)	
<u>Living Room</u>						
1	Chesterfield	1952	\$350	\$300	G	Re-covered '59
2	2 Matching Chairs	1952	\$250	\$250	G	" "
3	Coffee Table	1959	\$ 80	\$ 75	E	" "
4	Gateleg Table	1960	Est. \$125	\$125	E	Gift
5	4 Framed Pictures	1958	\$ 60	?	E	" "
6	Broadloom Rug 19 x 25	1952	\$400	\$400	G	" "
7	2 Table Lamps	1958	\$ 75	Est. \$ 75	E	" "
<u>Dining Room</u>						
20	Corner Cupboard	1900	Est. \$300	Est. \$300	E	Inherited '55
21	Dining Table) Mahogany Serving Table) 10 Chairs)	1952	\$1500	\$1500	E	Refinished and upholstered
<u>Bedroom</u>						
41	Twin Beds) Walnut 2 Chests) Dressing Table) 2 Night Tables)	1960	\$950	\$950	E	" "
<u>Appliances</u>						
87	Freezer	1958	\$450	\$425	E	" "
<u>Miscellaneous</u>						
98	Case Pots and Pans)	56-60	Est. \$200	\$225	G to E	" "
99	Case Pots and Pans)	56-60	Est. \$100	\$100	G to E	" "
100	Case Kitchenware	58-60	\$150	\$175	E	" "
126	Case 52 Records	55-60	\$125	\$125	G to E	" "
127	Case Books	50-60	Est. \$800	Est. \$800	G to E	" "
128	Case Ornaments, Bric-a-Brac, etc.					Including Gifts received
<u>Other</u>						
205	Oil Painting	-	Est. \$500	Appraisal Available	E	Gift in 1958
<u>Household Linens</u>						
225	Case Table Linens	55-60	Est. \$500	\$850	G to E	" "
226	Trunk Bed Linen	58-60	\$400	\$500	G to E	" "
227	Case Towels, etc.	58-60	\$275	\$350	G to E	" "
<u>Clothing</u>						
275	Trunk Wearing Apparel	1960	\$900	\$900	E	11 dresses, 4 coats, shoes, etc.
276	Trunk Wearing Apparel	1960	\$850	\$850	E	8 men's suits, 12 pair shoes, etc.
T.C.S.2						

Original December 1961

Inventory of Household and Personal Effects

- Notes: 1. On the observe of this page is shown an illustration of a method of preparing an inventory of household and personal effects which is acceptable both to the Department and to Treasury. Every effort should be made to prepare as complete an inventory as possible. *All items of over \$100 replacement value must be listed individually.* A fully itemized list is always helpful.
2. It may be difficult to place a valuation on some items, such as heirloom articles. Also, replacement value in Canada at time of shipment may present a problem. Nevertheless, as sound an estimate as possible will facilitate settlement in the event of any claim.
3. The Canadian Government does not necessarily underwrite all of the value of art pieces, jewellery, furs and other items, which, for want of a better expression, are termed "luxury-element" items. Art pieces, to be considered in a claim, require an appraisal by a professional evaluator prior to shipment. Jewels and fur pieces may not be claimed except in the case of shipwreck or other major disaster collectively affecting those involved.
4. In the event that an article, shown on the inventory in a group, is lost or damaged, establishment of its value for claim purposes will require full information as to name of article, year of purchase, original cost, replacement value, etc.

- 5-33-2 (5-33-2) Where an F.S.O. or F.S.E. or his dependents or both are separated necessarily from the household effects upon arrival at the post to which he has been transferred, the Comptroller of the Treasury may allow a reasonable charge for the transportation of excess baggage.
- 5-33-3 (5-33-3) No excess baggage may be transported, however, without the prior approval of the Director.
- 5-33-4 (5-33-4) Arrangements for the actual shipment of household effects from Canada to a post abroad shall be made by the Traffic Officer in consultation with the F.S.O. or F.S.E. concerned.
- 5-33-5 (5-33-5) Arrangements for shipment of household effects from posts in the United States of America shall be referred to the Traffic Officer who will advise whether or not such shipment can be handled more advantageously by him than by the post.
- 5-33-6 (5-33-6) Arrangements for shipment of household effects from other posts abroad may be made by the post except that, before making any firm commitments, the F.S.O. or F.S.E. shall send the Director:
- (a) at least two estimates for the cost of packing, crating and cartage of his household effects;
 - (b) the method and route by which he proposes to ship his household effects;
 - (c) the estimated cost of the shipment to his new post; and
 - (d) the estimated date of delivery at the new post.
- Form T.C.S. 18, Estimate of Travel Costs, should accompany these estimates.
- 5-33-7 (5-33-7) The Director, on receipt of the information requested in 5-33-6, shall instruct the F.S.O. or F.S.E. of the method and route approved and the quantity or weight of household effects that he will permit to be shipped at government expense.
- 5-33-8 (5-33-8) Permission will not be given for the shipment of personally-owned major household appliances to a post if there are at the post such government-owned appliances for loan.
- 5-33-9 (5-33-9) An F.S.O. or F.S.E. will not be allowed to claim removal expenses for furniture acquired by him at a post where he has been occupying department-furnished accommodation.

5-34 Additional Household Effects

- 5-34-1 (5-34-1) The Director may authorize an F.S.O. or F.S.E. to include in his claim for removal expenses incurred on transfer, provided he has not reached the maximum weight allowance for his grade, 5-37-1 to 5-37-3, and if a satisfactory explanation for the necessity of such shipment is provided, the cost of shipping:
- (a) necessary additional household effects purchased in Canada when the F.S.O. or F.S.E. is on home leave or on tour of duty either to the old place of duty or to a new place of duty outside Canada;
 - (b) necessary additional household effects ordered by an F.S.O. or F.S.E. for delivery to his post abroad from firms in Canada or in other countries;
 - (c) necessary new household effects purchased in Canada for delivery to his post abroad by an F.S.O. or F.S.E. who marries while in Canada on home leave or on tour;
 - (d) necessary household effects ordered from firms in Canada or in other countries for delivery at his post abroad by an F.S.O. or F.S.E. who marries while at his post abroad.

5-34-2 Without the approval of Treasury Board no removal expenses may be
 (5-34-2) paid to enable an F.S.O. or F.S.E. to take initial possession of household effects which he inherits.

5-35 Removal Expenses following Training

5-35-1 An F.S.O. or F.S.E. who is transferred to a post abroad on completion of a
 (5-35-1) period of training in the Department following his initial appointment, may be paid removal expenses incurred in the transfer of his household effects from his normal place of residence in Canada immediately prior to his appointment, to his post abroad provided his household effects were not transferred to Ottawa at government expense from his normal place of residence in Canada on his appointment.

5-36 Storage of Household Effects

5-36-1 When an F.S.O. or F.S.E. is transferred but the Director does not permit
 (5-36-1) him to move his household effects to his new post, he may be paid the expense, subject to the limitations of 5-37-1 to 5-37-3, incurred in:

- (a) packing, crating and cartage of the household effects and shipment to the nearest place where appropriate storage facilities are available; and
- (b) storage of the household effects at his own risk until they can be repossessed.

5-37 Limitations of Household Effects

5-37-1 When an F.S.O. or F.S.E. is transferred the following overall limits shall
 (5-37-1) apply to the weight of household effects, including containers, for which he may claim removal expenses, but excluding the weight of his automobile:

	<u>Married</u>	<u>Single</u>
F.S.O. 1, 2 and 3 and.....	18,000 lbs. or	10,000 lbs. or
F.S.E. 1 to 6 inclusive.....	45 measured tons	25 measured tons
F.S.O. 4 to 8 inclusive and.....	22,000 lbs. or	16,000 lbs. or
F.S.E. 7, 8 and 9.....	55 measured tons	40 measured tons

5-37-2 This limitation shall be interpreted to mean that if the weight of the house-
 (5-37-2) hold effects is that of the maximum weight applicable, it must not exceed the maximum volume allowed and if it measures the maximum volume applicable, it must not exceed the maximum weight allowed.

5-37-3 This limitation applies to the combined weight or volume of goods in
 (5-37-3) storage and goods shipped.

5-38 Transfer to Canada

5-38-1 An F.S.O. or F.S.E. is personally responsible for the customs clearance of
 (5-38-1) his effects on arrival in Canada.

5-38-2 An F.S.O. or F.S.E. who is transferred to Canada is required to complete
 (5-38-2) Canadian Customs Form E27 to cover those articles acquired abroad and which have been in his possession for a minimum period of 6 months. Form E27 should be completed prior to departure from the post but will be retained by the F.S.O. or F.S.E. and brought with him to Canada for use in the final customs clearance of his effects.

- 5-38-3 (5-38-3) Articles which have not been in an F.S.O.'s or F.S.E.'s possession for at least 6 months are dutiable and should be listed separately to those articles referred to in 5-38-2.
- 5-38-4 (5-38-4) The personal and household effects of an F.S.O. or F.S.E. who is transferred to Ottawa must be addressed in his own name, in care of the Traffic Officer, Department of Trade and Commerce, Ottawa.
- 5-38-5 (5-38-5) A set of the bills of lading, consisting of an original and non-negotiable copy, must be sent under covering letter by airmail direct to the Traffic Officer. A second set of bills of lading and a copy of the covering letter should be forwarded by airmail to the Traffic Officer a week later.
- 5-38-6 (5-38-6) The Traffic Officer will arrange for the onward transmission of the effects from the dock to Ottawa for such shipments as are not transported on a through bill of lading. He will also arrange temporary customs clearance on arrival of the shipment in Ottawa and will have the shipment placed in a bonded warehouse pending final customs clearance by the F.S.O. or F.S.E. on arrival.
- 5-38-7 (5-38-7) An F.S.O. or F.S.E. who is transferred to Vancouver or St. John's shall consult with the Traffic Officer on how his shipment should be addressed.
- 5-38-8 (5-38-8) An F.S.O. or F.S.E. who fails to follow these instructions may be required to pay a portion of any demurrage charges which may be incurred.
- 5-38-9 (5-38-9) An F.S.O. or F.S.E. on transfer to Canada is also required to complete form TCS 2A, Declaration for Department of Agriculture.

APPLIANCES

5-40 Conversion, Disconnection and Connection of Appliances

- 5-40-1 (5-40-1) Expenses which may be paid include any necessary cost of conversion of electrical appliances to permit their use on the cycle or current that is in use at the new post.
- 5-40-2 (5-40-2) Expenses incurred for converting television sets, dismantling or erecting aerials, installation of automatic washer-driers requiring costly heavy wiring installations, or for installation of heavy wiring, are not payable.
- 5-40-3 (5-40-3) Charges for disconnecting telephones, stoves and similar essential household equipment and of connecting such equipment of a type which was in use by the F.S.O. or F.S.E. prior to his transfer may be paid.

AUTOMOBILE

5-45 Shipment of Automobile

- 5-45-1 On recommendation of the Director, the Comptroller of the Treasury may pay the cost of packing and shipping one or more automobiles to the post to which an F.S.O. is transferred or at which he is serving, but no payment in respect of each complete tour of duty at a post may exceed the cost of packing and shipping one automobile from Canada to that post.
- 5-45-2 There is no provision to pay the cost of packing and shipping any automobile from the post abroad to Canada.

OTHER EXPENSES

5-50 Admissible Expenses

- 5-50-1 The Comptroller of the Treasury, may, if he is furnished with satisfactory
(5-50-1) detailed explanations of the necessity, pay:
- (a) when it is necessary to obtain temporary accommodation in Canada as a result of transfer, actual and reasonable living expenses for an F.S.O. or F.S.E. and his dependents for meals, lodging, valet services, laundry and gratuities,
 - (i) to a married F.S.O. or F.S.E. for a period not exceeding 21 days,
or
 - (ii) to a single F.S.O. or F.S.E. for a period not exceeding 10 days;
 - (b) the actual expenses for laundry and valet services required by the F.S.O. or F.S.E. and his dependents during the period of a journey from his former post to his new post;
 - (c) the actual expenses of fulfilment of the terms of the F.S.O.'s or F.S.E.'s tenancy of leased premises at the post in Canada from which he has been transferred; provided that the Comptroller of the Treasury is supplied with written evidence that no compromise arrangement which would reduce the expense was possible;
 - (d) the actual expenses for gratuities, other than those paid to movers and packers, for taxi charges in proceeding to and from the station and in locating living accommodation in large cities, for telephone and telegraph charges required for the disposal or acquisition of living accommodation and to expedite the shipment of household effects, and for advertising required for the acquisition of living accommodation and for the disposal of rented living accommodation; provided that the Comptroller of the Treasury shall pay no claim for taxi charges or other transportation costs incurred by the F.S.O. or F.S.E. in travelling to and from his place of employment during the period he is being paid expenses for temporary accommodation;

- (e) if the Director certifies that the circumstances of the transfer are unusual and warrant special consideration, actual incidental expenses in an amount not exceeding \$50.00;
- (f) the actual expenses for gratuities paid to movers and packers in accordance with the custom prevailing in the country where the services are performed, but the Comptroller of the Treasury shall make no payments for such services performed in the United States or Canada;
- (g) travelling expenses as set out in 4-70 to 4-79.

5-50-2 (5-50-2) A married F.S.O. or F.S.E. transferred to Canada, may, subject to Treasury Board approval, request reimbursement for a period longer than 21 days, 5-50-1(a). If such an extension is approved, reimbursement of expenses incurred beyond the 21 day period, are subject to the following abatements in gross salary:

<u>Gross Salary</u>	<u>Abatement</u>
Below \$3,500.....	48%
To 4,000.....	45%
To 5,000.....	40%
To 6,000.....	38%
Over 6,000.....	35%

5-51 Insurance Charges when Transfer Is from a Post within Canada or U.S.A.

5-51-1 (5-51-1) Where railway shipping charges for household effects are made under a released bill of lading, or where the amount of insurance provided by other carriers on the basis of minimum shipping charges is inadequate in relation to the depreciated value of the household effects being shipped, the Comptroller of the Treasury may allow a claim for actual and reasonable charges for insurance or additional insurance against loss or damage to the household effects in transit in the case of a shipment of household effects from a post within Canada or the United States of America, but the amount of insurance for which the Comptroller of the Treasury may allow a claim shall in no case exceed \$12,000.

5-52 Inadmissible Expenses

5-52-1 (5-52-1) The Comptroller of the Treasury is not authorized to pay any claim for expenses incurred for the purchase of automobile licences, for garage or parking charges for automobiles, for replacement of household fittings, for the cleaning of household effects, or for any other expenses of a similar nature. (But see 5-90 to 5-99.)

CLAIMS PROCEDURE

5-55 Removal Expense Claims

5-55-1 The Comptroller of the Treasury may pay to an F.S.O. or F.S.E. all
(5-55-1) removal expenses which he incurs as a result of his transfer if:

- (a) the Comptroller of the Treasury is satisfied that the removal expenses claimed were actually incurred and were reasonable. (The Comptroller of the Treasury has directed that the personal inventory shall be attached to the removal claim by the Director and no claim will be accepted unless this condition has been met.); and
- (b) the F.S.O. or F.S.E. provides evidence in his claim that,
 - (i) his costs for lodging, meals and other expenses were not in excess of average costs in the location at the time and were not incurred over a longer period than was necessary for the transfer,
 - (ii) he has arranged affairs in such a way as to minimize his removal expenses.

5-55-2 When a removal expense claim is submitted by an F.S.O. or F.S.E. who is
(5-55-2) transferred, no recommendation shall be made to Treasury Board for payment of any expenses not authorized until the complete claim has been submitted through the Chief Treasury Officer serving the Department to the Comptroller of the Treasury, and the Comptroller has indicated his approval of the amounts which may be properly paid.

5-55-3 Removal expense claims shall be submitted in duplicate on form C.T. 110
(5-55-3) (Rev.) and headed "Removal Expense Claim". The claim must show the number of persons making the trip and the times of departure and arrival. (See Chapter 4.)

CLAIMS FOR LOSS OF HOUSEHOLD EFFECTS

5-60 General Conditions

5-60-1 The Director shall be responsible, having regard to the status of the
(5-60-1) F.S.O. or F.S.E. and his representational responsibilities at the post, for determining in advance in respect of any article which may become lost or damaged in transit (but not in storage), the maximum payment which Her Majesty may be called upon to make.

5-61 Where Article Is Listed in Inventory

5-61-1 Where an article that was shipped at government expense and that is
(5-61-1) mentioned in the itemized inventory filed by an F.S.O. or F.S.E. becomes lost or damaged, the F.S.O. or F.S.E. shall file immediately with the Director a claim, supported by a statutory declaration outlining the extent of the loss or damage sustained, the circumstances giving rise to his claim, the amount claimed in respect of each article included in his claim and a report on the efforts made to obtain compensation from third parties or satisfactory written evidence that such third parties are not liable for the loss or damage sustained.

5-61-2 (5-61-2) Where a claim is made by an F.S.O. or F.S.E. for damages sustained by household or personal articles that are mentioned in an itemized inventory, that were shipped or were to be shipped at public expense to or from a post or between posts outside of Canada and the United States of America, the Comptroller of the Treasury, on the recommendation of the Director, may pay the claim on the basis of the repairs necessary to restore the articles to a serviceable condition, as evidenced by vouchers or reliable estimates, but in no such case shall the Comptroller of the Treasury, without the approval of Treasury Board, make a payment which exceeds the lesser of:

- (a) \$100.00 for each transfer; or
- (b) the normal replacement value of the articles in Canada at the time of shipping, less normal depreciation rates, where applicable.

5-61-3 (5-61-3) Where a claim is made by an F.S.O. or F.S.E. for loss of household or personal articles that are mentioned in an itemized inventory, that were shipped or were to be shipped at public expense to or from a post or between posts outside of Canada and the United States of America, the Comptroller of the Treasury, on the recommendation of the Director, may pay the claim on the basis of the normal replacement value of the articles at the time of shipping less normal depreciation rates, where applicable, and having regard to the general condition of the articles at the time of shipping, but in no such case shall the Comptroller of the Treasury, without the approval of Treasury Board, make a payment in excess of \$200.00 for each transfer.

5-62 Where Article Is Acquired Subsequent to Filing of Inventory

5-62-1 (5-62-1) Where a claim is made by an F.S.O. or F.S.E. for loss of or damage to household or personal articles acquired subsequent to the filing of an itemized inventory, the claim, subject to the restrictions of 5-61-2 and 5-61-3 and subject to 5-63-1 and 5-63-2 may be paid on the basis of:

- (a) the repairs necessary to restore the damaged articles to a serviceable condition; or
- (b) in the case of lost articles, the replacement value in Canada at the time of shipping or the purchase price of such articles at the post, whichever is less, less normal depreciation rates, where applicable.

5-63 When No Payment May Be Made

5-63-1 (5-63-1) No payment shall be made in regard to 5-62-1 unless:

- (a) the Director, before the articles were shipped, authorized the shipment to be made at public expense; and
- (b) the purchase of the articles at the foreign post by the F.S.O. or F.S.E. was necessary.

5-63-2 (5-63-2) No payment shall be made in regard to 5-62-1 where the articles that have been acquired by the F.S.O. or F.S.E. at the foreign post were for souvenirs or for his convenience only.

5-63-3 (5-63-3) Notwithstanding anything in 5-61-1 to 5-63-2 no payment shall be made in respect of any claim for loss of or damage to household effects shipped by rail to or from a post in Mexico unless they were shipped under a released bill of lading.

5-63-4 (5-63-4) Notwithstanding 5-60-1 to 5-63-3, no payment shall be made out of the Consolidated Revenue Fund for any purpose mentioned in those paragraphs:

- (a) if the circumstances in which loss or damage occurred are such that an insurance company would not have assumed the risk; and
- (b) in excess of the amount that an insurance company would pay if such company would have assumed the risk.

5-64 Payments

5-64-1 The maximum amount that may be paid out of the Consolidated Revenue
(5-64-1) Fund for any purpose mentioned in 5-60-1 to 5-63-3 is \$12,000.

5-64-2 All claims for damages to articles in excess of \$100, all claims for loss of
(5-64-2) articles in excess of \$200, and disputes arising out of any loss or damage claim shall be submitted to the Treasury Board for consideration.

5-64-3 The Treasury Board may authorize the Director who has received a claim
(5-64-3) for damage to or loss of articles to engage, for advisory purposes, the services of an independent appraiser in connection with any problem arising out of such claim.

5-65 Advance

5-65-1 Pending settlement of a claim for loss of articles, the Director may authorize
(5-65-1) an accountable advance to be made to an employee in respect of his property, but no such advance in excess of:

- (a) \$200 in the case of partial loss; and
- (b) \$500 in the case of total loss;

shall be made without the approval of Treasury Board.

5-65-2 Any advance made to an employee under 5-65-1 and any compensation
(5-65-2) received from a third party in respect of any loss or damage claim shall be recovered from the F.S.O. or F.S.E. or taken into account in making final settlement of the claim.

5-66 Government-Furnished Accommodation

5-66-1 No claim shall be allowed for loss of household effects in favour of an F.S.O.
(5-66-1) or F.S.E. residing in government-furnished accommodation as a result of fire or other mishap in such government-furnished accommodation. The F.S.O. or F.S.E. should assume the risk himself or cover his risks by insurance at his own expense of his personal and household effects.

5-67 Damage to Automobile

5-67-1 Claims for damage to an automobile shipped at government expense to a
post abroad shall be treated in the same manner as a claim for damage to household effects.

OTHER CONDITIONS OF REMOVAL

5-70 Dependents

5-70-1 (5-70-1) When an F.S.O. or F.S.E. at a post abroad is transferred to a post to which the Director does not permit him to take his dependents, he may be paid the removal expenses of his dependents to their normal place of residence in Canada.

5-70-2 (5-70-2) If, not less than one year after the date of their arrival in Canada, the prohibition against the dependents joining the F.S.O. or F.S.E. is lifted, he may be paid the removal expenses incurred in transferring his dependents from their normal place of residence in Canada to his post abroad.

5-71 Dependent Children Ceasing to Be Dependent

5-71-1 (5-71-1) When a dependent child of an F.S.O. or F.S.E. reaches the age of 21 while the F.S.O. or F.S.E. is stationed at a post abroad, the Comptroller of the Treasury may pay removal expenses for the child:

- (a) on the transfer of the F.S.O. or F.S.E. to another post abroad without first returning to Canada; and
- (b) to Canada within a period of one year following the F.S.O.'s or F.S.E.'s first official return to Canada after the child has attained the age of 21.

5-72 Separation while outside Canada

5-72-1 (5-72-1) When an F.S.O. or F.S.E. ceases to be employed before completion of a tour of duty outside Canada, the Comptroller of the Treasury, on recommendation of the Director, may pay:

- (a) where he ceases to be employed by reason of resignation or dismissal and returns to Canada within two months from the date of separation, a portion of the removal expenses of himself and his dependents;
- (b) where he ceases to be employed for any other reason and returns to Canada within six months from date of separation, the removal expenses of himself and his dependents; or
- (c) in the event of his death, the removal expenses of his dependents, if they return to Canada within six months from the date of his death;

from his post abroad to Ottawa or his normal place of residence in Canada, whichever involves the lesser expense.

5-72-2 (5-72-2) The portion of the removal expenses which may be paid under 5-72-1(a), shall not exceed an amount which is in the same ratio to the total removal expenses incurred as the number of months served in the tour of duty is to the number of months in a full tour of duty at that post.

5-72-3 (5-72-3) The Director, however, may refuse to recommend payment of any expenses under 5-72-1(a) where the F.S.O. or F.S.E. ceased to be employed before completing at least one year of the tour of duty.

5-72-4 (5-72-4) In computing the number of months served under 5-72-1(a), a fraction of a month containing 15 days or more shall be considered as a full month and a fraction of a month containing less than 15 days shall be disregarded.

5-73 On Retirement

5-73-1 (5-73-1) When an F.S.O. or F.S.E. ceases to be employed by reason of retirement or on completion of a tour of duty outside Canada, the Comptroller of the Treasury may pay full removal expenses for himself and his dependents from his post abroad to Ottawa or to his normal place of residence in Canada, which ever involves the lesser expense.

ADDITIONAL FINANCIAL ASSISTANCE

5-80 Tropical Clothing Grant

5-80-1 An F.S.O. may be paid a tropical clothing grant on his posting to Bogota, Colombia, in the amount of \$100 and on his posting to any other tropical post (Appendix C) in the amount of \$400 for a married F.S.O. and of \$200 for an unmarried F.S.O.

(5-80-2) An F.S.E. may be paid a tropical clothing grant on his posting to Bogota, Colombia, in the amount of \$100 and on his posting to any other tropical post (Appendix C) in the amount of \$200 for a married F.S.E. and of \$100 for an unmarried F.S.E.

5-80-3 (5-80-3) No subsequent tropical clothing grant may be made to an F.S.O. or F.S.E. until 5 years have elapsed since he received such a grant.

5-85 Posting Loan

5-85-1 (5-85-1) Where the Director is of the opinion that an F.S.O. or F.S.E. requires assistance in financing the purchase of clothing and other items required by reason of a posting abroad he may authorize payment of a recoverable advance not exceeding the following amounts:

	<u>First Posting</u>	<u>Subsequent Posting</u>
F.S.O.....	\$2,000	\$1,000 ^{1,500}
F.S.E. (married).....	1,500	1,000 ^{1,500}
F.S.E. (single).....	1,000	1,000

5-85-2 (5-85-2) Application for a posting loan shall be made by requisition on an "Application for Loan on Posting" form T.C.S. 1 through the Assistant Director (Administration).

5-85-3 (5-85-3) A posting loan shall be recovered with interest, by not more than 34 equal monthly instalments deducted from the F.S.O.'s or F.S.E.'s salary or allowances commencing at the end of the month following completion of two months' service at the post.

5-85-4 (5-85-4) The amount of the instalment shall be computed in accordance with Table No. 6 of the Financial Compound Interest and Annuity Tables, with interest at the rate of ~~3-7/8%~~ ^{5 1/2%} calculated from a date three months prior to the date on which the first instalment is recovered.

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- 5-85-5 (5-85-5) When an F.S.O. or F.S.E. who has an outstanding balance on a posting loan is transferred to Ottawa, recovery of the outstanding balance may be made in one of the following ways or by a combination of both:
- (a) cash payment, in whole or in part, of the balance upon return to Canada; and/or
 - (b) monthly salary deductions, not to extend beyond the date on which the loan was originally to be repaid.
- 5-85-6 (5-85-6) When an F.S.O. or F.S.E. is separated from the Department before his loan has been fully repaid, the balance will be recovered out of any monies due him, either before or after his separation from the Department, in an amount or amounts sufficient to repay the balance.
- 5-85-7 (5-85-7) An F.S.O. or married F.S.E. who does not take the full amount of the loan on first posting, may in a subsequent posting receive a loan in addition to \$1,000, of the difference between his first posting loan and \$2,000 in the case of an F.S.O. and \$1,500 in the case of a married F.S.E., but in no case may the total loan exceed \$2,000 or \$1,500.
- 5-85-8 (5-85-8) Where, on a subsequent posting abroad, an F.S.O. or F.S.E. has received the maximum loan on his previous posting and has a balance of the previous loan still owing, the loan which he would otherwise be permitted shall be reduced by the amount still owing.

DISLOCATION EXPENSES

5-90 General Provisions

- 5-90-1 (5-90-1) Notwithstanding the provisions of the Removal Instructions, 5-1 to 5-89 inclusive, Treasury Board has authorized reimbursement to F.S.O.'s and F.S.E.'s for certain expenses, incurred on removal, for which provision is not otherwise made.
- 5-90-2 (5-90-2) A dislocation claim will only be considered on the occasion of an F.S.O.'s or F.S.E.'s transfer and only one claim will be considered for each transfer. Submission of the claim must, therefore, be held until the entire claim is complete. However, a supplementary claim will be permitted when an F.S.O. or F.S.E. returns to his post for a second tour of duty but the total of two claims may not exceed the maximum amounts authorized under 5-90-8.
- 5-90-3 (5-90-3) No dislocation claim is payable on the occasion of a transfer within Canada.
- 5-90-4 (5-90-4) No dislocation claim will be accepted when a local change of residence is involved except as provided in 5-91-61(b).
- 5-90-5 (5-90-5) Each F.S.O. or F.S.E. submitting a dislocation claim must prove the essentiality of any expense shown on his claim and detailed information regarding each item included must be supplied at the time the claim is submitted.

5-90-6 Dislocation expenses may not be paid in whole or in part from office
(5-90-6) contingent accounts and no advance may be made to any F.S.O. or F.S.E. for dislocation expenses.

5-90-7 Any expenses such as storage charges or repairs to accommodation on
(5-90-7) initial occupancy which are covered under the authorized removal expenses and in Chapter 3 may not be included in a claim for dislocation expenses.

5-90-8 Notwithstanding the limitations imposed for each category of items under
(5-90-8) Principles of Adjudication, 5-91-1 to 5-92-2, a dislocation claim shall be limited to \$300 for a married F.S.O. or married F.S.E. and to \$200 for a single F.S.O. or single F.S.E.

5-90-9 A dislocation claim shall be submitted in triplicate on a "Dislocation
(5-90-9) Expenses" form T.C.S. 15 properly certified. It may not be included in a Removal Expense claim.

5-91 Principles of Adjudication

5-91-0 Luggage

5-91-1 Where essential luggage must be purchased, an F.S.O. or F.S.E. may claim
(5-91-1) 50% of the cost of such luggage, provided the claim is supported by vouchers.

5-91-10 Household Equipment Not Readily Transportable

5-91-11 The amount which may be recommended for payment of not readily
(5-91-11) transportable household equipment such as garbage cans, garden tools, paints, light bulbs, etc., may not exceed \$25.00. Loss on food stuffs or medicines is not refundable.

5-91-12 Vouchers, or if this is not possible, a certificate endorsed by the Director
(5-91-12) or the Head of Post that the amounts claimed are fair and reasonable, must be produced.

5-91-20 Household Furnishings Not Adaptable to New Residence

5-91-21 Depending upon the merits of the claim, an amount up to 40% of the
(5-91-21) difference between the proceeds from the sale of such items as drapes, curtains, blinds, window awnings, etc. and any replacement cost at the new post may be recommended.

5-91-22 If such items are not sold, a signed statement of their disposition must
(5-91-22) be furnished and payment up to 40% of the replacement costs may be allowed.

5-91-23 Supporting vouchers to show replacement costs must be produced.
(5-91-23)

5-91-30 Household Furnishings Adapted to New Household

5-91-31 The following items may be recommended for payment up to the amounts
(5-91-31) shown:

- (a) cost of cutting and laying of carpets up to \$10.00;
- (b) total cost of remaking drapes and curtains.

5-91-32 Supporting vouchers to cover such costs must be produced.
(5-91-32)

5-91-40 Provision of Essential Fixtures

5-91-41 Reasonable expenditures for re-wiring, purchase and installation of lighting fixtures which are not provided by the landlord, provision and installation of radiators where central heating is not available but where extra heating facilities are required, etc., which are entirely unavoidable may be allowed in full, subject to recovery of any resale proceeds if the articles are sold later. (See also 10-50-8.)

5-91-42 Costs related to air conditioners, heaters and other household appliances, including transformers, purchased by the Department are not allowable. These costs are borne by the Department.

5-91-50 Expenditures Resulting from Adherence to Local Legal Requirements

5-91-51 Depending on the merits of the case, reimbursement in full of the expenses involved in making modifications, such as special headlights required by law or obtaining motor licenses which are not exempt from fee, may be made.

5-91-52 No reimbursement may be made if the automobile for which such expenses are claimed is not essential for carrying out representational duties.

5-91-60 Other Admissible Items

5-91-61 Other items which are admissible for dislocation expenses are:

- * (a) demoting and dry cleaning of clothing and furniture prior to the transfer or storage of the goods, where such demoting or dry cleaning is required as a direct result of transfer,
 - (i) single F.S.O. or F.S.E., up to \$15.00,
 - (ii) married F.S.O. or F.S.E., without children, up to \$30.00,
 - (iii) married F.S.O. or F.S.E., with children, up to \$40.00;
- (b) up to 50% of the cost of removal within the area of the post when initial accommodation is a short term arrangement pending location of suitable quarters, together with removal of any of the landlord's furniture which is considered unsuitable.

5-92 Inadmissible Items

5-92-1 Items which are not admissible for dislocation expenses are:

- (a) repairs to landlord's furniture on first occupation of accommodation will not ordinarily be considered. Where such repairs are a condition of tenancy, they should be dealt with under the rental provisions of Chapter 3;
- (b) slip covers, bedspreads, cushions, etc., to supplement landlord's furniture will not be considered;
- (c) loss on resale of household equipment such as stoves, refrigerators, etc., may not be claimed. Such loss is a personal liability;
- (d) costs related to the transportation and quarantine of pets are excluded;
- (e) installation cost of newly purchased equipment of a non-essential type such as a washing machine with automatic drier and drainage requiring special plumbing connections will not be accepted;

REMOVAL INSTRUCTIONS

(f) cost of installation of equipment purchased in Canada where an F.S.O. or F.S.E. discards or otherwise disposes of used equipment such as a washing machine, on the occasion of his transfer from a post abroad to Canada and purchases new equipment of his own choice requiring a substantial outlay for installation and connection, will not be allowed.

5-92-2 With regard to 5-92-1(e) and 5-92-1(f), installation charges of previously
(5-92-2) owned equipment or equipment of a similar type are covered by 5-40-3.

CHAPTER 6

Official Tours at Home and Abroad

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Official Tours at Home and Abroad

PURPOSE OF OFFICIAL TOURS

6-1 Tours at Home and Abroad

- 6-1-1 F.S.O.'s undertake tours of Canada and tours of territory for the purpose of promoting Canadian trade.
- 6-1-2 Tours of Canada enable F.S.O.'s to reacquaint themselves with Canadian economic conditions at first hand after an absence from Canada, to visit new developments and to call on Canadian businessmen with whom they have been in correspondence. Such knowledge will better enable them to sell Canada abroad.
- 6-1-3 Tours of territory (post travel) enable F.S.O.'s to familiarize themselves with the territory of the post, to see at first hand where and how they may assist Canadian exporters, to call on agents of Canadian firms, to call on business firms who might be interested in Canadian goods, to call on government officials, to visit mines, industries, etc., and to attend local trade and other fairs.

TOUR OF CANADA

6-10 General Provisions

- 6-10-1 An F.S.O. may be required, when returning to Canada for home leave, to undertake a tour of Canada.
- 6-10-2 An F.S.O. will be informed in advance of his departure for Canada whether or not he is to make a tour, whether it will be a coast to coast tour, or whether it will be limited to certain areas or provinces.
- 6-10-3 An F.S.O., whether on tour of Canada or home leave only, will be required to spend a period, not normally exceeding two weeks, with the Department. If the F.S.O. has been asked to make a tour, the period spent with the Department should, preferably, be prior to commencement of his tour. Determination of the period, insofar as possible, will be at the F.S.O.'s convenience but agreement of the time must be reached before he leaves his post.

6-11 Allowances while on Tour

- 6-11-1 An F.S.O. who is to return to his post or to be transferred to another post abroad, will, for allowance purposes while on tour, be on "temporary duty".
- 6-11-2 An F.S.O. who is transferred to Canada will, while on tour, be paid his travelling expenses only.
- 6-11-3 An F.S.O. who is transferred to a post abroad following a period of duty in Canada will, while on tour, be paid his travelling expenses only.
- 6-11-4 An F.S.O. while on duty in Ottawa, whether on tour or home leave only, will, for allowance purposes, be on "temporary duty".
- 6-11-5 No expenses for dependents will be allowed during the tour period except as provided in 4-41-2.

6-12 Procedure prior to Tour

- 6-12-1 As soon as an F.S.O. knows that he is going to return to Canada on home leave, he may submit to the Director proposals for an appropriate tour of Canada, the reasons why a tour is advisable and suggest the time to be spent in each main center.
- 6-12-2 When an F.S.O. is advised that he will be making a tour of Canada he will forward, in duplicate, marked for the attention of the Assistant Director (Personnel), a letter setting out the proposed dates for the tour and giving an outline of his proposed itinerary, and the dates when leave will be taken.
- 6-12-3 This letter will be followed with a list, in triplicate, of the firms he wishes to call on and marked for the attention of the chief of the appropriate geographical division of International Trade Relations Branch. The list should be set out by province and city, and the firms listed in alphabetical order; the street address should be included.
- 6-12-4 F.S.O.'s will indicate on the list of firms the priority of importance they attach to the visits they wish to make:
- (a) Firms, which in their opinion, cannot be missed (xx);
 - (b) Firms which are considered to be important (x);
 - (c) New projects or developments in Canada;
 - (d) Courtesy calls.
- 6-12-5 The F.S.O.'s interview list will be reviewed, essential calls added and, where necessary, deletions made. One copy of the list will be returned to the F.S.O. who may:
- (a) if he considers it advantageous, write direct to certain of the Canadian firms advising them that he will be calling on them and asking if there are any special problems or investigations to be taken up on their behalf before he leaves the post; or
 - (b) mention in the course of normal correspondence that he expects to visit them during his forthcoming tour of Canada.
- 6-12-6 The chief of the appropriate geographical division of International Trade Relations Branch will be responsible for circularizing the Canadian firms on the revised list and, on the basis of the replies received, the final itinerary will be prepared by the officer in charge of tours.
- 6-12-7 A copy of the final itinerary will be forwarded to the F.S.O. at his post prior to his departure for Canada. If time permits, he will be consulted about the itinerary before it is finally approved.
- 6-12-8 A resume of the tour itinerary will be published in "Foreign Trade".

6-13 Reports Required

- 6-13-1 An F.S.O., before leaving his post, should prepare an article giving basic information about his territory from a trade standpoint. This report should deal with the commercial situation, and the importance of the market, especially for Canadian goods. This article will appear in "Foreign Trade" with his itinerary just prior to commencement of his tour of Canada. Such an article serves two purposes. It calls attention to his presence in Canada and saves time during interviews by answering certain fundamental questions about the area in which he has been serving.

6-14 Procedure on Tour

- 6-14-1 Appointments in Ottawa will have been made through the chief of the appropriate geographical division of International Trade Relations Branch and elsewhere in Canada through the regional offices of the Department or those non-government liaison offices designated by the Director.
- 6-14-2 On arrival at a center F.S.O.'s will report to the office which has been designated as their headquarters.
- 6-14-3 F.S.O.'s are also reminded that it is essential to make certain courtesy calls, which will not have been included on the appointment list prepared by the office at which they make their headquarters.
- 6-14-4 Arrangements for the F.S.O. to meet groups of exporters; to visit plants, etc., in industrial centers, to address export or import study groups, will be made by the Director.
- 6-14-5 F.S.O.'s on tour of Canada in the fall of the year, may be requested to address university student groups with a view to stimulating interest in the Trade Commissioner Service.
- 6-14-6 Travel arrangements for tour will be as set out in 4-40.

6-15 Procedure in Ottawa

- 6-15-1 On arrival in Ottawa, the F.S.O. will report to the appropriate geographical division of the International Trade Relations Branch, which will provide him with a schedule of required calls and other activities to be completed during his period of duty with the Department.
- 6-15-2 F.S.O.'s will be expected to hold discussions with Commodity Officers and other officers in the Department. Arrangements for such meetings will be made by the chief of the appropriate geographical division of the International Trade Relations Branch.

6-16 Tour Notes

- *6-16-1 F.S.O.'s are required to prepare thorough and legible handwritten notes of interviews on forms provided by the Officer in charge of tours.
- *6-16-2 Tour notes must include the names and addresses of the firms, the names of the people interviewed, and the products discussed, plus the facts of the interview, with an indication of the action taken or to be taken in each case.
- *6-16-3 At the end of each week, a copy of the week's interview reports will be sent to the chief of that geographical division of the International Trade Relations Branch which is concerned with the post from which the F.S.O. has come, for development into a chronological tour report for distribution in Ottawa and to the F.S.O. and posts involved.
- 6-16-4 Notes on any cancelled or unfulfilled appointments are to be included.
- 6-16-5 Details should be supplied concerning any group meetings, public addresses and press, radio or television interviews. F.S.O.'s are reminded that caution should be exercised when giving press interviews or public addresses. Previous clearance of the text of any such addresses which make reference to other than purely trade matters must be obtained from the Director.

- 6-16-6 At the conclusion of a brief tour or each stage or area of a longer tour, and as may be appropriate during a tour, F.S.O.'s are requested to report briefly to the Director on trade developments of interest, on business trends and on subjects worth further investigation by other offices.
- 6-16-7 At the conclusion of the tour, F.S.O.'s shall submit to the Director a brief, confidential report summarizing the number of working days, the number of interviews and general meetings at each place, together with any comment on interest shown, co-operation received, suggestions for future tours, etc.

6-17 Expense Accounts

- 6-17-1 Tour expense accounts will be submitted in one copy only on form C.T. 110 (Rev.) supplemented, where travel has been by private automobile, by the car mileage certificate. Permissible travelling expenses are detailed in Chapter 4.
- 6-17-2 F.S.O.'s will be limited to an initial tour advance of \$350. Expense accounts must be submitted when expenditures have reached \$200, or every two weeks. If an additional advance is required, a statement to this effect must be attached to the first expense account submitted and the address to which the subsequent advance is to be sent must be given. No subsequent tour advance may be made without an accounting of the initial advance.
- 6-17-3 Advances outstanding at the end of the fiscal year must be accounted for. If it is not practicable to refund the advance then a statement certifying that the advance or balance of advance is on hand must be forwarded to reach the Department before April 30.

TOUR OF TERRITORY (POST TRAVEL)

6-30 General Conditions

- *6-30-1 Prior approval of the Director for individual trips is not required as long as the gross cost of post travel in a fiscal year does not exceed the amount allocated by the Director after review of the annual estimate. (See 9-90-5.) However, advance notification of travel is required. (See 6-31.)
- 6-30-2 The Head of Post will be responsible for deciding when post travel will be undertaken and the area to be visited.
- 6-30-3 Where there are several F.S.O.'s at a post, the Head of Post will decide which F.S.O. will undertake the tour.
- 6-30-4 F.S.O.'s whose duties are in specific fields of trade promotion will consult with the Head of Post before undertaking post travel.

6-31 Notification of Post Travel

- 6-31-1 The Head of Post will notify the Director (with copy to the chief of the appropriate geographical division of the International Trade Relations Branch) in good time of post travel of longer duration than two to three days and will provide an itinerary with dates of departure and arrival and names of hotels so that the Department will know where to communicate with the F.S.O. in the event of urgent problems arising.
- 6-31-2 Notification of such trips will be published in "Foreign Trade" in order that Canadian businessmen and other branches of the Department may contact the post with regard to any specific problems they may wish to discuss.
- 6-31-3 Notification of post travel must reach the International Trade Relations Branch at least five weeks prior to the date of the proposed trip. This will allow time for any necessary correspondence with the post and for publication of the proposed tour in the issue of "Foreign Trade" prior to the issue coinciding with the tour dates.

6-32 Tour Notes

- 6-32-1 The Head of Post is responsible for seeing that a report is prepared on completion of a period of post travel.
- 6-32-2 The report will be forwarded in triplicate, to the chief of the appropriate geographical division of the International Trade Relations Branch, by all posts with the exception of the offices in the United States who will submit their reports in duplicate. Each page should be numbered in the upper right hand corner and should show the tour dates and the general area visited. An additional copy of the Summary, 6-32-3(b), will be forwarded direct to the Assistant Deputy Minister (External Trade Promotion).
- 6-32-3 The report will be submitted in clear concise notes as follows:
- (a) Index or table of contents;
 - (b) Summary—
 - (i) General observations on business conditions, and prospects for Canadian trade. Comments may include remarks on import control, exchange regulations and other regulatory conditions of access to the market,
 - (ii) Specific observations on sales prospects for particular commodities or groups of commodities,
 - (iii) Any recommendations;
 - (c) Individual Interviews—
 - (i) Courtesy and general information calls,
 - (ii) Trade calls grouped by subjects following the main divisions of the Commodities Branch and the Agriculture and Fisheries Branch, starting a separate page for each commodity group and including the action taken or to be taken for each interview.
- 6-32-4 When action is required by the Department on any phase of post travel, the Head of Post must ensure that a separate letter is written on each subject for which action is required.

6-32-5 Tour notes should not include a geographic and economic description of the territory visited unless the area has not been visited or reported on for some time or unless new developments warrant.

6-32-6 F.S.O.'s are reminded that post travel can provide excellent material for departmental reports or for reports for "Foreign Trade" as set out in Chapter 11.

6-33 Expense Accounts

6-33-1 Travel expense accounts will be submitted through the office contingent account as set out in Chapter 4.

CHAPTER 7

Locally-Engaged Staffs Abroad

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Locally-Engaged Staffs Abroad

GENERAL

L-7-1 General Provisions

L-7-1-1 This chapter governs the employment at posts abroad of persons who are not in receipt of allowances under the F.S.O. or F.S.E. instructions and who are not contributors under the Canadian Public Service Superannuation Act. Such persons are referred to in groups as "Locally-Engaged Staffs" and individually as a "Locally-Engaged Employee".

L-7-1-2 These instructions, therefore, authorize Heads of Posts to engage such staffs at posts abroad and to make appointments and to pay salaries in accordance with the conditions provided herein.

L-7-2 Definitions

L-7-2-1 The following definitions of terms shall apply in these instructions:

- (a) "class" means the classification title and grade that designate the rank of employment to which is assigned a range of salaries;
- (b) "Commercial Assistant" means a locally-engaged employee whose normal work includes meeting with businessmen and government officials on matters of trade concern;
- (c) "demotion" means a reduction in the class of an employee to a class with a lower maximum salary rate whether in the same or another position;
- (d) "Deputy Minister" means the Deputy Minister of the Department of Trade and Commerce;
- (e) "employee" means a person to whom these instructions apply, but does not include a maintenance employee;
- (f) "establishment" means the number of positions, classified by grade, which have been approved by Treasury Board as necessary to carry out the duties of a post;
- (g) "Head of Post" means the senior officer of the Department of Trade and Commerce at the post;
- (h) "leave" means a period of leave authorized under these instructions;
- (i) "maintenance employee" means an employee engaged for the maintenance of official buildings or grounds who is not appointed to a position on the establishment of a post;
- (j) "position" means a position established by Treasury Board to be occupied by an employee;
- (k) "post" means an office of the Department of Trade and Commerce located outside Canada;
- (l) "promotion" means an advancement of an employee to a class with a higher maximum salary, whether in the same or another position;
- (m) "reclassification" means a change in the class of a position;
- (n) "revision of salary rates" means the establishment of new salary rates attached to a class;

- (o) "step" means a salary rate which is one of the individual salaries in a range of a class;
- (p) "transfer" means a change of an employee from one position to another position in the same class or in a different class with the same maximum salary rate.

L-7-3 Oaths of Office

- L-7-3-1 Unless the Deputy Minister directs otherwise, every employee shall, before any salary is paid to him, take and subscribe the Oath of Office and Secrecy and every employee who is a British subject shall also take and subscribe the Oath of Allegiance (form T.C.S. 103). One copy of form T.C.S. 103 shall be forwarded to the Assistant Director (Personnel).

ESTABLISHMENT OF POSITIONS AND SALARY RATES

L-7-10 General

- L-7-10-1 Locally-engaged staffs are appointed to positions on the establishment of a post. These positions are established and appropriate salary rates set by Treasury Board for each post abroad.
- L-7-10-2 Positions are classified according to grade. With the exception of classifications for the United Kingdom, these grades are designated as "Assistant" grades; there are normally ten grades for each post.
- L-7-10-3 Salary rates at each post are set for each of the "Assistant" grades.

L-7-11 Establishment of Classes and Salary Rates

- L-7-11-1 The Treasury Board may establish, alter or abolish classes and salary rates, and in so doing, shall take into consideration the scale of remuneration paid for duties and responsibilities of a like nature by local employers, other foreign missions and the government of the country in which the post is located.
- L-7-11-2 The salary rates established shall, unless Treasury Board otherwise directs, be expressed in the currency of the country to which the classes apply, and for each class there shall be a minimum and a maximum salary and such intermediate steps as are considered necessary to provide for salary increases.

L-7-12 Establishment of Positions

- L-7-12-1 The Treasury Board may, on the recommendation of the Deputy Minister, provide for a new position on an establishment or abolish a former one.

L-7-13 Establishment Structure

- L-7-13-1 Grades for categories of employees will fall, generally, within the following groups:
- (a) Assistant Grades 1 to 3: Office boys, messengers, driver-messengers, typists, junior stenographers, junior clerks;

- (b) Assistant Grades 4 to 6: Receptionists, switchboard operators, clerks, typists, stenographers with some degree of responsibility;
- (c) Assistant Grades 7 to 8: Clerks with a marked degree of responsibility, translators, senior secretaries;
- (d) Assistant Grades 9 to 10: Commercial Assistants, clerks with exceptional responsibility, or specialists.

L-7-13-2 However, in determining the grade in which an employee will be placed, the following must be considered:

- (a) at the average post one employee may be required to perform a variety of duties;
- (b) the prevailing salaries for certain categories of employees, such as driver-messengers, translators, stenographers (including bi-lingual and multi-lingual), etc., may be higher in relation to salaries for other categories of employees in one country than in another country.

L-7-14 Salary Scales

L-7-14-1 Salary scales will, generally, be set up in accordance with the following principles:

- (a) for the first grade there should be six individual steps; for the remaining nine grades five individual steps in each grade;
- (b) the maximum salary in any one range (Assistant grade) should be identical with the minimum salary of the range for the next higher grade;
- (c) the amount of annual increase, which is the difference between any one step and the next higher step, should be the same within each of the following grades,
 - (i) Assistant Grades 1, 2, 3,
 - (ii) Assistant Grades 4, 5, 6,
 - (iii) Assistant Grades 7, 8, 9, 10,
 and the amount of the annual increase should be greater for the second group than for the first and greater for the third group than for the second;
- (d) salaries are to be expressed in units of local currency per annum and each step of the salary range should be divisible by twelve.

L-7-14-2 Notwithstanding L-7-14-1(a) and (b), and depending on local conditions of employment, flexibility may be exercised in determining the number of steps in each grade and whether there may be overlapping of salary rates between grades.

L-7-14-3 Notwithstanding L-7-14-1(c), to achieve a practical salary scale and to provide adequate salaries in the highest grades, it may also be necessary to introduce a greater annual increase in Grades 9 and 10 than in Grades 7 and 8.

L-7-15 Relation of Salary Scales to Establishment Structure

L-7-15-1 When a new post is opened, it is necessary to determine both salary scales and establishment structure. Since salaries for locally-engaged employees are to be based on salaries prevailing in the country concerned, scales for groups of employees and grades for positions must both reflect this principle. (See L-7-35.)

- L-7-15-2 Under normal circumstances, the Department will have obtained authority for a number of positions prior to the opening of an office, at grades which, are appropriate according to the average establishment structure. (L-7-13.)
- L-7-15-3 When the post opens, the Head of Post should recommend starting salaries for the occupants of the positions and, as soon as possible, salary scales. (See L-7-35 for the procedure to be followed in setting up salary scales.)

APPOINTMENTS

L-7-20 General Conditions

- *L-7-20-1 When any recommendation for an appointment is made, the Head of Post shall forward to the Assistant Director (Personnel) completed Employment Certificate (form T.C.S. 101) in triplicate, completed Personal History Form (form T.C.S. 102) in duplicate, and a full description in triplicate of all pensions being received by the employee from the Government of Canada. One copy of the Employment Certificate will be returned to the post when the appointment is approved by the Deputy Minister.
- L-7-20-2 Except as provided in L-7-23-1, an employee shall not be appointed unless a vacancy exists on the establishment of the post.
- L-7-20-3 An employee is considered to be on probation for six months and should be so informed at the time of employment.

L-7-21 Temporary Appointments

- L-7-21-1 Pending approval of salary scales on the opening of an office (L-7-35), temporary appointment may be made to the positions established and employees paid the prevailing rate of pay at which persons qualified to perform a similar type of work may be secured in the locality.

L-7-22 Vacancy on Establishment

- L-7-22-1 Appointments may be made by the Head of Post subject to the approval of the Deputy Minister and the following conditions:
- (a) that the appointment is necessary for the efficient carrying out of the work of the Department;
 - (b) that the selection is made strictly on the merit principle as between persons applying or available for the position;
 - (c) that the appointee is suitable as to age, character and habits; and
 - (d) that, in considering Canadian citizens for appointment, due regard is given to veterans' preference as in the case of appointments in Canada under the Civil Service Act.

L-7-23 Emergency Appointments

- L-7-23-1 Where additional assistance is required on short notice for emergency work, and there is no vacancy on the establishment to which an appointment may be made, the Deputy Minister, on recommendation of the Head of Post, may authorize the necessary employee to be engaged.

L-7-23-2 No persons shall be employed under L-7-23-1 for a continuous period in excess of ninety-two calendar days without the approval of Treasury Board.

L-7-23-3 Employees engaged under L-7-23-1 may be paid the prevailing rate of pay at which persons qualified to perform similar type of work may be secured in the locality where the work is required to be done.

*L-7-23-4 Leave credits will not accrue to an employee engaged under L-7-23-1 except as provided in L-7-23-5.

*L-7-23-5 Where an employee who was engaged under L-7-23-1 is subsequently appointed to a position on the establishment, without a break in service, the date of appointment for the purposes of these instructions, shall be the date from which his service has been continuous, unless the Treasury Board directs otherwise.

L-7-24 Additional Assistance for Trade Fair Participation

L-7-24-1 Posts requiring additional stenographic and clerical assistance in the office prior to and during trade fairs in which Canada is participating, may engage such persons under L-7-23-1 to L-7-23-3.

L-7-24-2 Employment and compensation of persons engaged for duties on the Canadian stand at a trade fair or at the fair grounds are not covered by these instructions and separate authority covering their employment must be sought from the Department.

GRADE AND SALARY CHANGES

L-7-30 General Comments

L-7-30-1 Recommendations for promotions (but excluding promotion requiring reclassification of a position), transfers and salary revisions may be submitted to the Department at any time during the year. However, Heads of Posts should bear in mind that promotions which are the outcome of such recommendations may result in the employee's annual increase date being altered.

L-7-30-2 Recommendations for reclassification of positions except as set out in L-7-32-3 and for the establishment of new positions are considered only as provided under L-7-36.

L-7-31 Promotion and Demotion

L-7-31-1 As far as is consistent with the best interests of the service, vacant positions shall be filled by promotion from among the employees of the post in which the vacancy occurs or from among the employees of all Canadian Government departments in the place in which the post is situated.

L-7-31-2 Such promotions are subject to the approval of the Deputy Minister and shall take into consideration the suitability, proficiency and seniority of all eligible employees.

L-7-31-3 Promotions also may be made with the approval of the Deputy Minister where an employee was taken on strength at a grade lower than that of the position occupied and, after completion of a suitable period of training, is considered qualified to be placed in the first step of the grade of the actual position.

L-7-31-4 Heads of Posts desiring to promote employees must report the intended promotion promptly to the Assistant Director (Personnel) on a Reclassification and Promotion Report (form T.C.S. 105) and provide sufficient information to justify the promotion. Form T.C.S. 105 must be completed in triplicate. (Late arrival of this form means a delay in securing the necessary financial authority for the enhanced salary payment.)

L-7-31-5 On the instruction of the Deputy Minister an employee may be demoted or his salary reduced to a lower step in the grade for his class, for reason of inefficiency or inability to perform the duties of the class he holds. The rate of compensation paid following such demotion shall be such step in the grade as the Deputy Minister considers warranted.

L-7-32 Reclassification

L-7-32-1 When a position is established it is classified in a certain grade according to the duties which will be performed by the incumbent of the position. A change in classification may be called for when there is a significant change increasing the responsibilities or duties associated with the position. Length of time spent by an employee in a grade does not constitute a valid reason in itself for the reclassification of a position. Recommendation for a reclassification of a position, therefore, shall be made only where there is sufficient change in the duties or responsibilities attached to it to warrant a change in class.

L-7-32-2 Except as provided in L-7-32-3, Treasury Board approval is required before any position may be reclassified to a higher class.

L-7-32-3 The Deputy Minister may authorize reclassification of positions on the establishment of a post of grades up to but not higher than:

- (a) in the United Kingdom, Clerk (UK) Grade 2 or equivalent;
- (b) in France, Assistant (PAR) Grade 2; or
- (c) at any other post, Assistant Grade 4.

L-7-32-4 The Deputy Minister may authorize reclassification of a position to a lower class. A transfer of duties from one position to another may call for a downward reclassification of the position from which the duties were transferred.

L-7-32-5 Where an employee is demoted by reason of the downward reclassification of his position, his rate of compensation shall be the step in the range for the class that the Deputy Minister considers warranted.

L-7-32-6 Heads of Posts shall submit form T.C.S. 105 in triplicate with their recommendation for reclassification of a position. Sufficient information must be given to justify the need for such reclassification. (*See also L-7-36.*)

L-7-33 Transfers

L-7-33-1 The Head of Post may authorize a transfer within the establishment of a post.

L-7-33-2 Transfer from a position on the establishment of one department to a position on the establishment of another department in the same post may be made by mutual agreement between the Heads of Posts concerned.

L-7-33-3 Any transfer made under L-7-33-1 and L-7-33-2 shall be reported immediately to the Assistant Director (Personnel) by letter giving all pertinent details.

L-7-33-4 No employee shall be granted any of the benefits or privileges provided under the F.S.O. or F.S.E. instructions by reason of appointment or transfer to a position subject to those instructions, unless such employee is appointed to a position in Ottawa pursuant to the Civil Service Act and Regulations and later posted abroad.

L-7-34 Salary Revisions *See TCS/Actuarial 66-52 Nov. 2/55*

L-7-34-1 From time to time, conditions at a post abroad may require a review of salary scales. Rising living standards, inflation of local currency and changes in demand for clerical and stenographic employees which result in changes in prevailing rates paid to all categories of employees usually indicate that a general revision of salary scales is required.

L-7-34-2 However, the situation may be such that only a revision in certain grades, such as stenographic grades, may be called for. A partial salary revision affecting one grade or group of grades, as opposed to a general salary revision, therefore, may be required when prevailing rates for particular types of work have changed.

L-7-34-3 The percentage rise in cost of living since the last salary revision may be used as a guide to the over-all amount of increase which is to be recommended, but the controlling factor is the prevailing rate of salary for each type of employee. In practice this normally means that the salary of each type of employee is increased by a certain percentage. The percentage may vary as between different types of employees, i.e., messengers, stenographers, and chief clerks.

L-7-34-4 When a new workable salary scale is determined, it sometimes happens that, if employees are moved to the same step of the new grade as they occupied in the old, some employees may receive a lesser or greater percentage raise in salary than is justified. It may be necessary, therefore, to recommend an employee for a higher or lower step in his present grade or a step in a lower grade in the new scale than he previously occupied. This adjustment will accomplish the desired percentage increase in salary.

L-7-34-5 The recommendation for salary revisions shall be made in the form of a report consisting of:

- (a) a general statement setting forth the broad arguments for the need of a salary revision. This statement should cover such considerations as changes in prevailing rates, increased cost of living, etc., and should clearly indicate the date on which the revised rates should become effective; and
- (b) appendices showing the pertinent factors on which the recommendations are based. (Appendices 7-A to 7-F set out the details of what is required.)

L-7-34-6 In preparing the report, Heads of Posts should be guided by the following procedure:

- * (a) where two or more Canadian Government departments have representatives located in the same area, a Post Interdepartmental Committee, consisting of Canadian officers only, should be convened to conduct the necessary survey and to prepare a joint report for submission to Ottawa;
- (b) the Chairman of the Committee will be responsible for submitting two copies of this report to his department and that department in turn will be responsible for the preparation of the submission to Treasury Board;

(c) each departmental representative will send one copy of the Post Interdepartmental Committee's report to his own department with his comments;

(d) at a detached Trade Commissioner post, the Head of Post will arrange for the necessary survey to be completed and will submit his report to the Department in duplicate.

L-7-34-7 Salary revisions are subject to the approval of Treasury Board; the report required under L-7-34-5 will accompany the department's submission to Treasury Board.

L-7-34-8 Notwithstanding L-7-34-4, unless otherwise requested, Treasury Board, on approving a new salary scale, will normally stipulate that employees shall move from their present steps in the grades of the old scale to the same steps and grades in the new scale. Heads of Posts who wish certain employees to move to different steps must ensure this recommendation is included in their report.

L-7-35 Setting Salary Scale at Newly Established Posts

L-7-35-1 When a new post is opened, an initial establishment of positions of appropriate grade is normally provided.

L-7-35-2 As soon as possible after a post abroad is opened, the Head of Post will be required to submit his recommendations for a salary scale. (See L-7-15.)

L-7-35-3 If possible, the salary scale should be constructed so that new employees may be placed in the first step of the grade.

L-7-35-4 The formula to be followed in setting up a salary scale should be the same as set out in L-7-34 with the following exceptions:

(a) The general statement (L-7-34-5(a)) should summarize the overall conditions applying to the employment of local staff by foreign missions and foreign business houses, it should include any pertinent information concerning problems encountered or anticipated in recruiting satisfactory staff. Also to be included are the comments of the Head of Post as to whether the initial establishment of positions is realistic;

(b) Appendix 7-A should contain a statement of duties for any person employed on a temporary basis under L-7-21;

(c) Appendix 7-A should also include a statement of duties for any person who was required to be employed on an emergency basis pending the establishment of continuing positions.

L-7-36 Annual Establishment Review

*L-7-36-1 Each year Heads of Posts shall review their estimated staff establishment requirements for the succeeding fiscal year. Recommendations for the establishment of new positions, reclassification of existing positions and the corresponding promotion of individual staff members will be forwarded with the Annual Review of Post Personnel. (See 8-76.) The report must be airmailed not later than May 15 each year to reach the Department in time for the Annual Establishment Review.

L-7-36-2 Recommendations for reclassification of existing positions will be made as outlined in L-7-32.

See Overleaf as well.

CALCULATION OF PAY FOR PART OF A MONTH

Days of Entitlement X Salary per Month
Working Days plus Authorized Holiday in Month

Examples:

- (a) Where employee is not eligible for a full month's pay:
 Month of June, 1960—Period worked June 6-17
- | | | |
|---|------------------------------|------------|
| <i>5-day week</i> —Days of entitlement..... | 10 days | |
| Authorized holidays and working days..... | 22 days | |
| (no authorized holiday) | | |
| Monthly salary..... | | \$140.00 |
| Pay entitlement— | $\frac{10 \times \$140}{22}$ | or \$63.64 |
-
- | | | |
|---|------------------------------|------------|
| <i>6-day week</i> —Days of entitlement..... | 11 days | |
| Authorized holidays and working days..... | 26 days | |
| (no authorized holiday) | | |
| Monthly salary..... | | \$140.00 |
| Pay entitlement— | $\frac{11 \times \$140}{26}$ | or \$59.23 |
- (b) Where employee has worked on a continuing basis and terminates employment in July:
 Month of July, 1960—Last day on strength July 20. (Effective date of separation July 21, L-7-60-2.)
- | | | |
|--|------------------------------|-------------|
| <i>5-day week</i> —Worked up to July 15..... | 10 days | |
| Authorized holiday July 1..... | 1 day | |
| Residual annual and compensatory leave to be granted July 18-20..... | 3 days | |
| Days of entitlement..... | 14 days | |
| Authorized holidays and working days..... | 21 days | |
| (July 1 authorized holiday) | | |
| Monthly salary..... | | \$150.00 |
| Pay entitlement— | $\frac{14 \times \$150}{21}$ | or \$100.00 |
-
- | | | |
|--|------------------------------|------------|
| <i>6-day week</i> —Worked up to July 16..... | 13 days | |
| Authorized holiday July 1..... | 1 day | |
| Residual annual and compensatory leave to be granted July 18-20..... | 3 days | |
| Days of entitlement..... | 17 days | |
| Authorized holidays and working days..... | 26 days | |
| (July 1 authorized holiday) | | |
| Monthly salary..... | | \$150.00 |
| Pay entitlement— | $\frac{17 \times \$150}{26}$ | or \$98.08 |
- (c) New employee commencing work at beginning of July:
 Month of July, 1960—Under L-7-41-2(b) there is no pay entitlement for July 1 which is an authorized holiday.
- | | | |
|---|------------------------------|-------------|
| <i>5-day week</i> —Employee commenced work July 4 | | |
| Days of entitlement..... | 20 days | |
| Authorized holidays and working days..... | 21 days | |
| (July 1 authorized holiday) | | |
| Monthly salary..... | | \$160.00 |
| Pay entitlement— | $\frac{20 \times \$160}{21}$ | or \$152.38 |
-
- | | | |
|---|------------------------------|-------------|
| <i>6-day week</i> —Employee commenced work July 2 | | |
| Days of entitlement..... | 25 days | |
| Authorized holidays and working days..... | 26 days | |
| (July 1 authorized holiday) | | |
| Monthly salary..... | | \$160.00 |
| Pay entitlement— | $\frac{25 \times \$160}{26}$ | or \$153.85 |

- L-7-36-3 Recommendations for the establishment of new positions must clearly show that the office is under-staffed and that increased activities justify the need for additional staff. Requests for new positions must be supported by a statement of the duties and responsibilities to be delegated to the new position as well as by a statement showing the reallocation of duties of each member of the present staff. The recommended grade of the new position should be supported by prevailing salary rate data for the equivalent duties in other comparable organizations except where the new position is comparable to a position already established.
- L-7-36-4 When completing the Annual Review of Post Personnel, Heads of Posts should also comment on any vacant positions on the staff establishment and the need to fill such vacancies in the near future.
- L-7-36-5 Recommendations not received in time for the Annual Establishment Review will be held over until the succeeding fiscal year.

COMPENSATION

L-7-40 Pay Period

- L-7-40-1 A pay period is a calendar month but employees may be paid semi-monthly.
- L-7-40-2 Where the provisions of L-7-40-1 do not conform to local custom, the Deputy Minister may authorize a different pay period or pay dates.
- L-7-40-3 Salaries or wages are paid in arrears. Except as provided in L-7-66-1, payment shall be made on the last working day of the pay period. If the last working day of the pay period is a bank holiday, payment may be made on the working day immediately preceding the commencement of the bank holiday.

L-7-41 Calculation of Pay

- L-7-41-1 Where an employee is not eligible for a full month's pay, the amount payable shall be calculated by multiplying the number of days of entitlement by the monthly rate of pay and dividing the product by the aggregate of the working days and authorized holidays in that month.
- L-7-41-2 "Days of Entitlement" in L-7-41-1 means:
- (a) any working day on which the employee worked or was on authorized leave with pay; and
 - (b) any authorized holiday (*see* L-7-51-21), unless it falls within a period of leave without pay or is contiguous to the first or last day of employment.

L-7-42 Rate on Appointment

- L-7-42-1 Except as provided in L-7-42-2, the rate of compensation of an employee upon his appointment shall be the minimum rate in the range for the class to which he is appointed.

L-7-42-2 Where it is impossible to recruit qualified employees at the minimum rate in the range, an employee may, subject to the approval of the Deputy Minister, be appointed at a rate higher than the minimum but not in excess of the maximum.

L-7-43 Rate on Promotion

L-7-43-1 Except as provided in L-7-43-2 and L-7-43-3, the rate of compensation on promotion shall be the minimum rate in the range for the new class.

L-7-43-2 Where in his former class an employee was in receipt of a rate higher than the minimum of the class to which he is promoted, his rate of compensation shall be the same as he was receiving, or, if there is no such rate in the new class, the next higher rate.

L-7-43-3 Where, on the effective date of promotion, an employee has been at the maximum of his former class for at least one year, the rate of compensation on promotion shall be the rate that will give him an increase at least equal to the rate of increase in the new class.

L-7-44 Rate on Revision of Range

L-7-44-1 Unless the Treasury Board otherwise directs, the rate of compensation payable following a general revision of rates of compensation shall be the step in the new salary range that corresponds to the step in the old range at which the employee was being paid immediately prior to the revision. (See L-7-34-8.)

See L-7-44-2
~~The revised rates shall not apply to any person who ceased to be employed prior to the date the Treasury Board authorized the revision.~~

TCS 67-10/INFO amending deleted section Feb. 14/67

L-7-45 Annual Increases

L-7-45-1 The Deputy Minister may grant to an employee an increase to the next step in the salary range for his class, if in his opinion the employee has increased his usefulness in the service, subject to the following:

- (a) an increase shall be effective on the first day of a quarter, that is on the first day of January, April, July or October in any year;
- (b) an employee appointed on the first working day in a quarter is deemed to have been appointed on the first day of the quarter;
- (c) an employee may be granted an increase only on completion of at least twelve months of continuous service from the date of appointment or the date of his last increase as the case may be. Where the classification schedule authorized by the Treasury Board for certain grades of employees provides for semi-annual rather than annual increases, increases may be granted in accordance with such authority;
- (d) where an employee is promoted to a higher grade, the date on which he is next eligible for increase is,
 - (i) where he had not reached the maximum of his former grade,
 - (A) if on such promotion he did not receive an increase at least equal to that for which he would have been eligible in his former grade, the date on which it would have fallen in his former grade, or
 - (B) if on such promotion he did receive an increase at least equal to that for which he would have been eligible in his former grade, the first quarterly date following completion of one year of service from the effective date of promotion;

- (ii) where he had been at the maximum of his former grade,
 - (A) if on such promotion he did not receive an increase at least equal to the annual rate of increase in his new grade, the first quarterly date following completion of one year of service from the date of his last annual increase, or
 - (B) if on such promotion he did receive an increase at least equal to the annual rate of increase in his new grade, the first quarterly date following completion of one year of service from the effective date of promotion;
- (e) the date on which an employee is eligible for an increase is not affected by any revision of the rates of compensation for his grade, unless the Treasury Board otherwise directs;
- (f) where the Deputy Minister approves an increase for an employee who has not been on active duty for at least ten months during the required qualifying period, the grounds on which the increase is granted shall be reported to the Minister; and for these purposes annual leave or leave on account of injury on duty shall be considered as active duty;
- (g) where an increase is withheld by reason of unsatisfactory service or excessive leave, the employee may again be considered for increase on any subsequent quarterly date on which his service merits such increase.

L-7-45-2 The Head of Post shall forward his recommendation for any salary increase to the Assistant Director (Personnel) on form T.C.S. 104, Recommendation for Salary Increase. The recommendation must reach the Department at least three months prior to the effective date for which the increase is recommended (L-7-45-1(a)). Only one copy of form T.C.S. 104 is required by the Department.

L-7-46 Overtime Pay

L-7-46-1 Where it is the local employment practice in the country in which the post is situated to pay cash for overtime work, the Deputy Minister may authorize payment in cash for overtime work under the same terms and conditions as prevail locally provided that:

- (a) the overtime work is performed on the authorization of the Head of Post;
- (b) the time of arrival and departure for overtime work is properly recorded.

L-7-46-2 The Head of Post when requesting permission to pay cash for overtime work under L-7-46-1 shall forward full details concerning the local employment practice of the country of his post. He should ascertain from three or four employers, including local government, foreign missions and large firms, the normal hours of work, the basic salary and the basis on which overtime payments should be made. He should then recommend suitable arrangements for the relevant employee or employees on his staff.

L-7-46-3 For employees in the United Kingdom of security guard, watchman and clerical classifications, authority has been granted by Treasury Board for payment in cash for overtime worked as follows:

- (a) after 48 hours—time and one-quarter;
- (b) after 54 hours—time and one-half;
- (c) after 60 hours—double time;
- (d) on Sundays and bank holidays—double time.

- L-7-46-4 No leave credits shall accrue in respect of overtime work for which cash is paid under L-7-46-1 to L-7-46-3. (See L-7-52-40.)

L-7-47 Extra Duties Allowance

- L-7-47-1 Subject to the approval of the Deputy Minister, an extra duties allowance may be paid to a senior locally-engaged employee at a post who is left in charge of the post during the absence of the Head of Post on home leave or between the departure of a Head of Post on transfer and the arrival of his successor.

- L-7-47-2 The amount of the extra duties allowance shall be calculated on the basis of 10 per cent of the basic salary of the locally-engaged employee and shall be payable for the actual period of absence of a Head of Post.

- L-7-47-3 No extra duties allowance, however, shall be payable if the Head of Post is absent on post travel.

- L-7-47-4 Subject to the discretion of the Deputy Minister, a locally-engaged employee in receipt of such extra duties allowance may also be authorized reasonable expenses incurred for essential representational entertainment or in fulfilling other representational duties where out-of-pocket expenses are involved. The Director shall be responsible for determining and controlling the amount of such expenditures.

L-7-48 Bonuses

- L-7-48-1 Where a post is situated in a country whose government has an authorized scheme for payment to its employees of a cost of living bonus or other remuneration in addition to basic salaries, the Treasury Board may authorize payment of similar remuneration to employees.

- L-7-48-2 The Head of Post shall be responsible for reporting full details of such a scheme to the Department.

ATTENDANCE AND LEAVE

L-7-50 General Conditions

- L-7-50-1 Wherever possible, rules for attendance and leave for locally-engaged staffs at posts shared with External Affairs should be the same for employees of both departments.

L-7-51 Attendance

L-7-51-0 Hours of Work

- L-7-51-1 The office hours shall be the office hours authorized by the Head of Post and unless otherwise prescribed by the Deputy Minister, the total number of hours of work each week shall approximate 37 hours and 30 minutes for either a six-day week or a five-day week. (See 8-10.)

L-7-51-10 Working Days

- L-7-51-11** Working days do not include:
- (a) Sunday or such other day as is observed in lieu of Sunday as the weekly day of rest;
 - (b) where the hours of work are on the basis of a five-day week, Saturday or such other day as is observed in lieu of Saturday as a day off; or
 - (c) any day authorized as a holiday under L-7-51-20.

L-7-51-20 Authorized Holidays

- L-7-51-21** The Head of Post may designate as a holiday any day observed as a holiday under 8-11-1(b) and any day which is observed as a general holiday in the country or locality of the post but the total number of days so designated shall not exceed eleven in any calendar year without the specific approval of the Director.

L-7-51-30 Attendance Records

- L-7-51-31** Attendance records shall be maintained. However, at the discretion of the Head of Post, an employee need not sign a daily register showing his time of arrival and departure.

- L-7-51-32** A leave account for each employee, showing the leave credits accrued under these instructions for annual, sick, special and compensatory leave, is to be kept on a leave card. Any absence from duty will be recorded also on the leave card and deducted from the relevant leave credit.

L-7-51-40 Absence without Leave

- L-7-51-41** An employee who is absent from duty without leave shall not be paid any salary or wages for the period of absence and leave credits shall not accrue during any month in which he was absent without leave. (See L-7-63.)

L-7-52 Leave

L-7-52-0 General Provisions Affecting Leave

- L-7-52-1** All arrangements respecting leave are subject to the exigencies of the service.
- L-7-52-2** In computing periods of leave, days mean "working" days, and any day on which the relevant working hours are considered to constitute a day shall be counted as a full working day.
- L-7-52-3** Where the working hours at a post are changed from a six-day week to a five day week, the annual, sick and special leave credits of all employees affected shall be reduced by one-sixth. Where the working hours at a post are changed from a five-day week to a six-day week, the annual, sick and special leave credits of all employees affected shall be increased by one-fifth.
- L-7-52-4** Where an employee is transferred from a position in one department to a position in another department under L-7-33-2, his leave credits may be carried forward to his new position.
- L-7-52-5** Where a person employed by a department or agency of the Government of Canada is appointed to a position under these instructions without a break in service, his unexpended leave credits accumulated under the Civil Service Regulations or other competently authorized regulations may be carried forward to his position under these instructions.

(This amendment will apply to all locally-engaged employees recruited on or after April 1, 1968 - T.B. Minute of Mar. 14/68, TB/CT 677924)

L-7-52-11 Credits for annual leave shall commence to accrue to an employee in a position on an establishment on the first of the calendar month following commencement of continuous service, and shall continue to accrue for each month of continuous service to the end of the month in which the employee ceases to be employed.

L-7-52-12 Annual leave credits shall accrue at the rate of:

- (a) one and one-quarter days per month to an employee on a five-day week; or
- (b) one and one-half days per month to an employee on a six-day week.

L-7-52-13 The Head of Post may grant to an employee annual leave:

- (a) at any time between the date on which credits commence to accrue and the end of that fiscal year, to the extent of the credits that will accrue during that period; ^{Six months after} between the date on which the credits commenced to accrue & the end of the fiscal year.
- (b) at any time after the commencement of each succeeding fiscal year to the extent of the credits that will accrue during that year.

*L-7-52-14 Where an employee's services are terminated before the close of the fiscal year, recovery shall be made of salary in respect of any leave taken in excess of the credits accrued to the end of the month in which the employee ceases to be employed.

*L-7-52-15 Annual leave shall be taken during the fiscal year in which it is earned. The Head of Post shall be responsible for arranging the work of the post so as to ensure that each member of his staff has the opportunity of taking annual leave each year.

*L-7-52-16 However, where it is inexpedient to grant leave during that year, the Head of Post may authorize carryover to the next fiscal year of any leave credits up to a maximum of the credits that may accrue in any one year. Such leave credits carried over to the succeeding fiscal year and not used in that year will lapse.

L-7-52-20 Sick Leave

L-7-52-21 Credits for sick leave shall commence to accrue to an employee in a position on an establishment on the first of the calendar month following date of appointment, and shall continue to accrue for each month of continuous service to the end of the month in which the employee ceases to be employed.

L-7-52-22 Sick leave credits shall accrue at the rate of:

- (a) one and one-quarter days per month to an employee on a five-day week; or
- (b) one and one-half days per month to an employee on a six-day week.

Extract from the Dept. of External Affairs - Regulations
and Instructions - Section VIII, 170.5.3:

NOTE: Immediate Family for purposes of death in family means the father-in-law, mother-in-law as well as father, mother, sister, brother, wife, husband or children of a member of the service, or a relative who is a member of the household of a member of the service. The term "IMMEDIATE FAMILY" for purposes of illness in family does not include father-in-law or mother-in-law unless they are members of the household of a member of the service.

L-7-52-23 Where an employee is incapacitated for duty through illness, he may be granted sick leave to the extent of his sick leave credits subject to the following:

- (a) one or more periods of casual absence, consisting of not more than three consecutive days each, may be granted by the Head of Post upon written application of the employee, up to a total of,
 - ✓ (i) seven days, in the case of an employee on a five-day week, or
 - (ii) eight days, in the case of an employee on a six-day week, in any one fiscal year, but any additional casual absences may be granted only upon production of a certificate (usually medical) satisfactory to the Head of Post;
- (b) the Head of Post may grant an employee sick leave for a period not exceeding two months upon production of a certificate (usually medical) satisfactory to the Head of Post;
- (c) where any period of sick leave is required for more than two months, it may be granted only by the Deputy Minister upon production of evidence satisfactory to the Deputy Minister.

L-7-52-24 Notwithstanding L-7-52-23, an employee may not be granted sick leave with pay in excess of three days at any one time where the absence is attributed to her pregnancy. (See L-7-52-63.)

L-7-52-30 Special Leave

L-7-52-31 Credits for special leave shall commence to accrue to an employee in a position on an establishment on the first of the calendar month following date of appointment.

L-7-52-32 Special leave credits shall accrue at the rate of:

- (a) five-twelfths of a day per month, up to a maximum credit of twenty-five days, to an employee on a five-day week; or
- (b) one-half day per month, up to a maximum credit of thirty days, to an employee on a six-day week.

L-7-52-33 When special leave credits have been drawn upon, they will again commence to accumulate until the maximum credit permitted under L-7-52-32 is reached.

L-7-52-34 The Head of Post may grant special leave to an employee who has the necessary special leave credits, upon written application setting forth the reasons therefor and supported by such evidence as the Head of Post may require.

L-7-52-35 Special leave may be granted only for the following purposes and periods:

- (a) marriage of the employee, not in excess of,
 - (i) five days in the case of an employee on a five-day week, or
 - (ii) six days in the case of an employee on a six-day week;
- (b) illness or death in the employee's immediate family, not in excess of,
 - (i) five days, in the case of an employee on a five-day week, or
 - (ii) six days in the case of an employee on a six-day week,
 except that, in exceptional circumstances, the period may be extended at the discretion of the Head of Post; but, in the case of illness in family, any leave in excess of one day must be supported by a certificate satisfactory to the Head of Post;

- (c) quarantine of the employee's household by order of a medical health officer pursuant to the laws relating to communicable diseases, for such period as the Head of Post deems necessary, upon production of evidence satisfactory to the Head of Post;
- (d) urgent domestic reasons considered valid by the Head of Post, other than those specified in L-7-52-35(b) and (c), not in excess of three days in any one fiscal year; and
- (e) other purposes deemed in the public interest by the Head of Post and duly reported by him to the Deputy Minister, for such period as the Head of Post may deem necessary.

L-7-52-36 Notwithstanding L-7-52-35, special leave shall not be granted during the first six months of service except where the employee is forced to be absent by reason of quarantine of his household.

L-7-52-37 Notwithstanding L-7-52-35(a), where an employee who has received special leave for marriage ceases to be employed within three months of the date of marriage, recovery shall be made of the salary paid in respect of such leave.

L-7-52-38 Notwithstanding L-7-52-35(e), special leave may not be granted to a locally-engaged employee when such employee is called up for a period of military training except that in the United Kingdom employees may be allowed eight days' special leave while undertaking reserve military training.

L-7-52-40 Compensatory Leave

L-7-52-41 Subject to L-7-46-4, credits for overtime work shall accrue on a straight time basis where:

- (a) the work is performed on the instructions of the Head of Post or an F.S.O. authorized by him to give such instructions;
- (b) the employee concerned is not in a position to control the duration of the overtime;
- (c) the time of arrival and departure for the overtime work is properly recorded; and
- (d) the period of overtime work is not less than one hour.

L-7-52-42 The Head of Post may grant compensatory leave in respect of overtime credits at the rate of one-half day's leave for each three and one-half hours' credit at a five-day week post and for each three hours of credit at a six-day week post.

L-7-52-43 Compensatory leave shall be used as annual leave during the year it is accumulated. However, if it is inexpedient to grant this additional leave during the year in which it is earned, the Head of Post may authorize carryover to the next fiscal year. Such compensatory leave not taken by the end of the second fiscal year may be added to the employee's sick leave credits.

L-7-52-50 Leave without Pay

L-7-52-51 Accrual of leave credits is not affected by a period of absence on leave without pay of one month or less, but where such absence exceeds one month, leave credits shall not accrue during any month following the first month in which the employee is absent on leave without pay.

L-7-52-52 The Head of Post may grant leave without pay for any reason deemed in the public interest or where an employee has insufficient sick, special or compensatory leave credits to cover a period of absence under L-7-52-23 and L-7-52-35 but no period of leave without pay in excess of one month may be granted except with the approval of the Deputy Minister.

L-7-52-53 Leave without pay in excess of one month by reason of the illness of the employee may be granted only on production of a certificate (usually a medical certificate) satisfactory to the Head of Post.

L-7-52-60 Maternity Leave

L-7-52-61 An employee may be granted maternity leave as leave without pay subject to the approval of the Deputy Minister.

L-7-52-62 Maternity leave, however, may only be granted under the following conditions:

- (a) the employee shall give notice of the fact of her pregnancy at least three months prior to the expected date of her confinement;
- (b) the leave shall commence at least two months prior to the expected date of birth (or earlier if warranted by circumstances) unless the employee provides a medical certificate and obtains the consent of the Department to remain in employment;
- (c) the leave may not extend beyond six months after the actual date of birth and if the employee has not returned to duty by that date she will automatically be separated from the service;
- (d) the employee wishing to return to duty prior to two months following the birth of her child must provide a certificate from a duly qualified medical practitioner that her health will not be thereby impaired.

L-7-52-63 Where an employee is absent on sick leave in excess of three days at any one time where the absence is attributed to her pregnancy, the absence in excess of three days will be applied against her accrued annual leave credits, if any, or treated as leave without pay.

L-7-52-64 No leave credits shall accumulate during the time an employee is on maternity leave. However, upon return to duty, she may be credited with any sick, special or annual leave unspent at the commencement of her confinement.

SEPARATIONS

L-7-60 General Requirement

L-7-60-1 The Head of Post shall forward to the Assistant Director (Personnel) three copies of a Termination of Employment Certificate, (form T.C.S. 106) covering the separation of any employee from the service regardless of the reason for the separation where a separation gratuity is payable. However, where no separation gratuity is payable only two copies of form T.C.S. 106 should be sent to the Department.

- L-7-60-2 In calculating the date of separation, account must be taken of annual and compensatory leave credits and, where applicable, statutory holidays, which may extend the period of salary entitlement. (The effective date of separation is the day after the last day on strength.)

L-7-61 Resignation

- L-7-61-1 The resignation of an employee shall be submitted in writing to the Head of Post at such time prior to the effective date of the resignation as is prescribed by law or custom of the country in which the post is situated.

L-7-62 Release or Dismissal

- L-7-62-1 The Deputy Minister may terminate the employment of an employee or a maintenance employee by reason of reduction in strength, unsuitability, unsatisfactory service or inefficiency, or dismiss such person on account of misconduct.

- L-7-62-2 Except by reason of reduction in strength, termination of employment under L-7-62-1 will normally only be made upon representation by the Head of Post.

- L-7-62-3 Any person who is dismissed for misconduct shall not be paid any remuneration in respect of any period after the day he ceased duty, except to the extent required by the law of the country in which the post is situated.

L-7-63 Abandonment of Position

- L-7-63-1 An employee or maintenance employee who is absent without leave for a period of two weeks or more shall be deemed to have abandoned his position.

L-7-64 Retirement on Account of Age

- L-7-64-1 From the date on which an employee or maintenance employee attains the age of sixty years:

- (a) he may retire voluntarily at any time; or
- (b) the Deputy Minister may terminate his employment at any time before he reaches the age of sixty-five years.

- L-7-64-2 An employee shall cease to be employed upon attaining the age of sixty-five unless continuation of his employment is approved by the Deputy Minister prior to the employee's sixty-fifth birthday.

L-7-65 Gratuity on Separation

- L-7-65-1 For the purposes of L-7-65, the following definitions apply:

- (a) "completed month of service" includes any complete month of service in any department or agency of the Government of Canada in respect of which no retiring gratuity or retiring leave has been granted pursuant to these instructions or any other regulations;
- (b) "ill-health" means a disability for which satisfactory evidence is provided that the employee is incapacitated for duty, but does not include pregnancy;
- (c) "lay-off" means cessation of employment by reason of the curtailment or reduction of the functions or activities of the office or the closing of the office; and
- (d) "retirement age" means sixty years of age.

*L-7-65-2 Where an employee who has completed at least two years of continuous service ceases to be employed, the deputy head may authorize payment of a gratuity up to the maximum amounts specified hereunder but not in any case in excess of his salary for the period covered by his unexpended sick, special and compensatory leave credits:

<u>Years of Service</u>	<u>Employees retired because of age, ill health or lay-off</u>	<u>Other retirements</u>
	<u>Cash gratuity payable (in months)</u>	<u>Cash gratuity payable (in months)</u>
2 and under 5	1	1
5 and under 10	2	2
10 and under 15	3	3
15 and under 20	4	3
20 and under 25	5	3
25 and over	6	3

The cash gratuity shall consist of salary at the rate in effect on the employee's last day of service for the period indicated.

- L-7-65-3 A gratuity shall not be paid to any employee:
- (a) who is dismissed under L-7-62;
 - (b) whose service or attendance has not been satisfactory; or
 - (c) who has abandoned his position.

L-7-65-4 Where a maintenance employee employed on a continuing basis ceases to be employed, the Deputy Minister may authorize payment of a gratuity under the same terms and conditions and calculated in the same manner as is prescribed in L-7-65-1 to L-7-65-3. Where his authorized rate of pay is other than a monthly rate, a monthly rate will be determined by calculating his average monthly earnings during the immediately preceding twelve months.

L-7-66 Payment of Salary for Terminal Leave

L-7-66-1 Where, on cessation of employment, an employee or a maintenance employee is granted annual or compensatory leave following his last day of active duty, salary for such leave period may be paid to him in advance but not earlier than the last day of duty.

L-7-67 Death

*L-7-67-1 In the case of death of an employee or a maintenance employee employed on a continuing basis, there shall be paid to his widow, or to his estate, or to some other person as determined by the Head of Post a gratuity as specified hereunder:

<u>Years of Service</u>	<u>Gratuity</u>
2 and under 3	Salary for month of death
3 and under 5	Salary for month of death and one month's salary
5 and over	Salary for month of death and two months' salary.

L-7-67-2 In computing payments under L-7-67-1 "salary" means the authorized basic compensation attached to the class of the employee.

L-7-67-3 No payment shall be made under L-7-67-1 in respect of an employee who was under suspension or absent without leave at the time of his death.

SUSPENSION

L-7-70 Governing Conditions

L-7-70-1 The Head of Post may suspend from the performance of his duties for such period as he deems warranted, any employee guilty of misconduct or negligence in the performance of his duties. Any such suspensions shall be reported to the Deputy Minister through the Assistant Director (Personnel).

L-7-70-2 No salary shall be paid to an employee for any period during which he is under suspension unless the Deputy Minister is of the opinion that the suspension was unjust or made in error or that the punishment inflicted was too severe.

L-7-71 Right of Appeal

L-7-71-1 An employee placed under suspension by the Head of Post has the right of appeal to the Deputy Minister.

SPECIAL BENEFITS

L-7-75 Social Security

L-7-75-1 Employer contributions or premiums in respect of any national health or unemployment insurance or other social security measure in any country may be paid:

- (a) upon the approval of the Deputy Minister where an employer is required by the relevant legislation to pay such contributions; or
- (b) upon approval by the Treasury Board where such contributions are paid by employers according to local custom.

L-7-76 Accident Compensation

L-7-76-1 The Government Employees Compensation Act was amended in 1955 to provide coverage for medical aid and rates of compensation for locally-engaged employees and maintenance employees on a continuing basis disabled by accident and diseases due to and arising out of employment.

L-7-76-2 Such employees are divided into two groups for compensation purposes:

- (a) those employees covered by the law of the place of employment which prescribes a payment by the employing department to a fund out of which compensation is paid to workmen and to the dependents of deceased workmen; and
- (b) those employees and their dependents who are not entitled to compensation under any local law respecting compensation.

L-7-76-3 Accidents to employees under L-7-76-2(a) should be reported to the appropriate local authority and costs paid by such authority.

L-7-76-4 Accidents to employees under L-7-76-2(b) should be reported as soon as possible to the Department by the Head of Post. The report should be fully detailed and should include the extent of the injury and probable duration of absence. It should be accompanied by an authenticated report of the accident, witnesses' statements if available and all other relevant documents including medical reports and accounts. The Department will be responsible for forwarding the claim to the appropriate Canadian authority. Compensation will be made at rates appropriate to the particular country in which the accident occurred.

L-7-76-5 An employee under L-7-76-2(b) has the right to choose the doctor by whom he wishes to be treated. However, once the choice has been made and treatment given, the employee may not discontinue that doctor's services and commence treatment with another doctor without first receiving authorization from the Department. Similar authorization should also be obtained for special examinations, treatments, etc. (No compensation payment may be made for special treatment or services rendered by a doctor other than the original treating physician unless prior authorization is obtained.)

MAINTENANCE EMPLOYEES

L-7-80 Employment

L-7-80-1 When assistance is required to perform work in connection with the maintenance of official buildings or grounds, the Deputy Minister may authorize the engagement of the necessary maintenance employees.

L-7-80-2 Maintenance employees may be engaged on a full-time or part-time continuing basis or on a casual basis. The hours of work are subject to the approval of the Deputy Minister.

L-7-80-3 When recommending the employment of maintenance employees, Heads of Posts are required to complete form T.C.S. 101 in triplicate as in the case of other locally-engaged employees. (See L-7-20-1.)

L-7-81 Rate of Pay

L-7-81-1 A maintenance employee may be paid the prevailing rate of pay at which persons qualified to perform comparable work may be secured in the locality of the post.

L-7-82 Leave Privileges

*L-7-82-1 Maintenance employees employed on a continuing basis may be granted leave privileges similar to those granted to members of the clerical staff at the post in accordance with the regulations for locally-engaged staffs abroad.

L-7-83 Special Benefits

L-7-83-1 Maintenance employees on a continuing basis are eligible for the special benefits set out in L-7-75 and L-7-76.

L-7-84 Separation

L-7-84-1 The conditions governing the separation of a maintenance employee are set out in L-7-60 to L-7-69.

STATEMENT OF DUTIES

Position No.	Name of Employee	Classification
T&C-TCS- X		
		Location

Continuing tasks:

Occasional tasks:

Signed:.....
Name of Employee

Date:.....
Head of Post

(See instructions on reverse).

INSTRUCTIONS

1. One of these forms must be completed for each locally-engaged employee of the Canadian Government at the post.
2. Duties are to be recorded in order of importance.
3. Where practical, indicate the percentage of time spent on each task.
4. The form may be completed by the individual employee but it must be signed by the Head of Post.
5. A complete set of forms is to be attached to the Report.

SALARY SURVEY QUESTIONNAIRE

ORGANIZATION: Firm "A".

DATE SALARY RATES BECAME EFFECTIVE: January 1, 1958.

ILLUSTRATION

Representative Duties	Salary Data				Welfare Benefits (in addition to salary) (Employer Contributions)		
	Minimum	Maximum	Increment Structure	Pension	Christmas Bonus	Health Ins. Coverage	Others (Please specify)
	kr.	kr.					
TYPE I—Responsible for office administration (staff of four employees); translation of reports and newspaper items; preparation of statistical reports on trade matters; contact with junior officials; answering trade and custom enquiries (10 years' experience).	20,904	22,536	Annual 204 kr. × 8 years	5% of mo. salary	1 month's salary	2.1% of salary	Dependent's Allowance 75 kr. per month for each child under 16 years of age.
TYPE II—Translation of reports on trade and economic matters; of military reports; preparation of reports and maintenance of reference material (5 years' experience).	17,196	18,636	Annual 180 kr. × 8 years	5% of mo. salary	1 month's salary	2.1% of salary	Dependent's Allowance 75 kr. per month for each child under 16 years of age.
TYPE III—Performs stenographic and typing duties; answers routine correspondence and enquiries; receives callers and assists in the compilation of statistical reports. (3 years' experience).	14,400	15,840	Annual 180 kr. × 8 years	5% of mo. salary	1 month's salary	2.1% of salary	Dependent's Allowance 75 kr. per month for each child under 16 years of age.

Revised December 1961

(See instructions on reverse)

Appendix "7-B"

INSTRUCTIONS

This form is to be used to request salary data from the organizations chosen for survey. Information should be obtained from at least five organizations. If at all possible, this should include the complete scale of salaries for the local mission of the United States.

On the left side of the form a composite description of the duties performed by employees in *each class* is drawn up. Each firm is asked to provide you with their minimum and maximum salary rates and the number of increments in the range for each type, as well as the date on which these rates became effective.

The form also provides for the inclusion of fringe benefit information, either actual rates or their approximate value as a percentage of salary.

A copy of the reply from each organization should be attached to the report.

SALARY SURVEY COMPARISON

* ILLUSTRATION

Type	Employee's Classification	Present Salary Range	Proposed Salary Range	Firm "A"		Firm "B"		Firm "C"		U.S. Embassy		Br. Embassy		Representative (Average)	
				Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
I	Assistant 8	19,260-22,140	20,364-23,244	20,904	22,536	22,150		21,768	25,268	20,905	25,795	17,500	20,500	20,269	23,250
II	Assistant 7	16,380-19,260	17,484-20,364	17,196	18,636	19,850		18,700	21,000	16,635	20,500	15,500	19,500	17,008	19,897
III	Assistant 5	12,540-14,460	13,356-15,420	14,400	15,840	16,600		17,000	18,000	12,475	16,535	9,820	11,040	13,424	15,603

In "average" calculation, use as maximum.

Appendix "7-C"

* Revised December 1961

(See instructions on reverse)

INSTRUCTIONS

The information obtained from the various firms is correlated in relation to the classification of your employees and a representative minimum and maximum salary rate obtained. These figures form the basis of your salary scale, which must conform closely to prevailing rates.

PROPOSED SALARY SCALE

(In Local Currency)

Effective.....

							Annual Incre- ment
Asst. 1	From: 7,500	7,740	7,980	8,220	8,460	8,700	240
	To: 7,548	7,836	8,124	8,412	8,700	8,988	288
Asst. 2	From: 8,700	8,940	9,180	9,420	9,660		
	To: 8,988	9,276	9,564	9,852	10,140		
Asst. 3	From: 9,660	9,900	10,140	10,380	10,620		
	To: 10,140	10,428	10,716	11,004	11,292		
Asst. 4	From: 10,620	11,100	11,580	12,060	12,540		480
	To: 11,292	11,808	12,324	12,840	13,356		516
Asst. 5	From: 12,540	13,020	13,500	13,980	14,460		
	To: 13,356	13,872	14,388	14,904	15,420		
Asst. 6	From: 14,460	14,940	15,420	15,900	16,380		
	To: 15,420	15,936	16,452	16,968	17,484		
Asst. 7	From: 16,380	17,100	17,820	18,540	19,260		720
	To: 17,484	18,204	18,924	19,644	20,364		720
Asst. 8	From: 19,260	19,980	20,700	21,420	22,140		
	To: 20,364	21,084	21,804	22,524	23,244		
Asst. 9	From: 22,140	22,860	23,580	24,300	25,020		
	To: 23,244	23,964	24,684	25,404	26,124		
Asst. 10	From: 25,020	25,740	26,460	27,180	27,900		
	To: 26,124	26,844	27,564	28,284	29,004		

(See instructions on reverse)

INSTRUCTIONS

The normal requirement is that the salary structure be comprised of ten grades with five steps in each range, the maximum rate of one grade corresponding to the minimum of the next higher grade and equal annual increments in Grades 1 - 3, 4 - 6, and 7 - 10.

Variations to this pattern have been found necessary both in respect to the number of grades in the scale and to the number of steps in each range. While, as a general rule, it is the intention to adhere to the standard pattern, adjustments may be made where local practice indicates that our pattern does not reflect local wage conditions. However, explanations for such variations must be contained in the report.

APPLICATION OF SCALE TO INDIVIDUAL EMPLOYEES

<u>Pos. No.</u>	<u>*Name</u>	<u>From</u>	<u>To</u>
TCS-192X	A.N. Other	Assistant 8 Step 3 at 20,700	Assistant 8 Step 3 at 21,804
TCS-191X	B. Smith	Assistant 7 Step 3 at 17,820	Assistant 7 Step 2 at 18,204
EXT- -1	T. Jones	Assistant 5 Step 5 at 14,460	Assistant 5 Step 4 at 14,904

(See instructions on reverse)

INSTRUCTIONS

Ordinarily the rate of compensation payable to an employee upon revision is the step in the new range which corresponds to the step in the old range at which the employee was paid immediately prior to revision. However, in some instances the rate at the same step provides a salary either higher or lower than that which the Head of Post feels is commensurate with the duties performed.

It should be kept in mind that the *salary rate being adjusted is that at which the employee was being paid on the suggested effective date of the revision*, irrespective of any statutory increase he may have received in the interim and that, unless otherwise provided, the employees' salary increase date will not be affected by the revision.

WELFARE BENEFITS SUMMARY

Name of Organization	Pension	Loans	Cafeteria Services	Christmas Bonus	Health Coverage	Family Allowance
"A"	Yes	No	No	Yes	Yes	Yes
"B"	Yes	Yes	No	Yes	Yes	Yes
"C"	Yes	No	Yes	Yes	Yes	Yes
U.S. Embassy	Yes	No	No	Yes	No	No
British Embassy	Yes	No	No	Yes	No	No

(See instructions on reverse)

INSTRUCTIONS

L-7-75 of Chapter 7 of the Official Instructions to Trade Commissioners permits the payment of contributions to provide social welfare benefits for our staff:

- (a) where it is compulsory under Local Law;
- (b) where it is not compulsory but it is the practice of other embassies and large local firms to provide such amenities.

In the latter instance Treasury Board approval is required.

The information obtained in Appendix 7-B should be summarized and, if it is decided that we should provide certain benefits, details should be supplied and a recommendation made. If there is a local law, a translated copy of the relevant legislation should be attached.

FORMS—EMPLOYMENT OF LOCALLY-ENGAGED STAFFS ABROAD

- T.C.S. 101—Employment Certificate for Locally-Engaged Staffs Abroad
(3 copies required by Department)
- T.C.S. 102—Personal History Form for Locally-Engaged Staffs Abroad
(2 copies required by Department)
- T.C.S. 103—Oaths of Office—Locally-Engaged Staffs Abroad
(1 copy only required by Department)
- T.C.S. 104—Recommendation for Salary Increase for Locally-Engaged Staffs Abroad
(1 copy only required by Department)
- T.C.S. 105—Reclassification and Promotion Report for Locally-Engaged Staffs Abroad
(3 copies required by Department)
- T.C.S. 106—Termination of Employment Certificate for Locally-Engaged Staffs Abroad
(3 copies required by Department where separation gratuity is paid; 2 copies
required by Department where no separation gratuity is paid)

CHAPTER 8
Office Administration

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Office Administration

GENERAL

8-1 Special Duties

- 8-1-1 F.S.O.'s assigned consular duties in addition to normal trade promotion duties or posted to countries receiving aid under the Colombo Plan or other foreign aid programs shall receive separate instructions concerning the performance of these or other special duties.

8-2 Advice of Arrival and Departure

- 8-2-1 The Director shall be advised by cable of the arrival of an F.S.O. or F.S.E. at a post abroad; the cable shall state also whether the F.S.O. or F.S.E. elects to go on expenses or allowances. The Department shall also be advised by cable when an F.S.O. or F.S.E. elects to go on allowances following an initial period on expenses on arrival at a post abroad. When allowances are elected, either immediately on arrival or following a period on expenses, the cable shall state the exact day on which allowances are to commence. (See 3-13.)
- 8-2-2 F.S.O.'s and F.S.E.'s shall report the date of departure from a post, by letter if time permits, and the actual day of departure must be stated.

8-3 Notification of Personal Address

- 8-3-1 The personal addresses and telephone numbers of all F.S.O.'s and F.S.E.'s at a post abroad must be reported to the Director as soon as permanent accommodation is occupied. Any change of address or telephone number must also be reported promptly.

8-4 Reporting Absences

- 8-4-1 The Head of Post shall ensure that the Director is advised, in advance if possible, when he is absent from his post for more than a few days, whether on tour of territory or leave, or because of illness, in order that the Director may know of his whereabouts should any urgent need arise.
- 8-4-2 F.S.O.'s and F.S.E.'s shall ensure that, when absent from the post, the Head of Post or the office knows the forwarding address and itinerary.

8-5 Delimitation of Territories

- 8-5-1 In those countries where two or more posts are established, the limits of their respective territories may be defined by the Director. One of the posts may be designated "senior". Correspondence from the Department and other posts regarding matters pertaining to the whole of these countries, will be addressed to the senior post and, where applicable, copies may be sent to the other post or posts.
- 8-5-2 The Director may assign to any F.S.O. special duties which may take him into the limits of the territory of another F.S.O. who will be advised by the Department of such an assignment.

8-6 Privileged Information

- 8-6-1 All staff members will constantly bear in mind that the affairs of Canadian and other firms, of which they become cognizant, are to be treated as private and privileged information. There shall be no outside discussion of office affairs.

OFFICE ROUTINE

8-10 Hours of Work

- 8-10-1 Local customs and local government office hours should be considered in setting the office hours at each post.
- 8-10-2 Notwithstanding 8-10-1, the total number of hours of work each week shall approximate 37 hours and 30 minutes for either a six-day week or a five-day week.

8-11 Holidays

- 8-11-1 The following days may be observed as holidays:
- (a) Sundays (and Saturdays where a five-day week is observed);
 - (b) Any of the Canadian holidays listed below,
 - (i) New Year's Day,
 - (ii) Good Friday,
 - (iii) Easter Monday,
 - (iv) Queen's Birthday (Monday immediately preceding May 25),
 - (v) Dominion Day,
 - (vi) Labour Day (first Monday of September),
 - (vii) Thanksgiving Day (second Monday of October),
 - (viii) Remembrance Day,
 - (ix) Christmas Day,
 - (x) Any day appointed by the Governor-in-Council to be observed as a general fast or thanksgiving or as a holiday;
 - (c) Any national holiday of the country in which the post is situated; provided that, unless there be exceptional circumstances which must be reported to the Director, the total number of Canadian and local holidays granted in any one calendar year does not exceed eleven days, in addition to Sundays (and Saturdays).
- 8-11-2 Each post shall annually, at the beginning of each calendar year, submit a list of holidays to be observed in the forthcoming year.

8-12 Overtime

- 8-12-1 F.S.O.'s at posts abroad may not claim compensatory leave for overtime work.
- 8-12-2 F.S.E.'s at posts abroad may claim compensatory leave for overtime work as set out in (2-12-2) to (2-12-5) or may claim a meal allowance in lieu as set out in (3-25-10).
- 8-12-3 Locally-engaged staffs may claim compensation for overtime work as set out in L-7-46 or L-7-52-40.

8-13 Leave Records

- 8-13-1 The Head of Post shall be responsible for the maintenance of leave records for all members of his staff.
- 8-13-2 Instructions in regard to the preparation of the Attendance Reports for F.S.O.'s and F.S.E.'s are set out in 2-10.
- 8-13-3 Attendance records of locally-engaged staffs should be maintained at the post on leave cards. Sick, special and annual leave taken and overtime credits earned and used must be recorded.
- 8-13-4 A summary of leave taken by each member of the staff is to be reported to the Director in the Annual Review of Post Personnel. (See 8-76.)

8-14 Local Transportation

8-14-0 Public Conveyance

- 8-14-1 Costs incurred in the use of public transportation under 8-14-2 and 8-14-3 may be charged through the office contingent account. (See 9-48.)
- 8-14-2 Buses and street cars may be used in calling on local business firms and government departments, to deliver messages, etc., on matters pertaining to the work of the office at posts where no office car is available.
- 8-14-3 The use of taxis for official calls is restricted to senior officers under the "Headquarters Transportation Regulations". Consequently, only the Head of Post and his assistant F.S.O. are authorized to use taxis at a post abroad when the office car is not available, to attend meetings or to keep appointments at a considerable distance from the office and where the saving of time is essential. Where neither of these officers is in a position to utilize the taxi *either may authorize another staff member to use the vehicle on his behalf*, or where it is necessary a taxi may be used to transport official articles of considerable weight.

8-14-10 Department-Owned Vehicles

- 8-14-11 Any automobile supplied by the Department is for official use as follows:
- (a) for delivery of essential and urgent office messages when these must be sent by automobile;
 - (b) for transportation of members of the office staff to and from work when specifically authorized by Treasury Board;
 - (c) for transportation to and from airports, railway stations and docks of official and business visitors when necessary, for F.S.O.'s and F.S.E.'s on arrival at and departure from the post, and for trunks and other small shipments at any time;

- (d) for transportation of F.S.O.'s in the performance of their duties within the immediate area of the post including attendance at official functions but not including representational or social functions;
 - (e) for travel in territory when specifically authorized by the Director where public transportation facilities are lacking or inadequate or the F.S.O.'s own car is not available.
- 8-14-12 The Head of Post shall be held responsible when the office car is used for purposes not specified in 8-14-11 or when the office car is used for purposes for which no specific approval has been otherwise authorized by the Department.
- 8-14-13 At posts where approval has been authorized for the transportation of office staff, 8-14-11(b), and for good reason the office car is not available for this purpose, the Head of Post may use his discretion in authorizing other means of transportation. Charges for alternative transportation must be clearly explained on the relevant contingent account voucher and reimbursement of such charges may be subject to Treasury Board approval.
- 8-14-14 Transportation records shall be maintained and the following reports submitted in duplicate, twice a year to the Department as soon as possible after March 31 and September 30:
- (a) a statement of the cost of transporting employees to and from work on form M.V. 8;
 - (b) a statement of expenditures incurred on form M.V. 2, "Cost Record—Motor Vehicles".

STAFF ADMINISTRATION

8-20 Foreign Service Personnel

- 8-20-1 The leave and allowance instructions for F.S.O.'s and F.S.E.'s are set out in Chapters 2 and 3.

8-21 Locally-Engaged Staff

- 8-21-1 The instructions pertaining to locally-engaged staff are set out in Chapter 7.

8-22 Co-ordination of Staff

- 8-22-1 The following general principles have been laid down to govern the employment of clerical staffs at posts abroad shared with External Affairs:
- (a) where possible, members of the staff such as receptionists, telephone operators and messengers should be shared by both offices;
 - (b) recommendation should be made to the Director as to which department should pay the salaries of staff shared by both offices;
 - (c) rules for attendance and leave should be co-ordinated for all locally-engaged staff of both departments.

HEAD OF POST PROCEDURE ON ARRIVAL AND DEPARTURE**8-30 Procedure on Arrival**

- 8-30-1 An F.S.O., on taking over at a post abroad as Head of Post, shall check the office accounts, bank account and office inventory.
- 8-30-2 A statement reporting that these records have been checked and describing their condition shall then be forwarded in duplicate to the Director; any discrepancies must be reported. A signed copy of the statement shall be retained on the office file.

8-31 Procedure on Departure

- 8-31-1 The outgoing Head of Post shall check the office accounts, bank account and office inventory and shall prepare a statement as to their condition; the original shall be forwarded by airmail to the Director and a signed copy left on file.

OFFICE ACCOMMODATION**8-35 Office Premises**

- 8-35-1 Office accommodation may not be rented at posts abroad and a lease signed without the prior approval of Treasury Board. Leases may not be renewed or terminated without the prior approval of the Director.
- 8-35-2 Heads of Posts should submit their proposals for the leasing of initial, additional or alternative premises to the Director for approval in principle. When the Director has approved in principle the renting of such premises, the Head of Post will forward full details of the lease offered with a plan of the proposed accommodation on which should be shown the size and location of the individual rooms with the titles of the proposed occupants.
- 8-35-3 As considerations of security, efficiency and economy must be fully studied and the necessary Treasury Board approval secured, detailed proposals for the rental of office premises should be in the Director's hands at least one month prior to the date the lease has to be signed.
- 8-35-4 In the event that the Head of Mission is proposing the rental of additional or alternative premises which will affect the accommodation occupied by the Department, the Head of Post should advise the Director and keep him informed of the results of consultations with the Head of Mission.
- 8-35-5 When new office accommodation has been secured, the Head of Post should forward to the Director a city map marked with the location of the office, one photograph of the exterior of the building and two photographs of each office (taken from different angles) with the occupant of the office indicated by title. A sketch plan of the office layout is also required.

8-36 Office Leases

- 8-36-1 The Department has not prescribed any forms of lease or standard terms of rental because it is recognized that Heads of Posts must abide by the usages of the country where the post is located.
- 8-36-2 A lease, however, should contain the following clauses:
- (a) a clause providing for at least two months' notice to be given in writing by the landlord prior to the expiration of the lease when termination or any increase in rental is contemplated;
 - (b) a clause providing for the termination of the lease on reasonable notice to be given by the tenant in the event of the office being closed;
 - (c) a clause providing for a sub-tenancy in the event of the office being moved to some other building or locality;
 - (d) a clause providing for renewal.
- 8-36-3 Heads of Posts also should avoid accepting leases wherein the overall rental figure for the full term of the tenancy is specified in the lease and should point out to the lessors that it is contrary to departmental policy to accept such leases.
- 8-36-4 The original copy of the lease and of any agreements in connection with the renewal or termination of a lease shall be forwarded to the Director. An English translation must accompany any foreign language document.

CORRESPONDENCE

8-40 Use of Letterhead

- 8-40-1 Posts forming part of a mission (including consulates) shall use the official letterhead of the mission for all official correspondence within the territory of the mission. When using the mission letterhead, the designation "Commercial Division" should be inserted above the date in the upper right-hand corner to show that correspondence originates in the office of the Trade Commissioner.
- 8-40-2 At detached posts where the Head of Post is officially accredited as "Canadian Government Trade Commissioner" and customarily uses that designation in official signatures, the "Canadian Government Trade Commissioner" letterhead will be used for all official correspondence within the country where the post is located.
- 8-40-3 At any post where the Head of Post is concurrently accredited to the authorities of countries or areas additional to the one in which the post is located:
- (a) the "Canadian Government Trade Commissioner" letterhead will be used for official correspondence with all those other countries or areas to whose authorities the Head of Post is officially accredited as "Canadian Government Trade Commissioner" (whereupon that designation will be employed in official signatures in such correspondence); and

(b) the "Foreign Trade Service" letterhead will be used for official correspondence with those other countries or areas to whose authorities the Head of Post is officially accredited in terms of some other title (whereupon the relevant other title will be employed in official signatures in such correspondence), including the case where the Head of Post is a non-resident member of the staff of a Canadian mission located in any of these other countries or areas.

8-40-4 Letters intended for other departments or agencies of the Canadian Government and business firms in Canada should be written only on "Foreign Trade Service" letterhead.

8-40-5 Letters to the Department and to other posts abroad should be written on the standard inter-office memorandum form, except when circumstances indicate otherwise, e.g., letters of introduction.

8-40-6 All outgoing correspondence, including copies of letters, must contain an indication of the location of the post. When using the standard inter-office memorandum form, the name of the post should be inserted immediately following the title of the sender.

8-41 Signing of Mail

8-41-1 The Head of Post may authorize other F.S.O.'s at the post to sign letters to business firms in the post territory.

8-41-2 Letters addressed to the Department, other government departments, and to Canadian business firms shall be signed by the Head of Post. When the Head of Post is absent, the next senior officer shall sign such letters which shall contain a phrase such as "in the absence of the Commercial Counsellor in Canada".

8-41-3 Exceptions to 8-41-2 may be made, subject to the approval of the Director, whereby F.S.O.'s other than the Head of Post may sign a limited range of correspondence to Canada.

8-41-4 The originals of all letters to and copies for the Department must carry the initials of the person or persons who prepared the letter at the post.

8-42 Classified Correspondence

8-42-1 All correspondence of a classified nature shall be marked, filed or despatched in accordance with standing instructions.

8-43 Addressing Correspondence to the Department

8-43-1 Letters dealing with official matters such as trade promotion shall be addressed to the chief of the appropriate geographical division of the International Trade Relations Branch but shall not be marked for the attention of such chief by name. Where the subject of a letter is of particular interest to a specific departmental branch, division or officer, and especially if the matter is urgent, the communication may be marked for the attention of that branch, division or officer by name, in which event an additional copy of the letter shall be forwarded in the same envelope.

8-43-2 Letters dealing with personnel matters shall be addressed to the Assistant Director (Personnel), Trade Commissioner Service. (These shall include correspondence dealing with employment, salaries, leave, promotions, rating reports, etc., for Canada-based and locally-engaged staffs.) Letters dealing with security matters shall also be addressed to the Assistant Director (Personnel).

- 8-43-3 Letters dealing with administrative matters shall be addressed to the Assistant Director (Administration), Trade Commissioner Service. (These shall include matters affecting the office as a whole, such as accounts, supplies, premises, furniture, travel, etc., and matters affecting individuals such as allowances, posting loans, passports, health insurance, rent, shipments of personal furniture and belongings, etc.) Letters concerning travel and removal should be forwarded in duplicate.
- 8-43-4 Letters containing information of a technical nature necessary for the Canadian Government Exhibition Commission work on trade fairs abroad should be addressed direct to the Commission. A duplicate should be sent to the appropriate geographical division, International Trade Relations Branch. Plans, specifications, etc., should be attached to the original.
- *8-43-5 Trade Commissioners may correspond direct with regional offices of the Department whenever this is desirable and practical. Such correspondence should be addressed to the Manager of the regional office concerned.

8-44 Letters to the Department

- 8-44-1 Acknowledgment of routine letters received from the Department is not required.
- 8-44-2 No letter addressed to the Department shall deal with more than one main subject. The subject of the letter shall be noted as a heading. All paragraphs shall be numbered. Replies shall include a reference to the subject, file number and date of the incoming letter.
- 8-44-3 When preparing correspondence to the Department, F.S.O.'s should envisage the possible value of duplicate copies, as for example when it is obvious that the correspondence may pertain to more than one branch or, because of difficulty in limiting the letter to one subject, additional copies will obviously be required, or, when the letter under reply is marked as being on two files.

8-45 Letters to Other Government Departments

- 8-45-1 All correspondence with other government departments, both federal and provincial, shall be forwarded to the Department for transmittal, except as may be provided for in instructions to individual posts. This is essential as in many cases matters of policy are involved of which F.S.O.'s may not be cognizant. A copy should be enclosed for the file of this Department.
- 8-45-2 This ruling does not apply, however, to requests or enquiries received from other departments to which replies may be sent direct; copies should be sent to the Department for information.

8-46 Letters of Introduction

- 8-46-1 Letters of introduction may be given to overseas businessmen and others visiting Canada. Each letter to the Department should normally be addressed to the chief of the appropriate geographical division of the International Trade Relations Branch. Heads of Posts may, however, use their discretion in giving a letter of introduction to officers senior to divisional chiefs when a specific purpose may be served.
- 8-46-2 Letters of introduction to Canadian businessmen should be used sparingly because the Department is more actively in touch with Canadian firms and may well have more up-to-date information than the F.S.O. However, letters "To Whom It May Concern" often serve useful purposes.
- 8-46-3 Letters of introduction to officers of other Canadian government departments shall not be written. Suggestions of useful contacts in other departments should be included in the letter to the Department.

- 8-46-4 Duplicates of letters of introduction should be forwarded at once by airmail to the Department under cover of a letter giving appropriate particulars both of the person or persons and of the reasons for the visit to Canada. These particulars should include the name of the person, the name of his company and his business address and should describe the importance and credit standing of the firm; when possible, information as to the itinerary and forwarding addresses should be provided where these may be useful.
- 8-46-5 F.S.O.'s must not issue letters of introduction to Customs and Immigration authorities at Canadian ports of entry because of the implication that special favours might thus be obtained.

8-47 Letters of Appreciation

- 8-47-1 Copies of letters of appreciation of an outstanding nature or excerpts from such letters should be forwarded to the chief of the appropriate geographical division of the International Trade Relations Branch as they are received; these will receive appropriate circulation in the Department.
- 8-47-2 When a letter of appreciation contains trade or other information, an additional copy should be sent forward for distribution to the branches of the Department likely to be interested; the covering letter may carry suggestions as to which officers might usefully see the letter.

8-48 Circular Letters

- 8-48-1 Circular letters issued by the Trade Commissioner Service fall into the following classes:
- (a) TCS/ACT—Action,
 - (i) requests from the Department for market surveys and special investigations. Most requests will directly or indirectly concern trade promotion of commodities (including Trade Fairs),
 - (ii) the series may also be used for a variety of specific subjects requiring action;
 - (b) TCS/ADMIN—Administration,
 - (i) Official Instructions—instructions to be subsequently incorporated in the manual of Official Instructions and which constitute additions to or amendments of the body of standing instructions which are precise and inflexible,
 - (ii) Guidance—rulings and decisions which allow the exercise of discretion and consequently are not actually a part of Official Instructions and are therefore given separately in the Guidance Manual,
 - (iii) interpretations and explanations of instructions and regulations,
 - (iv) sundry administrative information;
 - (c) TCS/INFO—Information,
 - (i) official studies and reviews of Canadian policies, explanations of existing or new government policies, explanations of parliamentary debates when new policies emerge, etc.,
 - (ii) material of specific or general interest both prepared in the Department and elsewhere, including printed pamphlets, speeches of a general character and other matter whether intended for the background information of the F.S.O. or for use in the informational and publicity work of the office;

- (d) TCS/PERS—Personnel,
 - (i) advice of recruiting, postings, transfers, assignments, appointments, new offices, changes of territory, resignations, etc.;
- (e) Special Circulars,
 - (i) usually classified and to be handled accordingly.

8-49 Cables and Telegrams

- 8-49-1 Cables and telegrams between posts abroad and the Department will usually be despatched in plain language.
- 8-49-2 As a measure of privacy within an office, F.S.O.'s may code messages as they desire or request replies from the Department in code; a coded message received in the Department will be answered in the same code unless otherwise requested.
- 8-49-3 In order to keep the costs of cables and telegrams at a minimum, care to eliminate unnecessary words or phrases should be used in their preparation. Letter telegrams or deferred messages should be used wherever possible.
- 8-49-4 The following terms shall be used with all due discretion to gain varying degrees of priority over routine messages:
- (a) EMERGENCY—for messages of urgent necessity when action is required immediately upon receipt regardless of the time. (Seldom to be used);
 - (b) OPIMMEDIATE (OPERATION IMMEDIATE)—for messages on which action must be taken within a few hours of arrival. (To be used with discrimination);
 - (c) PRIORITY—for messages of moderate urgency dealing with matters of sufficient importance to warrant a degree of priority over routine messages.
- 8-49-5 Heads of Posts shall ensure that message priorities and particularly the ratings EMERGENCY and OPIMMEDIATE are limited to messages which really require the urgent action that these ratings demand.
- 8-49-6 Cables and telegrams containing classified material shall be despatched in accordance with standing instructions. The facilities of the Department of External Affairs must be used, if they are available, when transmitting classified messages.
- 8-49-7 Cablegrams shall normally be signed by the cable address of the office. Telex messages should be signed according to the practice of the mission.

8-50 Enclosures under Separate Cover

- 8-50-1 Packages of documents, publications, samples, etc., sent under separate cover, must be clearly identifiable, on opening, as related to a specific letter and file number. (A copy of the covering letter is the preferred means of identification.)

8-51 Copies of Correspondence for the Department

- 8-51-1 Posts abroad shall forward to the appropriate geographical division of International Trade Relations Branch, at the end of each month, carbon copies of all outgoing correspondence in English and French, except correspondence referred to in 8-51-3, divided into sections without further sub-division under the following headings:

- (a) Commodity—Export: Agriculture and Fisheries Branch;
 - (b) Commodity—Export: Commodities Branch;
 - (c) Commodity—Import: Agriculture and Fisheries Branch;
 - (d) Commodity—Import: Commodities Branch;
 - * (e) Trade Regulations (of countries in the office territory);
 - * (f) General (including Consular and Trade Regulations of Canada).
- 8-51-2 These copies should be securely clipped together in chronological order by sections; they should be forwarded promptly by surface mail; they need not be enclosed in a folder.
- *8-51-3 Carbon copies of those letters addressed to Canadian firms, regional offices of the Department, or foreign recipients, which contain immediately useful information should not be held until the end of the month, but should be sent to the Head Office at Ottawa, and additionally where applicable to any regional office concerned, by airmail at the time the letters are written. All such letter copies should be marked either "for information", or "for follow-up".
- 8-51-4 Carbon copies of outgoing correspondence in languages other than English or French need not be forwarded. Where any such letter contains immediately useful information, an English translation should be sent to the Department by airmail at the time the letter is written.
- 8-51-5 Copies of classified correspondence should be forwarded to the Department in accordance with standing instructions covering the despatch of such material.

8-52 Correspondence Records

- 8-52-1 A simple record of incoming and outgoing correspondence under the name of the correspondent should be maintained on cards. (This should not be confused with the register of outgoing correspondence for each day which is required for the postage account. (See 9-24.))
- 8-52-2 Correspondence record cards can be obtained from the Department; orders should be included in the regular stationery requisition. The card should be made out in the name of the correspondent; the body of the card should list the date of the letter, the appropriate post file number and the subject.
- 8-52-3 A count should be kept of incoming and outgoing correspondence. (See 8-70 regarding *Year-End Report*.) The incoming count may include carbon copies of correspondence from other offices and incoming circular letters only when these require action. Any outgoing circular letter is to be counted only as one irrespective of the number of copies mailed. (Record of correspondence handled on behalf of the Department of External Affairs should be noted separately for that department.)
- 8-52-4 A carbon copy of each outgoing letter should be placed on a chronological file to be retained in the office.

8-53 Standard Filing System

- 8-53-1 Posts abroad shall number and file correspondence in accordance with the titles and file numbers set out in the standard file index.

8-54 Destruction of Office Files

- 8-54-1 When files have served their purpose, i.e., normally after three years, they should be destroyed. Files on contingent accounts, reports on office activities, etc., can be retained indefinitely. It will often be found useful to preserve files on local customs tariffs, import restrictions, etc.

- 8-54-2 Before destroying reports, it may prove valuable to extract material of continuing value, as for example market and commodity reports. These extracts can be placed in reference files related to the subject concerned; that is, the file could carry the file number of the subject concerned followed by "X".
- 8-54-3 Through proper supervision by the Head of Post, the end result should mean that relatively few files are retained and the cabinets already on hand will be adequate for the continuing operations.

8-55 Press Clippings

- 8-55-1 Press clippings, to accompany a report or other official communication or for any other purpose, should be pasted on foolscap size paper when forwarded to the Department. A margin of two inches should be left at the top and left-hand side of the paper. Note should be made on the foolscap of the periodical from which the clipping was taken, the date of issue and sometimes the page number.
- 8-55-2 Translations, or summaries in English, should accompany all clippings printed in a foreign language.
- 8-55-3 Articles relating to conditions in the territory of another post may be of interest to that post and copies or originals should be sent directly to the post concerned.

TRADE PROMOTION

8-60 Enquiries on Export from Canada— "Export Enquiries"

- 8-60-1 All export enquiries submitted to the Department should provide the business information necessary for prompt processing. The letter, which can usefully be in duplicate, must specify the commodity or group of commodities. The name and address of the enquirer is to be included; if there is a reason for omitting the name and address, the reason must be stated.
- 8-60-2 Make clear whether the enquirer wishes to purchase or to obtain an agency and give a brief report on his credit standing.
- 8-60-3 In most cases, it is necessary to provide details of quality, quantity, terms of payment and main sources of competition. Sometimes the enquiry can be expedited by information on terms of payment, customs duties, packing, etc.
- 8-60-4 When submitting samples with export enquiries, F.S.O.'s should give thought to forwarding several by the same mail. The Department must have several samples available in the event that a number of Canadian firms show interest. All samples must be properly identified and related to the export enquiry. (See 8-50-1.)
- 8-60-5 The Department is to be advised of the names of any Canadian firms which have already received the enquiry.

- 8-60-6 Any information which is not to be made known outside the Department must be shown in a separate document marked "Commercial-Confidential". The name, and address, of the overseas enquirer should be thus classified if it is not to be made known, for a time, to those outside the Department.

8-61 Enquiries on Import into Canada—"Import Enquiries"

- 8-61-1 F.S.O.'s should be prepared to seek out sources of supply at the request of Canadian importers. These and import enquiries from overseas firms will be actively supported when the assistance required is related to the procurement of critical and non-competitive products required by Canadian industry.
- 8-61-2 Otherwise, import enquiries may be dealt with according to circumstances. If an F.S.O. is in doubt on how to handle an import enquiry he should refer it to the Department for action.
- 8-61-3 Enquiries as to possible Canadian importers should be submitted to the Department. Details, such as those required for export enquiries, should be supplied so that the Department's explorations may be effective.
- 8-61-4 Whenever the country concerned, as for example the United Kingdom and the United States, has its own trade commissioner service established in Canada, import enquirers should normally be referred to their national service. Enquirers, Canadian as well as foreign, can also be made aware of the services of trade associations and chambers of commerce in Canada.

8-62 Exporters' Directory

- 8-62-1 The Department maintains the Exporters' Directory to provide F.S.O.'s with information on Canadian exporters and the commodities which they wish to sell abroad. F.S.O.'s should report the names and addresses of Canadian exporters with whom they are in touch, who are not listed already in the Directory.
- 8-62-2 When the standing of a Canadian firm is not known definitely to be satisfactory, F.S.O.'s should exercise appropriate precautions. While Canadian firms are entitled to expect answers to reasonable requests for information, no obligation rests upon the F.S.O. to assist an unsatisfactory exporter. Obviously this end must be achieved without disturbing the Canadian exporter.
- 8-62-3 When dealing with doubtful enquirers, F.S.O.'s should send a brief acknowledgment stating that enquiries are being made and information will be sent forward in due course. A copy of this acknowledgment should be sent to the Department with the request for a prompt investigation of the firm's standing so that this information may be available prior to despatch of the final report to the Canadian firm.
- 8-62-4 It is normally preferable that the final report should be submitted through the Department. Therefore, both the original and a duplicate of the letter addressed to the Canadian firm should be sent to the Department which will forward the original at discretion.
- 8-62-5 The Exporters' Directory information is issued on paper of various colours which signify the following:
- (a) **WHITE** —to indicate Canadian manufacturers or producers actively engaged in or desirous of exporting;
 - (b) **YELLOW**—to indicate Canadian jobbers, brokers, agents, etc.;
 - * (c) **GREEN** —to indicate that the firm is a subsidiary of a foreign firm and enquiries must be dealt with accordingly;

- * (d) BLUE —to indicate firms offering such services as architecture, surveying, and consulting engineering;
- * (e) PINK —to indicate firms against which complaints have been registered.

8-63 Complaints regarding Canadian Exports

- 8-63-1 It is important in the handling of disputes and complaints that the Department and the F.S.O. always appear in an impartial role. Departmental action is a courtesy service and F.S.O.'s should not lead complainants to expect that this service will replace legal action. Our main purpose and scope in intervening in disputes is limited to acting as a medium through which information may be exchanged with the hope of reaching an amicable settlement.
- 8-63-2 A complainant may think that the F.S.O. and the Department have more power and authority than either actually possesses. He may think that if he turns his complaint over to an F.S.O. that this Department has the organization and the authority to act as an effective court on his behalf. However, neither the Department nor its officers can go beyond persuasion to effect recovery.
- 8-63-3 F.S.O.'s should handle minor complaints directly with the exporter concerned. Copies of any correspondence in this connection should be sent to the Department. Major complaints against Canadian exporters shall be reported confidentially to the Department, in duplicate. Complaints against business methods, packing or quality will then be taken up with the Canadian firm in an endeavour to prevent recurrence.

8-64 Arbitration of Claims

- 8-64-1 Although F.S.O.'s are expected to do everything possible to bring about amicable settlement of disputes concerning Canadian firms, they are not permitted to act as arbitrators in commercial disputes.

8-65 Financial and Status Reports

- 8-65-1 F.S.O.'s should maintain up-to-date records, including status reports, on all firms in their territory importing from or exporting to Canada. Such records should list the following data in the order indicated:

Name	Country
Address	Date
Bank or credit reports	Territory for which firm could be recommended

Trade Commissioner's confidential comments.

The following information can usefully be included:

Main Imports or Agencies	Recommended as
	(a) Agent
	(b) Direct Importer
	(c) Both

These records could serve as a local Importers/Exporters Directory. The F.S.O. may find it desirable to add further details to the cards he maintains.

- / 8-65-2 On request an F.S.O. may confidentially inform Canadian exporters as to the general reputation and financial standing which a foreign firm bears in a commercial community but on each occasion should make clear that he is not assuming any responsibility for the report.

- 8-65-3 Confidential information on the financial standings of firms in Canada will be supplied to F.S.O.'s on application to the Department. Such information, however, must be used only as a general index to the reliability of a Canadian firm and must not be quoted nor the source given.
- 8-65-4 Except in letters to the Department, the reports of mercantile agencies must not be quoted nor may the source be revealed; they may be summarized.

8-66 Lists for Canadian and Overseas Enquirers

- 8-66-1 F.S.O.'s should not provide lists of names from confidential sources, nor should they provide long lists on which firms are rated or rating is implied. Names of Canadian firms and their overseas agents listed in the Exporters' Directory are not available for general lists; they are to be used only in response to enquiries such as from firms seeking to buy specific goods in Canada.
- 8-66-2 No enquirer should be provided with extensive lists from the post's directory of local importers as this usually has been compiled with some degree of classification. Any list from this source must be selective and primarily for the promotion of Canadian export trade.
- 8-66-3 When Canadian firms ask for long lists of overseas importers, or exporters, or institutions, F.S.O.'s can provide or offer to provide such lists of modest size as may be available or readily prepared.
- 8-66-4 It is quite in order for F.S.O.'s to inform a Canadian firm that lists or a directory can be purchased for a given figure; the F.S.O. can offer to make purchase of local directories and bill the firm through the Department.
- 8-66-5 When a local firm requests a list of Canadian firms, F.S.O.'s will be guided by circumstances. Where there would be obvious gain to Canada by providing a list, then it can be prepared, provided this can be done without breaking any confidence or infringing on copyright. When no gain to Canada is to be expected, and when the enquiry is of such proportions as to be an imposition, the simplest method is to suggest other sources such as the enquirer's own commercial or diplomatic representative in Canada. Many local enquirers can be referred to commercial directories such as the Canadian Trade Index.

8-67 Assistance to Other Commonwealth Countries

- 8-67-1 Sometimes a problem arises in deciding whether to accord assistance to official and business representatives of other Commonwealth countries travelling in a territory where their country does not have diplomatic or trade representation. The services of F.S.O.'s are always available to such representatives, subject only to the important qualification that assistance by the F.S.O. should not bring competition to Canadian industry.

*8-68 Co-operation with Provincial Export Promotion

- 8-68-1 Provincial Government offices sometimes circulate initial requests for assessments of the sales prospects of specific firms in foreign markets to posts abroad, rather than to the Department in Ottawa. Trade Commissioners receiving such requests should so advise the Department, at the same time sending to Ottawa such pertinent data as is readily available, and informing the enquirer that the information requested may be obtained from the Department. The appropriate Commodity Officer will supply the available information to the enquirer and will refer to the Trade Commissioners only those remaining questions for which information from abroad is needed.

VARIOUS REPORTS MADE PERIODICALLY

8-70 Year-End Report

- 8-70-1 The Year-End Report is purely statistical. Activities shall be recorded only by numbers; no amplifying details are required. The outline of the Year-End Report will be found in Appendix H; notes concerning the preparation of the report are set out in Appendix I.
- 8-70-2 Heads of Posts should arrange that proper data records, preferably by week or perhaps by month, are maintained to facilitate preparation of the Year-End Report.
- 8-70-3 This report shall be forwarded in triplicate, by airmail, addressed to the Director, Trade Commissioner Service, and shall be despatched not later than January 6 of each year.

8-71 Export Business Influenced

- 8-71-1 Export business directly influenced by posts abroad shall be reported by letter in the following manner:

BUSINESS INFLUENCED

- (a) Name and address of the Canadian firm;
 - (b) Name and address of the agent and/or buyer;
 - (c) Brief description of goods with indication of quantity and value either c.i.f. or f.o.b.;
 - (d) Part played by the post, or an F.S.O., in influencing this business.
- 8-71-2 Reports on new business resulting from the setting up of a new agency or other selling arrangement for a Canadian exporter, should be made after the first substantial order has been delivered or after a series of deliveries has been made over a period of some months. New business of a less continuous nature, such as an order for part of a project from which there may not be any further business or only at a much later date, should be reported as soon as delivery of the first order has been effected.
- 8-71-3 Reports may also be made when a post has made a substantial contribution to the revival of business connections either by stimulating a government enactment relaxing certain restrictions or by aiding a commercial organization.
- 8-71-4 Repeat business in a subsequent year should not be reported unless it marks a very substantial increase over the new business reported in the previous year. The reason why the repeat business is being reported must be given.
- 8-71-5 Letters reporting business influenced should be addressed to the chief of the appropriate geographical division of the International Trade Relations Branch and marked "For the Annual Report file of this Office". No duplicate is required.

8-72 New Export Agencies or Buying Connections

- 8-72-1 Export agencies or buying connections established abroad shall be reported promptly by letter in the following manner:

AGENCY/BUYING CONNECTION ESTABLISHED

- (a) Name and address of the Canadian firm;
- (b) Name and address of the new representative; give also the name of the previous agent, if any;

- (c) Type of arrangement, e.g., agency, buying connection, exclusive representation, etc.;
- (d) Commodity or range of commodities;
- (e) Part played by this office in setting up the arrangement;
- (f) Source of information.

8-72-2 Posts abroad should report agency arrangements of which they have heard even though the office has played no part in setting up the arrangement. It is essential that the source of information be reported in all instances.

8-72-3 Letters reporting agencies established should be forwarded in duplicate and addressed to the chief of the appropriate geographical division of the International Trade Relations Branch and marked "Duplicate for the Annual Report file of this Office".

8-73 Annual Statement on Trade Prospects

*8-73-1 The Annual Statement on Trade Prospects will consist of a brief on current and future prospects for Canada's trade with the office territory, and what might be done, which will serve as a guide to this Department and possibly other Departments. It may refer to other reports to this Department on business conditions and related topics.

8-73-2 As the Annual Statement on Trade Prospects is not for publication, the Head of Post is free to express frank views. He will discuss those economic factors which have influenced or are likely to influence trade with Canada and point up the trade prospects as seen by him. When desirable, he may comment on the political and social situation to illustrate his thinking.

*8-73-3 When there is more than one post in a country, the senior post will report on the country as a whole and other posts will report solely on prospects in their territory. The Statement on Trade Prospects need not exceed two pages for each country of the territory, and may be shorter for markets of minor importance.

8-73-4 This report shall be prepared as of October 31 of each year and is to be forwarded by airmail, in quintuplicate, and addressed to the Director, Trade Commissioner Service. The report should be in the Director's hands by mid-November. When it is rated as "confidential" and is being forwarded by diplomatic bag, the despatch date should be advanced to ensure delivery in the Department by mid-November.

8-74 Future Plans of the Office

8-74-1 As a corollary to the Annual Statement on Trade Prospects, Heads of Posts may forward concurrently but separately a report on Future Plans of the Office where the trade prospects warrant a change in emphasis on major aspects of the office work or where the Head of Post has other reasons to decide on a new course of activity.

8-74-2 The report on Future Plans of the Office should be merely a cataloguing of such plans. Head Office cannot automatically take action upon any item so listed. When the Head of Post wants action taken on any matter, a letter specific to that subject must be written.

8-74-3 If prepared, the report should be forwarded by airmail, in duplicate, and addressed to the Director, Trade Commissioner Service; it will be marked "Duplicate for the Annual Report file of this Office". It should be forwarded not later than November 30 of each year.

8-75 Annual Review of Post Property

8-75-1 The Annual Review of Post Property will consist of a report in two parts covering the adequacy and conditions of:

- (a) office premises and furnishings; and
- (b) house premises and furnishings leased or owned by the Canadian Government.

*8-75-2 This report should be prepared as of June 30 each year in conjunction with a statement of the additions and deletions made to the inventory in the year ending on the same date. (See 10-50 for preparation of the inventory.)

*8-75-3 The Review of Post Property and the statement of additions and deletions to the inventory should be forwarded in triplicate to the Assistant Director (Administration), Trade Commissioner Service, and marked "Duplicate for the Annual Report file of this Office". It should be airmailed not later than June 30.

8-76 Annual Review of Post Personnel

8-76-1 The Annual Review of Post Personnel will consist of a list of all Canadian and locally-engaged staff members who were carried on the strength of the office during the previous fiscal year. The list will be set out in the following manner:

Annual Review of Post Personnel of the.....office

for the fiscal year ending March 31, 19.....

Days of Leave Taken

<u>Name</u>	<u>Grade</u>	<u>Date of First Appointment*</u>	<u>Date of Separation*</u>	<u>Annual</u>	<u>Sick</u>	<u>Special</u>
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(* The dates for F.S.O.'s and F.S.E.'s will be the dates of arrival at and departure from the post.)

8-76-2 This list will be followed by the Head of Post's recommendations for the establishment of new positions, reclassification of existing positions and promotion of individual staff members. These recommendations, with full supporting information are part of the report. (See L-7-36.)

* 8-76-3 The Review of Post Personnel should be forwarded in triplicate to the Assistant Director (Personnel), Trade Commissioner Service, and marked "Duplicate for the Annual Report file of this Office". The report should be airmailed before or not later than May 15 of each year.

8-77 Post Report

8-77-1 At detached posts abroad, Heads of Posts are required to prepare a Post Report. The following outline will serve as a guide in the preparation of the Post Report; it need not be set up in the sequence indicated:

- A. General--
 - Geography
 - Topography
 - Location
 - Climate—General and local, with seasonal mean temperatures
 - Population, Language, Religion, National and Social Habits
 - Transportation Facilities

- (c) Type of arrangement, e.g., agency, buying connection, exclusive representation, etc.;
- (d) Commodity or range of commodities;
- (e) Part played by this office in setting up the arrangement;
- (f) Source of information.

8-72-2 Posts abroad should report agency arrangements of which they have heard even though the office has played no part in setting up the arrangement. It is essential that the source of information be reported in all instances.

8-72-3 Letters reporting agencies established should be forwarded in duplicate and addressed to the chief of the appropriate geographical division of the International Trade Relations Branch and marked "Duplicate for the Annual Report file of this Office".

8-73 Annual Statement on Trade Prospects

8-73-1 The Annual Statement on Trade Prospects will consist of a brief on trends and outlook which will serve as a guide to this Department and possibly other departments in assessing Canada's business in the territory in relation to and as a result of economic trends. It is not to be confused with the annual "Report on Current Conditions" required under 11-32.

8-73-2 As the Annual Statement on Trade Prospects is not for publication, the Head of Post is free to express frank views. He will discuss those economic factors which have influenced or are likely to influence trade with Canada and point up the trade prospects as seen by him. When desirable, he may comment on the political and social situation to illustrate his thinking.

8-73-3 When there is more than one post in a country, the senior post will report on the country as a whole and other posts will report solely on prospects in their territory. The Statement on Trade Prospects need not exceed two pages for each country of the territory.

8-73-4 This report shall be prepared as of October 31 of each year and is to be forwarded by airmail, in quintuplicate, and addressed to the Director, Trade Commissioner Service. The report should be in the Director's hands by mid-November. When it is rated as "confidential" and is being forwarded by diplomatic bag, the despatch date should be advanced to ensure delivery in the Department by mid-November.

8-74 Future Plans of the Office

8-74-1 As a corollary to the Annual Statement on Trade Prospects, Heads of Posts may forward concurrently but separately a report on Future Plans of the Office where the trade prospects warrant a change in emphasis on major aspects of the office work or where the Head of Post has other reasons to decide on a new course of activity.

8-74-2 The report on Future Plans of the Office should be merely a cataloguing of such plans. Head Office cannot automatically take action upon any item so listed. When the Head of Post wants action taken on any matter, a letter specific to that subject must be written.

8-74-3 If prepared, the report should be forwarded by airmail, in duplicate, and addressed to the Director, Trade Commissioner Service; it will be marked "Duplicate for the Annual Report file of this Office". It should be forwarded not later than November 30 of each year.

8-75 Annual Review of Post Property

8-75-1 The Annual Review of Post Property will consist of a report in two parts covering the adequacy and conditions of:
 (a) office premises and furnishings; and
 (b) house premises and furnishings leased or owned by the Canadian Government.

8-75-2 The report on office furnishings should be prepared in conjunction with the office inventory which is required as of June 30 each year. A statement of the additions and deletions made to the office inventory since it was last submitted is also required. (See 10-50 for preparation of the office inventory.)

8-75-3 The Review of Post Property and the statement of additions and deletions to the inventory should be forwarded in triplicate to the Assistant Director (Administration), Trade Commissioner Service, and marked "Duplicate for the Annual Report file of this Office". It should be airmailed not later than June 30. The inventory, in duplicate, is to be forwarded by surface mail about the same time.

8-76 Annual Review of Post Personnel

8-76-1 The Annual Review of Post Personnel will consist of a list of all Canadian and locally-engaged staff members who were carried on the strength of the office during the previous fiscal year. The list will be set out in the following manner:
 Annual Review of Post Personnel of the..... office

for the fiscal year ending March 31, 19.....

Name	Grade	Date of First Appointment*	Date of Separation*	Days of Leave Taken		
				Annual	Sick	Special

(* The dates for F.S.O.'s and F.S.E.'s will be the dates of arrival at and departure from the post.)

8-76-2 This list will be followed by the Head of Post's recommendations for the establishment of new positions, reclassification of existing positions and promotion of individual staff members. These recommendations, with full supporting information are part of the report. (See L-7-36.)

8-76-3 The Review of Post Personnel should be forwarded in triplicate to the Assistant Director (Personnel), Trade Commissioner Service, and marked "Duplicate for the Annual Report file of this Office". The report should be airmailed before or not later than June 30 of each year to ensure that the recommendations for changes in staff establishment and gradings for the Annual Establishment Review are in Ottawa by early July.

8-77 Post Report

8-77-1 At detached posts abroad, Heads of Posts are required to prepare a Post Report. The following outline will serve as a guide in the preparation of the Post Report; it need not be set up in the sequence indicated:

- A. General—
 - Geography
 - Topography
 - Location
 - Climate—General and local, with seasonal mean temperatures
 - Population, Language, Religion, National and Social Habits
 - Transportation Facilities

B. Local—

General Information concerning city of post

- Local geography
- Climate
- Race, colour and number composition of local population
- Shopping
- Recreation and cultural facilities
- * Mail and Parcel Post
- * Banking Facilities
- Education
- Food conditions
- General cost of living
- Public facilities and sanitation
- Hotel accommodation
- Heating and electric circuits
- Living accommodation—availability, suitability, size, costs
- Urban and rural transportation
- Clubs
- Domestic help
- Cars and repairs
- Religions and churches
- Diplomatic Privileges and Protocol
- Social Obligations and Amenities
- * Size of Post Staff
- Official Accommodation
- Household Furnishings and Appliances
- Health and Medical Facilities
- Clothing Required and Available
- * Shipping and Packing
- Additional Information
- * Bibliography

8-77-2 Post Reports are not required annually. However, at the end of each calendar year, such revisions as may be necessary should be forwarded as amendments to the original report. A new report need only be prepared when conditions generally have changed.

8-77-3 As the Post Report is used as a guide by F.S.O.'s and F.S.E.'s in outfitting themselves for a posting, care should be exercised in its preparation. It should also reflect the point of view of the different categories of personnel.

*8-77-4 Copies of all Post Reports and amendments should be sent to the Department's offices as follows: Ottawa— four copies; London, Caracas, and Hong Kong — two copies each. These three posts maintain complete Post Report libraries, from which personnel in nearby countries may borrow by mail.

ADMINISTRATION OF OATHS

8-80 F.S.O. Authorization

8-80-1 F.S.O.'s with consular rank will administer oaths, affidavits, etc., in accordance with the Canadian Consular Instructions.

8-80-2 F.S.O.'s not in possession of consular rank, while exercising their functions in any foreign country or in any part of Her Majesty's Dominions outside of Canada, are authorized under the Canada Evidence Act to administer, take or receive oaths, affidavits, affirmations or declarations in respect to all matters within the legislative jurisdiction of the Canadian Government, including affidavits, etc., for use in proceedings before the Supreme Court of Canada, the Exchequer Court of Canada and before all federal administrative bodies.

- 8-80-3 Documents bearing the signature and office stamp of an F.S.O. are admissible in evidence without proof of the signature, stamp or official character of the officer concerned.
- 8-80-4 The fees which shall be charged for these services are set out in Appendix K.
- 8-80-5 The powers conferred upon F.S.O.'s under the Canada Evidence Act as amended do not extend to subject matters falling within the jurisdiction of any provincial government.

8-81 Procedure

- 8-81-1 The affidavit or declaration should first be signed by the affiant, then the oath should be administered, following which the F.S.O. should sign. In administering an oath, the affiant should take the Bible in his right hand, whereupon the F.S.O. will say: "You declare this to be your affidavit and you swear the contents to be true, so help you God". The affiant will then say "I do" or words to like effect. Affiants of other than the Christian faith may take oath in a form accepted as equivalent.

PUBLIC RELATIONS

8-85 Addresses and Articles

- 8-85-1 Heads of Posts shall forward to the Department copies of addresses delivered by F.S.O.'s, of articles prepared for local publications and of clippings of such material when published, of scripts used for television and radio programmes when these are prepared in the office.
- 8-85-2 When a speech contains material similar to an earlier address, copies need not be submitted but the Department should be advised of the subject and the occasion.
- 8-85-3 Posts abroad will report on the use of texts, photographs, matte releases and the like, provided by official Canadian sources.

EMPLOYMENT IN CANADA

8-90 Enquiries for Assistance

- 8-90-1 F.S.O.'s at posts forming part of a mission will refer to the mission any enquiries they receive in which assistance in obtaining employment in Canada is requested. F.S.O.'s at consular posts will handle such enquiries in conformity with their standing instructions.
- 8-90-2 F.S.O.'s at detached posts who do not have consular rank will refer communications from foreign nationals requesting assistance in obtaining such employment to the Department if action need be taken. While the National Employment Service of the Department of Labour can, from time to time, assist British subjects, and the Department of Citizenship and Immigration can assist all would-be immigrants, F.S.O.'s should not become involved in questions of immigration unless their instructions include immigration matters.

DISTRESSED CANADIANS

8-95 Procedure to Be Followed

- 8-95-1 F.S.O.'s who receive requests for assistance to distressed Canadians should refer the matter to the mission or be guided by their consular instructions.
- 8-95-2 F.S.O.'s who do not have consular status may not render any official assistance to distressed Canadians without the prior approval of the Director.

*PROTECTION OF PROPERTY

*8-100 Protection Against Fire

- 8-100-1 It is the responsibility of the Head of Post to ensure that adequate fire prevention measures are instituted to guarantee the maximum protection of personnel and property. Arrangements will vary at each post depending on the layout of the premises and the adequacy of the local fire department. In posts where the Trade Commissioner is sharing premises with the Department of External Affairs, his fire prevention measures will be integrated with those of the Head of Mission.
- 8-100-2 Any post which is short of fire-fighting units should write to the Department listing the equipment on hand and where located. In requesting additional extinguishers give first preference to the use of pump tanks and dry chemical type extinguishers. (See Appendix Q).

8-100-3

Each post is to appoint an officer to be responsible for fire fighting arrangements. This officer is to ensure that there is a complete and up-to-date list of fire fighting equipment on file showing its location.

The Fire Prevention Officer will ensure:

- (a) that in the case of rented office premises he consults with the building management regarding the alarm system in use and the proper and best method of leaving the building in the event of fire;
- (b) that all members of the staff are fully conversant with the procedure to be followed in the event of fire and the location of the fire fighting equipment; that the telephone number of the fire department is readily available; that fire drill is conducted at appropriate intervals;
- (c) that in premises other than office buildings there is a regular inspection of heating systems and chimneys in order to prevent their becoming a fire hazard;
- (d) that a frequent check is made of all buildings to ensure there is no accumulation of rubbish and paper that would create a fire hazard; also that all exits and corridors are free from obstructions so as to permit ready exit from the building in case of fire;
- (e) that there is no overloading of electric circuits, (this can usually be determined by the frequency with which fuses are burnt out); that fuses are inspected to ensure that they are of no higher capacity than recommended;
- (f) that gasoline, benzine, naphtha and other volatile fluids, as well as combustible materials such as oily rags, are properly stored only in metal containers that are not likely to be upset, with tightly fitting caps or lids;
- (g) that fire fighting equipment is inspected and tested regularly to ensure that it is in working order;
- (h) that a record be kept in a place beyond hazard of fire, of the dates and results of each inspection.

(See 10-34, 12-43 and Appendix Q.)

CHAPTER 9

Office Accounting

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Office Accounting

GENERAL

9-1 Audit

9-1-1

In accordance with the duties imposed upon him by the Financial Administration Act, the Auditor General may, from time to time, make examination of the branch offices of departments. The accounts of posts abroad shall always be in order and accessible for such an examination by officers delegated by the Auditor General for that purpose.

9-2 Deposit of Personal Funds

*9-2-1

The office funds may be used only for official business. The transfer of funds through the office account on behalf of private firms or individuals is prohibited except as provided in 9-2-2.

9-2-2

F.S.O.'s and F.S.E.'s may be permitted to deposit personal funds in the office bank account only on the occasion of a transfer or return to Canada on home leave. The aggregate deposit is limited to \$2,000 per person and shall consist only of the proceeds from the sale of an automobile or other durable goods. A certificate to this effect is required. Prior permission must be obtained before any deposit is made and the request for permission to deposit personal funds must be supported by an explanation of the need. (See 1-23-30.)

9-3 Removal of Office Funds

9-3-1

The removal of office funds without proper authority is prohibited.

9-4 Monies Collected on behalf of Individuals

9-4-1

Monies which have been collected by the post on behalf of a Canadian firm or individual should be forwarded through normal commercial channels.

9-4-2

If exchange restrictions prevent the transfer of such funds, they may be held in safe-keeping by the Head of Post at the disposition of the owner or until the restrictions are lifted and transfer can be made. They must be held in the currency in which they are received and without responsibility as to rate of exchange.

9-4-3

When the conditions of 9-4-2 apply, the Head of Post should accept the funds only on the undertaking that they were accepted for safe-keeping at the risk of the Canadian firm or individual and that neither the Head of Post nor the Crown is responsible in the event of loss through any cause or circumstance.

9-5 Letters of Credit

9-5-1

Government of Canada Credit Letters issued by the Department of External Affairs shall be honoured at posts abroad. At detached posts, credit letters will be honoured up to any amount which, when converted to Canadian funds at the last rate quoted by the Department, will not exceed the balance showing on the credit letter. At other posts, the holder of the credit letter should be referred to the External Affairs office or the local Treasury Office of the mission, which will take the necessary action. Instructions on how to make payment are contained on the credit letter.

*9-11 Finance by Letter of Credit

- 9-11-1 Letters of credit are established in amounts to cover normal regularly recurring operating expenses only. Requests should be made of the Assistant Director (Administration) in advance for transfer of extra funds to cover anticipated special non-recurring expenditures such as those for removal, living expenses in lieu of allowances, special post travel, Canada Day receptions, etc. (See also 9-11-3.)
- 9-11-2 Twice or more per month (usually towards mid- and end-month) amounts to cover anticipated expenditures should be drawn from the letter of credit and deposited in the office bank account.
- 9-11-3 When unusually heavy expenditures are anticipated for a coming month a drawing can be made from the unused balance of the letter of credit before it lapses at the end of the month, for deposit in the office bank account, for use with drawings from the next month's letter of credit.
- 9-11-4 Posts are permitted flexibility in the timing of drawings within each month from the letter of credit, so that the balances left unused in the letter of credit will remain as high as possible for as long as possible without impeding post operations.
- 9-11-5 The "Office Account" reconciling letter of credit withdrawals and the Bank Account statement, and detailing office receipts and expenditures, must be sent promptly after the end of each month to the Director. (See 9-21.)

*9-12 Finance by Accountable Advance

- 9-12-1 The advance will normally be maintained by the Department at a level estimated sufficient to meet office expenses for approximately two months. This amount is referred to as the "Office Account Advance".
- 9-12-2 The amount of the Office Account Advance may be increased or decreased by the Department depending on circumstances at the post.
- 9-12-3 The "Office Account" is submitted to the Director promptly after the end of each month. (See 9-21.)
- 9-12-4 Reimbursement of the Office Account is made by the Department to the Head of Post by title, for deposit in the office bank account; or funds may be transferred directly to the bank to be placed to the credit of the office bank account.

*9-13 Office Bank Account

- 9-13-1 The name of the office bank account shall indicate the title of the Head of Post; *it must not be that of an individual*. The Bank Account shall be operated as that of the "Commercial Counsellor, Canadian Embassy", "Canadian Government Trade Commissioner", etc. The word "Canada" or "Canadian" must appear in the name of the bank account.
- 9-13-2 Once established neither the name of the bank account nor the bank in which it is held may be changed without the prior authority of the Director.
- 9-13-3 The office bank account should not be overdrawn.
- 9-13-4 If because of heavy expenditures, the office bank account is in danger of being overdrawn, posts financed by letter of credit should draw on the unused letter of credit balance for deposit to the bank account, or if the unused letter of credit balance is insufficient to prevent an overdraft, a request for the transfer of sufficient additional funds to prevent it should be made to the Director, by cable if necessary. Posts financed by accountable advance should request additional funds of the Director, by cable if necessary to prevent bank overdrafts.

9-14 Responsibility for Office Funds

9-14-1 The Head of Post is responsible in all cases for the office funds.

9-14-2 The Head of Post will be authorized by the Deputy Minister to sign cheques drawn on the office bank account.

9-14-3 The Deputy Minister, on recommendation of the Head of Post, may delegate signing authority to another F.S.O. at a post.

*9-14-4 A Head of Post leaving a post permanently or for any temporary absence beyond thirty days shall leave with his successor a complete accounting for all funds charged to the post, including properly certified vouchers of expenditures. Unless authorized by Head Office, no funds will be taken from the post by the departing officer. (See 8-30 and 8-31.)

9-15 Cheques

- 9-15-1 All cheques must bear the date on which they are issued. Posts should advise the Department of any local regulation which might render this rule impracticable but any deviation from it must receive the prior approval of the Department.
- 9-15-2 No cheque shall be signed in blank.
- 9-15-3 All cheques should be numbered in sequence. In countries where cheques do not bear printed numbers, they should be numbered in sequence from number 1 upwards. A new series will be commenced on April 1 of each fiscal year.
- 9-15-4 Posts should use only cheques bearing the words "or order". When it is local practice for all cheques to be printed with the words "or bearer", Heads of Posts should either change these words to read "or order" and initial the change or ensure that no cheque is issued without being "crossed" if local custom recognizes crossed cheques. In those countries where it is not possible to put either of these conditions into effect, Heads of Posts will make payments in a manner acceptable to the country concerned (*see* 9-19-6) and advise the Department of the conditions prevailing.
- * 9-15-5 If a numbered cheque is cancelled for any reason, the reason must be noted in the proper sequence on form T.C.S. 10 and the cancelled cheque shall be included with the monthly Office Account. (*See* 9-21.)
- 9-15-6 If a cheque becomes lost, the Head of Post will:
- (a) immediately advise the bank by letter to stop payment;
 - (b) if necessary, issue a duplicate cheque and make an accounting as follows,
 - (i) take the next blank cheque in the cheque book, alter the number on it to the number of the lost cheque, issue it in the same manner as the one lost and mark it "duplicate",
 - (ii) secure an affidavit and undertaking form (using Appendix M as a guide) signed by the payee, promising to return the original cheque to the post without negotiation if it comes to hand,
 - (iii) the entry on form T.C.S. 10 for the duplicate cheque will quote its original number and carry the notation "altered to No. as a duplicate". No amount will be listed,
 - (iv) if and when the original cheque is returned to the post it will be cancelled and forwarded to the Department attached to that month's relevant T.C.S. 10;
 - (c) report full particulars and the action taken to the Director.

9-16 Bank Statements and Cancelled Cheques

- 9-16-1 Heads of Posts shall request the bank to forward, at the end of each month, the original of the bank statement together with the paid cheques for that month direct to the Chief Treasury Officer, Department of Trade and Commerce, Ottawa.
- 9-16-2 A duplicate of the bank statement should be secured for office records.
- 9-16-3 In countries where cancelled or paid cheques are not returnable by law, the Head of Post should ensure that the Director is provided with a letter in duplicate from the bank stating the legal reason.

- 9-16-4 If at any time a particular paid cheque is required by the Head of Post, he may request the Director to return it to him.

9-17 Exchange Rates

- 9-17-1 Where funds are converted at a post abroad, the Chief Treasury Officer must be advised of the rate of exchange employed and a supporting certificate from the bank enclosed.
- 9-17-2 F.S.O.'s who have occasion to travel outside their territories or in another country of the post territory should be careful to obtain the best possible legal rates when exchanging funds from one currency to another. Care should be taken to avoid unnecessary exchange operations.

9-18 Fiscal Year

- 9-18-1 The Canadian Government fiscal year ends on March 31. Every effort should be made to settle outstanding accounts and advances by that date. (See 9-23-20 and 9-25-15.)

9-19 Payments

- 9-19-1 No expenditure may be made from the office bank account without authority.
- 9-19-2 These instructions provide authority for routine expenditures, for local salaries, for rents, for other running expenses, and for normal operating costs in amounts authorized by the Director.
- 9-19-3 Authority is also issued to each post to cover minor purchases of supplies, publications and routine maintenance. (See 9-47.)
- 9-19-4 Other expenditures require the prior approval of the Director, except in case of emergency which must be reported promptly.
- 9-19-5 All payments in connection with the carrying on of the work of the office, including advances for travel in territory, advances for petty cash, etc. are to be made by cheque.
- 9-19-6 In those countries where it is not the custom to pay by cheque, payments may be made by a recognized means in conformity with local practice, such as post office money orders, etc. However, the Head of Post shall notify the Department of any laws or customs which preclude payment by cheque.

OFFICE ACCOUNTS

9-20 General Instruction

- 9-20-1 After each payment is made by cheque from the office bank account (or by postal money order, etc. where it is not the custom to pay by cheque), the voucher in support of such payment will be received, numbered (commencing at number 1 each month), and filed until the end of the month. Vouchers in support of petty cash payments will also be numbered commencing at number 1 each month.

*9-21 Office Account

9-21-0 Monthly Accounting

- 9-21-1 A monthly accounting must be made to the Department of all disbursements and receipts at a post abroad. This accounting is termed the "Office Account".
- 9-21-2 As soon as possible after the close of each month, the complete Office Account will be airmailed to the Department. In order to facilitate processing, it is requested that the account be submitted in two parts, usually in the same envelope, as follows:
- (a) Form T.C.S. 4—Statement of Petty Cash,
Form T.C.S. 5—Statement of Office Account,
Form T.C.S. 8—Statement of Receipts, together with receipts issued,
Form T.C.S. 10—Statement of Disbursements;
 - (b) Duplicate copies of the forms listed in 9-21-2(a), together with the balance of the Office Account including all supporting vouchers and a covering explanation for unusual items.
- 9-21-3 Under the instructions set out in 9-16, the original of the bank statement and the cancelled cheques will be forwarded by the bank direct to the Department. The duplicate of the bank statement should be retained at the post.

*9-21-10 Office Account Forms

- 9-21-11 The following forms are used in the preparation of the Office Account:
- (a) T.C.S. 3—Paylist (See 9-53);
 - (b) T.C.S. 4—Statement of Petty Cash (See 9-23);
 - (a) T.C.S. 5—Statement of Office Account. This is a summary of the position of the office funds at the end of the month;
 - (d) T.C.S. 6—Statement of Recoverable Expenditures (See 9-82);
 - (e) T.C.S. 7—General Voucher;
 - (f) T.C.S. 8—Statement of Receipts (See 9-75);
 - (g) T.C.S. 9—Statement of Local Transportation (See 9-48);
 - (h) T.C.S. 10—Statement of Disbursements. All transactions must be entered in chronological order giving the cheque number. The particulars column and the supporting vouchers, receipts or paylists, must contain sufficient detail to permit a classification of the expenditures in the Department. Cheques cancelled for any reason must

also be listed. Advances for petty cash, post travel, etc., will be entered for information purposes only in order to maintain a record of all cheques issued (See 9-25-0). The total of T.C.S. 10 is carried forward to T.C.S. 5 as "Office Expense Account";

- (i) T.C.S. 11—Statement of Outstanding Items Recoverable Locally (See 9-81);
- (j) T.C.S. 12—Statement of Expenditures made under Local Purchase Authority (See 9-47);
- (k) Ext. 116—Inventory of Consular Fee Stamps. This form will accompany T.C.S. 8 (See 9-75-2);
- (l) Ext. 120—Cash Blotter for Consular Fees Collected. (See 9-75-2.)

9-22 Vouchers

- *9-22-1 Duplicate vouchers should be obtained for all expenditures. The original should be attached to the appropriate Office Account form and the duplicate retained at the post. Where it is not possible to secure duplicate vouchers, posts should make a copy of the original for their own records. Petty cash purchases of over \$2.00, or equivalent, require receipts and small amounts must be certified by the petty cash custodian. (See 9-23.)
- 9-22-2 Vouchers which lack sufficient particulars should be explained in detail.
- 9-22-3 All pages of any invoice running to several pages must be included.
- 9-22-4 The pertinent data of vouchers in a language other than English or French should be translated.
- 9-22-5 Where a voucher is unobtainable, then a statement of expenditure, vouched for by the Head of Post, may be submitted in lieu, provided it is accompanied by an explanation. When a voucher is later available, it should be forwarded to the Department immediately.
- 9-22-6 Receipts should itemize the articles or services purchased or be supported by the appropriate vouchers.
- 9-22-7 Vouchers covering expenditures for other than routine purchases should show the authority for the purchase, e.g. "See Director's letter of , file".
- 9-22-8 Expenditures made on the initiative of the Head of Post without authority, must be supported by a full explanation.

9-23 Petty Cash Account

9-23-0 Petty Cash Fund

- 9-23-1 A petty cash fund will be maintained at each post abroad. It will be in local currency and used for small routine cash expenditures which should not exceed the equivalent of \$5.00 each, and to finance office postage.
- 9-23-2 The size of the petty cash fund should not normally exceed the equivalent of \$75.00. The Head of Post shall exercise every care to see that the amount of cash in the office is kept within the prescribed limits. In the event, however, that local custom calls for cash payment of items other than routine small expenses, the fund may be established in an amount to meet such conditions. In no case may it exceed \$200.00.

- 9-23-3 The Head of Post will nominate one person to be responsible for the petty cash fund.
- 9-23-4 The petty cash fund is accountable and the cheque issued to establish the petty cash fund is an "accountable advance".
- 9-23-5 Receipts should be obtained for each petty cash payment of the equivalent of \$2.00 or more. For small payments or where it is not practical to obtain a receipt, the custodian of the petty cash fund will fill out a "petty cash voucher" and place it with the petty cash in lieu of a receipt. This voucher may be typed or legibly handwritten on a small sheet of paper, signed by the custodian of the petty cash fund; it will show the date, the amount paid and a brief description of the service rendered or the material supplied.
- 9-23-6 At all times the sum of cash on hand, receipts and vouchers must equal the amount of the petty cash advance.
- 9-23-7 As the fund nears exhaustion, the Head of Post will examine the receipts and vouchers for the payments made and if the account is in order, will issue a cheque for the amount expended to restore the petty cash to the amount of the original advance.
- 9-23-8 The petty cash fund will be closed off on March 31 of each year. On April 1 of each year, the Head of Post will issue a cheque for a new petty cash advance.

9-23-10 Petty Cash Accounting

- 9-23-11 At the time of the last reimbursement for the month, which will not necessarily be on the last day of the month, the receipts and vouchers covering expenditures from the petty cash fund will be listed numerically on form T.C.S. 4. Receipts and vouchers for expenditures made in the final days of the month, after the last reimbursement, are not to be included on form T.C.S. 4 but will be shown in the next month's statement.
- 9-23-12 The total of the petty cash expenditures for the period (which is the total of form T.C.S. 4) must equal the total of cheques issued to reimburse the petty cash fund. The amount of the petty cash advance will be shown on form T.C.S. 5 each month opposite the heading "Advance for Petty Cash".
- *9-23-13 Form T.C.S. 4 will be certified correct by the custodian of the petty cash fund, the relative receipts and vouchers will be attached and the whole included in the relevant monthly Office Account. (See 9-21-0.) The Head of Post is not required to countersign form T.C.S. 4.

9-23-20 Petty Cash Close Off

- 9-23-21 On March 31 of each year, the custodian of the petty cash fund will prepare the petty cash statement, form T.C.S. 4, in the usual manner but will include all items for the full month of March.
- 9-23-22 The unexpended balance of the fund will be turned over to the Head of Post, together with the completed form T.C.S. 4. This balance will be deposited in the office bank account before the close of business for March.
- *9-23-23 This procedure will close out the petty cash each fiscal year and in the March Office Account the advance for petty cash reported on form T.C.S. 5 will be shown as "NIL".

9-24 Postage Account

9-24-1 Purchases of stamps, parcel post charges, and penalty postage on incoming mail shall be paid from the petty cash fund. The supporting voucher for such expenses shall consist of a receipt from the Post Office for the stamps purchased or parcel post charges incurred. This receipt may be a petty cash voucher showing the various denominations of stamps purchased provided the voucher has been stamped or otherwise authenticated by the Post Office. Under special circumstances the Department may accept a dated certificate from the Head of Post that an amount was expended for postage. In the case of small charges for penalty postage on incoming mail, a petty cash voucher may be made out by the petty cash custodian.

9-24-2 A letter register of outgoing mail shall be maintained for each day and should include a column for the purpose of recording the amount of postage required. At the discretion of the Head of Post, the register need not consist of an itemized record; correspondence may be grouped according to postage costs, e.g. 15 letters at 20c. each. Penalty postage and parcel post charges should also be recorded.

9-24-3 Although the Head of Post is responsible for the control of stamps purchased, he may designate the petty cash custodian or another staff member to be responsible for the custody of stamps on hand and the maintenance of the outgoing mail register.

9-25 Advances

9-25-0 Recording of Advances

9-25-1 All advances, such as Petty Cash and Travel in Territory, shall be entered on form T.C.S. 10, Statement of Disbursements, in their correct chronological order and the cheque number given.

9-25-2 The individual total will not be extended to the "Amount" column. The advances are entered on T.C.S. 10 as a means of maintaining a record of all cheques issued and the amounts will appear on form T.C.S. 5 under the appropriate "Advance" heading.

9-25-10 Accounting for Advances

9-25-11 The accounting for and claiming of expenditures resulting from the advance for petty cash is dealt with in 9-23.

9-25-12 Advances for travel in territory will be accounted for as follows:

- (a) if the expenditure exceeds the amount of the advance, an entry will be made on form T.C.S. 10, repeating the entry made when the advance was first entered, but the total will be carried to the "Amount" column. Immediately below this entry, will be made an entry for the supplementary cheque reimbursing the claimant for the difference between his total expenditure and the amount of the advance; or
- (b) if the expenditure incurred is less than the amount of the advance, an entry will be made on form T.C.S. 10, of the actual expenditure which will be entered in the "Amount" column and in the "Particulars" column the following explanation will be shown:

Advance for travel.....	\$
Actual Expenditure claimed.....	\$
Balance refunded and deposited.....	\$

The balance refunded will not be reported on any form and will appear only in the bank statement.

9-25-13 The Travelling Expense account, form C.T. 110, will constitute the supporting voucher for 9-25-12.

9-25-14 The procedure set out in 9-25-12 will apply whether the advance is being settled in the same month in which it was made or in a subsequent month. When settlement has been made the "Advance" entry on form T.C.S. 5 will be omitted.

* 9-25-15 However, an F.S.O. or F.S.E. in receipt of a travel in territory advance which is unaccounted for on March 31 because the trip has not been completed shall submit a certificate stating that the amount of the advance is in his possession. If the travel has been completed by March 31, the relevant expense account must be submitted with the March Office Account and, where it has been impossible to refund any balance due in time to make a deposit, a certificate is required that the balance of the advance is in the F.S.O.'s or F.S.E.'s possession. The certificate must accompany the March Office Account whether or not the expense account has been submitted.

*9-26 Accounting for Trade Fair Expenses

9-26-1 In order to provide detailed information concerning accounts paid by Trade Commissioner offices in connection with Canadian participation at foreign Trade Fairs, the following instructions concerning accounting procedure are to be followed:

9-26-2 Special remittances from Ottawa for fair expenses should be deposited in the official office bank account.

9-26-3 Two separate sets of Form TCS 5 and TCS 10 are to be completed each month, one covering the ordinary office expenses, and the other the special expenses of the trade fair.

9-26-4 The TCS 5 form for ordinary office expenses should be completed as it would be if no expenses for a Trade Fair were being incurred and no special remittance received from Ottawa. The only item which requires explanation is the entry entitled "Cash in Bank (supported by Bank Certificate attached)". This amount will not agree with the balance on the bank certificate, but will represent the balance of the bank certificate, reduced by the balance of the trade fair remittance remaining in the official bank account.

9-26-5 The TCS 5 for the Trade Fair expenses will be completed showing only the remittance and expenses directly incurred as a result of Canadian participation in the Trade Fair. The item "Cash in Bank" on this form will represent the amount of the special remittance for the trade fair remaining after the expenses for the month have been paid. It should also be the difference between the balance shown on the bank certificate and the amount shown against Cash in Bank on the TCS 5 form for ordinary office expenses.

9-26-6 The TCS 10 form used for listing the trade fair expenses should be completed in sufficient detail as to make the items listed intelligible without the covering vouchers. The relevant vouchers are, however, to be attached to this form.

9-26-7 The TCS 5 and 10 forms relating to the trade fair expenses should be forwarded in triplicate with the Office Account. The forms for ordinary office expenditure should come forward in duplicate in the usual manner.

9-26-8 A separate memorandum should be attached to each Office Account, listing all known charges for trade fair expenses which have not been presented for payment at the time the Office Account is prepared. (See also 9-6)

GUIDE TO AUTHORIZED EXPENDITURES*9-30 General**

- * 9-30-1 No expenses other than the current expenditures absolutely necessary in the conduct of a post abroad shall be incurred without the approval of the Director. (See 9-19.)
- 9-30-2 In all cases where the approval of the Director has been obtained for special expenditures, the date and file number of the letter containing such authority shall be quoted in the supporting voucher. (See 9-22-7.)

9-31 Accident Compensation Fund

- * 9-31-1 Contributions by the post to a compensation fund under L-7-76-2(a), will be paid from office funds and the voucher in respect of such payment properly identified.

9-32 Cables, Telegrams and Telephone

- 9-32-1 If the vouchers for cables, telegrams and long distance telephone calls include charges which were incurred on behalf of individuals, such charges should be marked on the paid bill. Form T.C.S. 7 should be attached to the appropriate voucher and should show a breakdown of uncollectible items and items collectible in Canada. Items collectible locally should be marked and deleted from the voucher.

9-33 Club Allowance

- * 9-33-1 F.S.O.'s may be reimbursed from office funds on production of receipted vouchers for club membership and initiation fees for clubs approved by the Head of Post in an amount equivalent to \$100.00 each year for each F.S.O. (See 3-15.)

9-34 Department-Leased Living Accommodation

- * 9-34-1 At posts where the Department has leased living accommodation, the rent for such accommodation will be paid from office funds.

9-35 Department-Owned Vehicles

- * 9-35-1 The expense of operating, servicing and maintaining a department-owned vehicle may be met from office funds without prior reference to the Department. Major overhauls and extensive repairs, however, require prior authorization from the Director.
- 9-35-2 Receipts must be obtained for every expenditure and must show details. A voucher from the gasoline vendor should be obtained whenever possible; an ordinary office receipt form may be used only when this is not possible. Such receipts should be made out in duplicate to assist in the completion of the monthly cost record. (See 8-14-14.)

9-36 Distribution of Catalogues

- 9-36-1 F.S.O.'s may not undertake the wholesale distribution by mail, at the expense of the Department, of any catalogues, price lists, advertising matter or publications sent them by private individuals or firms in Canada or elsewhere, without the approval of the Director.

9-37 Gratuities

- * 9-37-1 Where it is customary to pay Christmas or similar gratuities to janitors, postman, newsboys, elevator operators, etc., Heads of Posts should report the circumstances to the Director and may pay such reasonable gratuities as are customary from office funds. At posts shared with External Affairs, gratuities should be given jointly.
- 9-37-2 Charges for such gratuities shall include a breakdown showing the amounts paid to each individual.
- 9-37-3 No gratuities may be paid to locally-engaged employees except as provided in Chapter 7.

9-38 Education Allowance

- * 9-38-1 F.S.O.'s and F.S.E.'s may be reimbursed from office funds for school expenses as set out in 3-45 to 3-49 on submission of a receipted voucher covering authorized expenses.

9-39 Entertainment

- * 9-39-1 Entertainment and representational expenses may not be paid from office funds; F.S.O.'s are expected to meet the costs of entertainment from their representation allowances.
- 9-39-2 F.S.O.'s on arrival at a post abroad should defer any representational entertainment until they elect to receive allowances. Only under exceptional circumstances will informal entertainment up to a maximum of four guests at any one meal be considered. Any claim for entertainment, which shall be included in the F.S.O.'s expense account, must be clearly explained and the names and positions of the guests reported. Such claims are subject to the approval of the Deputy Minister. (At the end of a tour of duty, F.S.O.'s should complete their representational entertainment prior to going on expenses.)

- *9-39-3 Under certain circumstances, when Heads of Posts have been authorized by the Director to incur special entertainment expenses, vouchers for all expenditures, together with a list of the guests, must be included with the Office Account and the authority quoted.
- 9-39-4 Dominion Day and Canadian naval visit receptions are provided for under 3-20.

9-40 Expenses in lieu of Allowances

- *9-40-1 F.S.O.'s and F.S.E.'s on expenses in lieu of allowances will be reimbursed for such expenses from the office funds.
- 9-40-2 An advance may be obtained from office funds to pay hotel bills, etc.
- 9-40-3 Accounts should be settled weekly or, if the last day of the month occurs during a week period, on the last day of the month.
- *9-40-4 The F.S.O. or F.S.E. concerned is required to submit an itemized expense account on form C.T. 110, supported by vouchers, to substantiate his claim for expenses in lieu of allowances. This expense account will serve as the supporting voucher for the Office Account. Any adjustment necessary between the advance made and the actual expenses incurred will be made at the time the expense account is submitted to the Head of Post.

9-41 Films

- *9-41-1 Charges in connection with the distribution of films supplied by the Department of External Affairs, such as postage, maintenance and projectionists, are the responsibility of that department. Any Office Account entry, therefore, covering such expenses should carry the appropriate notation. (See 10-35-1.)
- *9-41-2 Charges incurred in the distribution and showing of trade promotion films are the responsibility of the Department. Office Account entries, however, should be properly identified. (See 10-35-2.)

9-42 Financial Reports

- 9-42-1 The prior approval of the Director is required before taking out a subscription for credit reports. Credit reports should be ordered only after other sources of information have been explored.

9-43 Furnishings, Equipment and Repairs

- 9-43-1 The Head of Post may make no purchases of office furnishings and equipment, except as provided in 9-47-1(a), without the prior approval of the Director.
- *9-43-2 No expenditures for repairs, decoration or alterations may be made without the prior approval of the Director except that the Head of Post may authorize payment from office funds for essential minor repairs in addition to 9-47-1(c).
- 9-43-3 The Head of Post should make no expenditure in connection with department-furnished living accommodation without the prior approval of the Director.

9-44 Household Appliances on Loan

- 9-44-1 The cost of connection and disconnection of department-owned household appliances loaned to F.S.O.'s and F.S.E.'s is borne by the Department and such costs will be paid from office funds. (See 12-61 and 12-62 for responsibility for maintenance and repairs.)

9-45 Insurance

- 9-45-1 The Canadian Government will not pay charges for insurance against fire, death, accident, baggage or other risks. No such charges may appear in the Office Account nor be included in any general bill.
- 9-45-2 An exception may be made, subject to Treasury Board approval, in the case of fire insurance on government-leased houses where this is a requirement of the lease. Such requirement, however, must be reported to the Department before the lease is signed in order that it may be made part of the submission to Treasury Board for approval to lease the premises. (See 12-80.)
- 9-45-3 Department-owned vehicles are covered by the blanket third party insurance coverage policy of the Department of External Affairs.

9-46 Laying of Wreaths

- 9-46-1 At detached posts, the Head of Post may charge to the office funds without prior authority, the reasonable cost of any wreath laid on the following occasions:
- (a) Remembrance Day or the equivalent as celebrated in the country of the post (only one such day per year may be considered as "equivalent");
 - (b) Ceremonies at Canadian war graves;
 - (c) July 1, if local custom requires any wreath-laying;
 - (d) Death of Head of State, Head of Government or Foreign Minister of the country of the post;
 - (e) Where the country of the post is a monarchy, death of a member of the sovereign's family.
- 9-46-2 Costs of wreaths or floral tributes for any other occasions than those set out in 9-46-1 are the responsibility of the Head of Post.

9-47 Local Purchase Authority

- 9-47-1 Unless otherwise advised local purchases may be made at posts abroad for the specific items and services in the specific amounts as follows:
- (a) Purchase of Equipment — for the purchase of office equipment and supplies but not to be used for stationery and supplies listed in the Department of Trade and Commerce stationery catalogue, nor for invitation or other cards, routine cleaning or other regularly recurring services, — \$100.00 per fiscal year in individual expenditures not exceeding \$20.00 each;
 - * (b) Publications — for the purchase of individual issues of newspapers, periodicals or other publications which may contain special articles or items of trade interest. This amount is quite separate from the A and B lists of subscriptions authorized annually. It may not be used for subscriptions, — \$30.00 per fiscal year;
 - (c) Repairs, maintenance and cleaning of office machines and office furniture — for running maintenance and minor repairs only as required. Specific authority for major overhauling or rebuilding must be obtained from the Assistant Director (Administration). Requests for his authority must include a report on the article, an estimate of the cost of overhaul, and the Head of Post's recommendation.

- * 9-47-2 Expenditures authorized by 9-47-1 shall be detailed on separate appropriate Office Account forms, on T.C.S. 10 if paid by cheque or T.C.S. 4 if paid from petty cash. A supporting explanation and voucher should be provided for each expenditure.

9-47-3 An overall report of expenditures under this Local Purchase Authority shall be made in duplicate each month. The report shall show for each type of purchase the allotment approved, the purchases made and the balance remaining. Form T.C.S. 12 will be used for this overall report. A nil report need not be submitted.

9-48 Local Transportation

- * 9-48-1 Expenditures from office funds incurred in the use of local transportation will be detailed in the monthly Office Account and itemized on form T.C.S. 9, statement of local transportation. Form T.C.S. 9 must show the date and mode of conveyance and, in the case of taxis, the purpose for which it was used. Expenditures will be grouped under the name of the individual concerned. T.C.S. 9 must be signed by the Head of Post.

9-48-2 Charges for transportation to attend luncheons, dinners, receptions and functions of a similar representational or social nature may not be claimed.

9-49 Necessary Immunization for F.S.O.'s and F.S.E.'s

- * 9-49-1 The cost of necessary immunization on departure from a post, including "booster shots" during a posting, for F.S.O.'s and F.S.E.'s and their dependents may be paid from office funds at posts abroad where the facilities of the Department of National Health and Welfare are not available. In addition, when authorized, costs of pre-posting medical examinations required to be taken at the post on a cross-transfer may be charged.

9-50 Office Rents and Services

- * 9-50-1 At posts shared with External Affairs where office rents, light, power and telephone services are paid by the mission, the mission will bill the Head of Post monthly on form Ext. 45 for the Department's share of these charges. Reimbursement to the mission will be made from office funds by a single cheque and form Ext. 45 and the mission's official receipt will constitute the supporting voucher. (Settlement of shared expenses at posts where the Department does not operate an Office Account will be made in Ottawa.)

* 9-50-2 At other posts, the charges for the services referred to in 9-50-1 will be paid direct from office funds.

9-51 Photographs for "Foreign Trade"

- * 9-51-1 Heads of Posts are authorized to spend up to \$50.00 a year from office funds for photographs to be used in "Foreign Trade." (See 11-52-3.)

9-52 Rent Allowance for F.S.O.'s and F.S.E.'s

- * 9-52-1 An F.S.O. or F.S.E. may be reimbursed from office funds for the amount of his gross rent upon production of a receipt from the landlord. (See also 3-34-4 and 3-34-6.)

9-53 Salaries of Locally-Engaged Employees

- 9-53-1 Salaries of locally-engaged employees are paid in local currency. Wherever possible, they will be paid by individual cheques. If this is not practicable, a cheque may be issued covering the full amount of the payroll and each employee paid in cash.
- 9-53-2 Salaries are paid in arrears; no cheque for cash payment of salaries nor any individual cheque for salary may be issued in advance of the day payment is to be made.
- 9-53-3 All payments shall be accounted for on form T.C.S. 3. Any deductions such as for income tax, pensions, health insurance, social security, etc. must be shown and the actual amount paid to the employee will be entered in the "Net Cheque" column. The total of this column will be the amount shown on form T.C.S. 10 and form T.C.S. 3 is the supporting voucher.
- 9-53-4 When the amounts of the various deductions are paid to the appropriate authorities, a receipt or receipts will be obtained and the amount charged on form T.C.S. 10, supported by a breakdown of the total showing the amount or amounts paid in respect of each employee and for what purpose.
- 9-53-5 Locally-engaged employees are required to sign receipts for their salary payments. They may sign form T.C.S. 3, or if it is considered preferable, individual receipts may be signed instead. When this is done, the receipts will be attached to form T.C.S. 3.

9-54 Subscriptions and Reference Books

- * 9-54-1 The cost of subscriptions for local newspapers and periodicals, local reference books, etc., which have been approved by the Director may be paid from office funds. (See 10-20.)
- * 9-54-2 Official year books and official trade statistical publications forwarded to the Department under 10-23 will be paid from office funds where there is any charge for such publications.

9-55 Travel in Territory

- * 9-55-1 Expenses incurred for travel in territory within the authorized allotment for the post should be paid from office funds. (See 4-81-2.)

9-56 Tuition Fees

- * 9-56-1 With the prior approval of the Director, F.S.O.'s and F.S.E.'s may be reimbursed from office funds for tuition fees covering the study of an approved language up to an amount not exceeding the equivalent of \$25.00 per month. (See 3-42.)

9-57 Uniforms

- * 9-57-1 Posts which have been given authority to purchase uniforms or clothing for locally-engaged staffs will normally make such expenditures from office funds in the amount authorized by the Department.

FEES AND REVENUE**9-70 Deposit in Bank**

- 9-70-1 Fees and other revenue items received are not to be placed in the office petty cash fund but are to be held as a separate entity and deposited in the office bank account.
- 9-70-2 Deposits may be made at any time but must be made when an amount equivalent to \$25.00 has been accumulated.
- 9-70-3 Fees and revenue must, however, be deposited on the last business day of the month, whether or not the sum equivalent to \$25.00 has been reached.

9-71 Collection of Fees

- 9-71-1 F.S.O.'s with consular status will collect fees in accordance with the Canadian Consular Instructions.
- 9-71-2 Charges for notarial and miscellaneous services rendered in the course of their official duties by F.S.O.'s not possessed of consular rank, shall conform to the "Tariff of Canadian Consular Fees" and will include the services listed in Appendix K.
- 9-71-3 Fees shall be collected in local currency. The amount is determined by using the rate of exchange prevailing upon the date of payment of the fee. A slight overcharge is permissible where necessary to make the fee a round sum in local currency.
- 9-71-4 A consular fee stamp of the appropriate denomination must be affixed to all documents requiring a fee.

9-72 Revenue from Sale of Canadian Customs Invoices

- 9-72-1 At posts abroad where there is a large demand for Canadian Customs Invoice forms, F.S.O.'s should arrange with one or more local printer to reproduce and sell these forms, making sure that the latest acceptable form issued by the Department of National Revenue is the form reproduced.
- 9-72-2 Alternatively, F.S.O.'s may have supplies of these invoices printed locally or may order them from the Department for inclusion with the regular stationery order. Customs invoice forms supplied by the post to exporters shall be sold at a nominal price which will cover the cost of printing.

9-73 Use of Official Receipts

- 9-73-1 Receipts must be issued for every item of official revenue and the official receipt book, form T.C.S. 17, will be used for this purpose.
- 9-73-2 Each receipt shall show the name of the person for whom the service was performed, the nature of the service, the date upon which it was rendered, and the amount of the fee collected. Receipts should be made out in triplicate. The original is given to the person for whom the service was rendered, one copy is retained at the post and the third copy attached to form T.C.S. 8.
- *9-73-3 All receipts in the official receipt book are numbered. Each number must be accounted for. If one becomes unusable for any reason, it should be marked cancelled and be included with the copies of receipts issued and sent to the Department with the Office Account, attached to form T.C.S. 8.

9-74 When Official Receipts May Not Be Used

- 9-74-1 Official receipts may not be issued for purposes such as acknowledgments of funds received for remittance to Canadian firms or individuals. A typed receipt or an ordinary printed receipt form should be used.

9-75 Accounting for Fees and Revenue Collected

- 9-75-1 A list of all fees and revenue received by the post during the month shall be made on form T.C.S. 8 and supported by a copy of each receipt issued. The totals of the various revenues collected will be shown, with a brief explanation, on form T.C.S. 5 under "Receipts for the Month".
- 9-75-2 Form Ext. 116, Inventory of Consular Fee Stamps, must accompany T.C.S. 8; when applicable, form Ext. 120, Cash Blotter for Consular Fees Collected, also should be included.

ACCOUNTS RECEIVABLE**9-80 Charges Incurred on behalf of Private Individuals or Firms**

- 9-80-1 The Department's policy in regard to the billing of private individuals or firms for services rendered varies with the circumstances. In general, the Department will absorb costs incurred for cable, transportation and other services, where such expenses have been incurred on behalf of Canada or Canadian industry as a whole.
- 9-80-2 Charges incurred while acting as an intermediary between an exporter and an importer will be recovered from the originator of the transaction. When a Canadian firm requests information by cable, then the resulting charge should be for its account. Local firms or individuals on whose behalf the post has performed a service should be charged for the service.
- 9-80-3 Normally the purchase of financial reports from recognized mercantile agencies is part of the operation of the office. From time to time, when a Canadian firm asks for an abnormal number of reports, the Head of Post should give thought to billing the Canadian firm for part or all of the cost.

9-81 Expenditures Recoverable Locally

- 9-81-1 Any charges incurred on behalf of others which can be recovered at the post should be collected promptly. If at all possible, this should be done within the month in which the disbursement is made.
- *9-81-2 When recovery is made within the month in which the disbursement took place, no separate report need be made in the Office Account of either the disbursement or the recovery as both will automatically appear in the account.

- *9-81-3 If recovery is not effected in the month in which the disbursement is made, then the expenditure will be reported on form T.C.S. 11, Statement of Outstanding Items Recoverable Locally. The total of the amounts listed on form T.C.S. 11 must be reported on form T.C.S. 5 under the heading "Outstanding Accounts Recoverable Locally". Two copies of form T.C.S. 11 are required with the monthly Office Account. Under no circumstances should these expenditures be shown on form T.C.S. 10. The total of these amounts is part of the accounting for the office advance.
- 9-81-4 Disbursements recoverable locally will be reported to the Department at the end of each month on form T.C.S. 11 as long as they remain outstanding. When recovery is made and the proceeds deposited in the bank account, that item is omitted from the next month's listing. A nil report is not required.
- *9-81-5 Should any item included on form T.C.S. 11 eventually be found to be uncollectible, the Department must be informed of the circumstances. Authority may then be given to the post by the Director to omit the item from future accounts and to include the amount as an expenditure in the next Office Account. Care should be taken, therefore, to preserve vouchers covering all outstanding items recoverable locally, until collection is made. The voucher will be required to support the charge in the Office Account if the item is uncollectible.

9-82 Expenditures Recoverable outside the Post Area

- *9-82-1 Charges for services performed on behalf of businessmen or persons located outside the territory covered by the post will be included in the Office Account for collection by the Department.
- 9-82-2 A summary of these expenditures will be made on form T.C.S. 6, Statement of Recoverable Expenditures. The amounts should be shown in local currency.
- 9-82-3 Form A111 A must be completed to cover each expenditure. Three copies will be attached to form T.C.S. 6 and included with the monthly contingent account. If the service rendered is for a cable, two copies of the cable should be attached to form A111 A.
- 9-82-4 In instances where statements of expenses shared with the Department of External Affairs include items that are recoverable in Canada, form A111 A should be prepared and attached to the Department's copy of the shared expense statement.

ESTIMATES**9-90 Annual Estimate of Operating Expenses of Posts Abroad**

- 9-90-1 Estimates of the operating expenses for each post abroad for the succeeding fiscal year shall be prepared annually by the Head of Post.
- 9-90-2 The estimates will be based on the pattern of expenditures in past years, on the immediately preceding six months and on the Head of Post's assessment of probable developments in the forthcoming year.
- 9-90-3 The necessary forms to be completed for this purpose will be forwarded to the post, with a covering letter, at the time the estimates are required by the Department.
- 9-90-4 Some types of office expenses such as postage, telegrams, publications, office rents, etc., vary only slightly from year to year and can be estimated with fair accuracy. Particular attention, however, should be given to such items as decoration, new furniture and equipment, and changes in staff establishments in order to ensure that sufficient funds will be provided in the overall Departmental estimates.
- 9-90-5 Under the Financial Administration Act the amount allowed for any class of expenditure in a fiscal year may not be exceeded. A responsibility, therefore, is placed on the Head of Post to provide carefully considered estimates and subsequently not to exceed the amounts allotted, unless prior authorization has been obtained from the Director. A covering letter justifying the need for any special or non-recurring expenditures should accompany the estimates.

CHAPTER 10

Office Supplies, Publications, Equipment and Furnishings

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Office Supplies, Publications, Equipment and Furnishings

GENERAL

10-1 General Requirements

- 10-1-1 All requisitions for and correspondence related to office supplies, publications, equipment and furnishings should be addressed to the Assistant Director (Administration).
- 10-1-2 When submitting prices on articles which are available locally, the cost in local currency should be quoted, together with the Canadian equivalent.
- 10-1-3 Requisitions submitted on Department of Trade and Commerce Form 1 must be accompanied by a carbon copy of the requisition on plain white paper. The duplicate copy of Form 1 is to be retained at the post.

10-2 Damage in Shipment

- 10-2-1 Any damage to shipments must be reported. The report should describe the condition of the damaged packing cases and the contents and indicate whether the damage resulted from improper packing, rough handling or other cause.

OFFICE SUPPLIES

10-10 Stationery and Supplies

- 10-10-1 All stationery and supplies used at posts abroad, except as provided in 10-10-3, shall be requisitioned from the Department on requisition Form 1.
- 10-10-2 When making out a requisition, each item should be listed on a separate line. The description of the stationery or supplies must be the same as that contained in the Stationery Catalogue and the reference number (bin tag number) must be quoted.
- 10-10-3 Local purchase of stationery and supplies shall be limited to such items as ink, mucilage, etc., and minor purchases pending receipt of supplies from the Department.
- 10-10-4 Letterheads and similar items may not be printed locally without the prior approval of the Director.

- 10-10-5 Requisitions for stationery and supplies are to be submitted twice a year. The dates these bulk requisitions are required from each post are set out in Appendix L. These dates should be adhered to as closely as possible.

10-11 Calling Cards

- 10-11-1 Business cards for F.S.O.'s and calling cards for their wives shall be ordered through the Department.
- 10-11-2 Requisitions should be made on Form 1 and accompanied by a sample of the card desired even when the Department has the plate. Requisitions for calling cards may not be included in the stationery and supplies requisition.
- 10-11-3 It is the personal responsibility of each F.S.O. to place his order for calling cards in good time upon the occasion of each new posting and whenever his supplies are running short. Three months should be allowed for delivery. Only under special circumstances will small quantities of cards be forwarded by airmail.
- 10-11-4 Requests for printed cards for senior clerks must also be accompanied by an accurate sample and an explanation that they are required in the performance of the clerk's official duties. If local printing is indicated, at least two estimates of the cost of printing must accompany the request.
- 10-11-5 No charges for calling cards appearing in the contingent account will be authorized for payment unless the purchase has received prior approval.

10-12 Invitation Cards

- 10-12-1 Official invitation cards may be provided only for use by the Head of Post, either for himself alone or jointly with his wife. An original order of 400 cards is usually sufficient at most posts. The printing of invitation cards will be standardized in accordance with Canadian government practice and protocol wherever possible.
- 10-12-2 Invitation cards for Dominion Day or Naval receptions will be provided for those F.S.O.'s who have been authorized to hold such receptions. Cards for Dominion Day receptions should be ordered from the Department by the end of February.
- 10-12-3 Requisition Form 1 is required for all orders for invitation cards. Requisitions for invitation cards may not be included in the stationery and supplies requisition.

10-13 Calendar Pads and Diaries

- 10-13-1 Requisitions for supplies of calendar pads, refills and diaries should reach the Department by the end of May of each year. Requisition may be made by letter.

10-14 Silk Screen Prints and Lithographs

- 10-14-1 Requests for silk screen prints and lithographs of Canadian paintings may be made by letter. Such requests may not be included in the stationery and supplies requisition.

10-15 Consular Fee Stamps

- 10-15-1 Requisitions for supplies of consular fee stamps should be made on form T.C.S. 14.

PUBLICATIONS

10-20 Periodicals, Subscriptions and Reference Books

10-20-1 The Head of Post shall forward to the Director, with the annual estimates for the post, a list of the periodicals and subscriptions which are required at the post during the succeeding fiscal year. This list will be made up in two parts:

(a) List A shall comprise all newspapers and periodicals published in Canada or elsewhere which must be subscribed to and paid for on behalf of the post by the Department; and

(b) List B shall include all local newspapers and periodicals recommended by the Head of Post for official use for which subscriptions will be paid from the office contingent account. This list should indicate the subscription rates in foreign currency as well as the equivalent in Canadian currency.

10-20-2 Each post will be notified, prior to the commencement of the fiscal year, which publications have been authorized for the post.

10-20-3 The Head of Post should include with lists A and B, a separate list of those reference books, directories, etc., which will be required during the next fiscal year. These should be listed also under two headings, A and B. The year of latest issue at the post and the price should be included. New editions of reference books and telephone directories are not supplied automatically to the post; they must be requisitioned.

10-20-4 Supplementary requests, submitted during the year, should be addressed to the Assistant Director (Administration) and, in due course, may be included in the next annual estimates.

10-21 Canadian Government Publications

10-21-1 A list of the publications of, and acts administered by, the various departments of the Government of Canada is contained in the Canada Year Book. Lists of government publications are also issued from time to time by the Department of Public Printing and Stationery and the Dominion Bureau of Statistics.

10-21-2 Individuals or firms seeking Canadian government publications, except on a loan basis, should be directed to write to the Queen's Printer, enclosing the necessary remittance.

10-21-3 Posts applying for any of these publications should forward a requisition on Form 1 in the usual manner to the Assistant Director (Administration).

10-22 "Foreign Trade"

10-22-1 Posts abroad are supplied with a limited quantity of "Foreign Trade" and "Commerce extérieur" for distribution to local contacts on an exchange basis or where such distribution is of value to the post.

10-22-2 The Department prefers to have complimentary subscriptions handled in this manner rather than to add overseas organizations to the circulation list for direct mailing from the Department.

10-22-3 While no actual limit is placed on the number of copies made available for this purpose, each post is expected to review the distribution list at least once every two years to make certain it is useful that the recipients continue receiving "Foreign Trade".

10-22-4 Unless a free subscription provides a definite advantage to a post abroad, enquirers should be informed that the subscription rate outside Canada is \$5.00 per year for either the French or English edition of "Foreign Trade".

10-23 Official Year Books for the Department

- 10-23-1 Posts abroad shall forward to the Library of the Department a copy of the official year book of each country in their territory as these are published, as well as up-to-date official trade statistical publications setting forth semi-annual or annual import and export trade returns.
- *10-23-2 If there are charges for these publications, they should be paid from office funds.

EQUIPMENT AND FURNISHINGS

10-30 Equipment and Furniture

- 10-30-1 Canadian equipment and furniture will be supplied to posts abroad wherever practicable.
- 10-30-2 Requests for furniture, rugs, equipment, filing cabinets, kardex systems, etc., should be made by letter.
- 10-30-3 Where authority for local purchase of any office furniture and equipment is desired, the reason for such local purchase must be clearly set out and the request accompanied by at least two estimates of the cost.
- 10-30-4 On the opening of a new office, a basic supply of necessary office furniture and equipment will be ordered by the Department, unless conditions at the post are such that local purchase is indicated. Additional items necessary to complete the furnishing of a new office should be requested after the arrival of the Head of Post.

10-31 Typewriters

- 10-31-1 Typewriters are normally supplied to posts abroad from Canada. Where it appears advantageous to purchase typewriters locally, at least two estimates of the local cost of a suitable model, less any discount, and where applicable, the turn-in value of the old machine, must accompany the requisition.
- 10-31-2 Requisitions for replacement of typewriters must be accompanied by a detailed report on the condition of the old machine, the make, model, serial number and year of purchase. Conditions at the post will usually determine the number of years of life expectancy of a typewriter.
- 10-31-3 All requests for typewriters, whether for a new machine or replacement of a worn-out one, are to be made on requisition Form 1 and are subject to the approval of the Queen's Printer.

10-32 Office Machines

- *10-32-1 Requisitions for adding machines, dictograph equipment, postage meters, etc., are to be made on requisition Form 1 and must be accompanied by a letter setting forth adequate reasons for the need of such equipment, and including the following information:
- (a) availability of local facilities and agents to service the equipment requested;
 - (b) if the supply of Canadian manufactured equipment is not practical, two or three firm prices of suitable local products;
 - (c) local cost of producing work when done commercially;
 - (d) approximate time that would be saved by the use of a machine;
 - (e) length of time office machine would be in use each day;
 - (f) for duplicating and photo-copying equipment, approximately how many copies would be turned out each month;

- (g) If a requisition is for replacement, please provide the following additional information:
- (i) serial number and date the present machine was taken into service;
 - (ii) at least two estimates of the cost to place this machine into serviceable condition for trouble-free operation for a further year;
 - (iii) the approximate cost of repairs to the machine incurred over the past twelve months.

10-32-2 If local purchase appears advantageous, the requisition should be accompanied also by at least two estimates, together with adequate notation of the servicing facilities available at the post.

10-33 Office Appliances

10-33-1 Air conditioners may be supplied to certain posts abroad where climatic conditions necessitate their use. Air conditioners, however, are not standard equipment and purchase may be subject to Treasury Board approval.

10-33-2 Where required, the Department will undertake to supply small refrigerators or water coolers, fans, heaters and transformers for office use.

10-33-3 Wherever possible or practicable, such equipment will be supplied from Canada. Requisition should be made by letter and should be accompanied also by at least two estimates of local prices of suitable models and a statement of the servicing facilities available locally.

*10-34 Fire Fighting Equipment

10-34-1 The Department will supply necessary fire fighting equipment for detached posts in accordance with the provisions of Appendix Q. Requisitions for equipment should be accompanied by a statement of local prices for similar units.

10-34-2 When office premises are shared with the Department of External Affairs, that Department will supply the necessary fire fighting equipment. (See 8-100, 12-43 and Appendix Q.)

*10-35 Film Equipment

10-35-1 Detached posts abroad will be supplied by the Department with film projectors, supplies and replacement parts.

10-35-2 All correspondence in regard to film equipment should be addressed to the Assistant Director (Administration).

*10-36 Films

10-36-1 Correspondence in regard to requests for films (with the exception of the films referred to in 10-36-2) which are listed in the National Film Board Catalogue, their distribution and expenses in connection with their distribution, such as the cost of air transport or the cost of a projectionist, should be directed to the Department for External Affairs.

10-36-2 Correspondence in regard to the circulation and routing only of trade promotion films listed in the Trade Promotion Film Library Catalogue should be sent direct to the National Film Board. Correspondence on other aspects of trade promotion films should be directed to the Department.

DEPARTMENT-OWNED VEHICLES

10-40 Care and Maintenance

10-40-1 The Head of Post is responsible for ensuring that the department-owned vehicle at the post is given proper care and maintenance.

10-40-2

The following conditions must be observed:

- (a) the vehicle must be checked daily to ensure that it is in roadworthy condition;
- (b) the vehicle must be kept clean, inside and out;
- (c) normal servicing must be carried out at a reliable garage and should include chassis lubrication, oil change and check of tires, at least once a month or, if mileage travelled and local operating conditions warrant, oftener than once a month;
- (d) the vehicle is to be inspected by a reliable garage every six months and a report on the general condition of the vehicle indicating any needed repairs or replacements, with an estimate of the cost, is to be forwarded to the Department;
- (e) suitable garage facilities are to be maintained for security reasons and for shelter when the vehicle is not in official use.

10-41 Duties of Driver

10-41-1

The duties of the driver of the department-owned vehicle are:

- (a) to operate the vehicle carefully and in accordance with the laws of the territory of the post;
- (b) to obtain oil and gasoline only on the authorization of the Head of Post or a competent person to whom the Head of Post has delegated such authority;
- (c) to report to the Head of Post, or his delegate, each day at a specified time or times for instructions;
- (d) to carry out daily maintenance of the vehicle by checking the battery, tires, oil and water, and by washing the vehicle and cleaning the interior thoroughly;
- (e) to maintain daily mileage records;
- (f) to pick up staff daily and transport them to and from the office and their homes where this has been specifically authorized;
- (g) to ensure that the engine is switched off and the doors locked when the vehicle is not in use.

10-42 Insurance Coverage

10-42-1

All department-owned vehicles abroad are covered by a blanket fleet insurance policy with the Caledonian Insurance Company of Scotland. The protection is arranged by the Department through the Department of External Affairs which holds the original blanket policy; payment of the premium is handled in the same manner. The protection afforded under the policy is for third party injury in an unlimited amount and up to \$30,000 property damage for each accident. *The policy does not cover collision insurance or protection against damage to the Department's vehicles.*

10-42-2

An Insurance Identification card, to be permanently attached above the windshield of the vehicle, will be forwarded to each post where a department-owned vehicle is in use. The insurance agent for each area will be informed concerning the terms of the policy; a copy of the policy will be sent to the Head of Post.

10-42-3

The blanket insurance policy is also effective when travelling outside the country in which the vehicle is normally operated. When an F.S.O. is given permission to use the department-owned vehicle to travel to or through a country where car insurance is mandatory, it is necessary that he have an insurance certificate in his possession. (The insurance certificate referred to in 10-42-2 is not endorsed for travel outside the country of the post.) This

certificate will be forwarded to the post on request. It is, therefore, necessary that the Department be advised well in advance of such a proposed trip in order to obtain the necessary insurance certificate.

- 10-42-4 In some countries there are schemes of "compulsory insurance". Posts will be expected to adhere to any such local regulations as may be in effect and consequently will be required to participate in such arrangements in spite of the fact that the vehicle is already covered by a blanket insurance policy. Posts will be advised of the action they should take on receipt of details of local insurance regulations.

10-43 Procedure for Reporting Accidents (See also Appendix A, 603-5-1-2.)

- 10-43-1 In the event of an accident involving the department-owned vehicle, the driver of the car should:

- (a) obtain the names and addresses of all witnesses;
- (b) obtain the name and address of the owner and driver of the other vehicle or vehicles involved;
- (c) report the accident to the local police authorities;
- (d) advise the Head of Post of the accident as soon as possible.

- 10-43-2 The Head of Post shall immediately notify the local agent of the Caledonian Insurance Company of Scotland of the accident.

- 10-43-3 The Head of Post shall report on the accident to the Department as follows:

- (a) if anyone is killed or injured, cable the Department immediately, giving full particulars of the extent of the injury, name, address, age and occupation of the casualty;
- (b) complete form Ext. 253 in triplicate;
- (c) secure signed statements in triplicate from all witnesses;
- (d) obtain a signed statement in triplicate from each passenger of the department-owned vehicle;
- (e) have the driver complete a statement giving full particulars, in detail, of the circumstances surrounding the accident and the purpose of the trip;
- (f) if possible, obtain a copy of the police report;
- (g) if a traffic charge is laid against one or both of the drivers, include details of each charge in the report;
- (h) report any information regarding the local traffic regulations relevant to the accident;
- (i) include an estimate of the cost to repair each vehicle involved and other material damage;
- (j) include any other relevant details.

- 10-43-4 At posts forming part of a mission, the Head of Post will secure the necessary form Ext. 253 from the mission. The original of the report required under 10-43-3 shall be forwarded to the Assistant Director (Administration); a copy of the report should be given to the administrative officer of the mission for his information. Detached posts should have a supply of form Ext. 253 which can be requisitioned from the Department.

10-44 Liability for Accidents

- 10-44-1 On receipt of the report required in 10-43-3, the Department will refer it to the Department of Justice for an opinion as to the legal liability of the persons concerned.
- 10-44-2 Where, in the opinion of the Department of Justice, an employee of the Department is found liable, demand shall be made for settlement, except in those cases where the negligence is of a minor character.
- 10-44-3 Payment by the F.S.O. or other employee shall be determined depending on the circumstances. *It is therefore absolutely necessary that the driver of the department-owned vehicle always use the vehicle within the limits laid down in these instructions.* If he was not so acting at the time of the accident, he could be held responsible for repair costs, etc.

INVENTORY OF POST PROPERTY

10-50 Preparation of Inventory

- *10-50-1 An inventory of post property shall be prepared as of June 30, every three years (beginning 1961). Two copies of the inventory are to be sent forward by ordinary mail to the Assistant Director (Administration) as soon as possible after that date. (See also 8-75.)
- 10-50-2 All furniture and equipment in the office is to be physically numbered. Decalcomania labels will be supplied for this purpose. Items should be numbered in sequence from number 1.
- 10-50-3 The inventory should be prepared in such a manner as to show all items, except as provided in 10-50-4 and 10-50-5, grouped by room and each room will be identified by the occupant's title.
- 10-50-4 Office machines, including typewriters, adding machines, dictagraphs, etc. should be listed together under the heading "Office Machines". Against the listing of each typewriter should be shown the serial number, length of carriage, style of type, when and where purchased, original cost and present condition and against the listing of each other office machine should appear the make, catalogue number, year of purchase, condition, etc.
- 10-50-5 Office appliances also should be listed together. These will include air conditioners, fans, heaters, refrigerators, transformers; all available data, including condition, should be shown. The location should be indicated.
- 10-50-6 Where applicable, posts will also report the condition of the department-owned vehicle in the annual inventory.
- 10-50-7 Reference books, such as dictionaries, year books, code books, etc., should be listed and condition and year of issue stated, as well as the cost and place of purchase. Brief cases, which are on personal charge to an F.S.O., need not be listed.

PREPARATION OF INVENTORY

Article: Name the item and if shipped from Canada, give the catalogue number which is quoted on the packing slip or copy of purchase order;

When Purchased: Give year of purchase with the notation "C" for purchased in Canada or "LP" if purchased locally;

Cost: For items purchased in Canada quote the price shown on the packing slip or copy of purchase order; for items purchased locally quote the cost in Canadian dollars using the rate in effect at the time of purchase;

Estimated Present Value: Not required;

Present Condition of Article: Give brief comments only. If a replacement will be required, these comments should be enlarged upon in the letter accompanying the Annual Estimates, 9-90-5.

Inventory Number: Enter the inventory number at the right-hand side of the sheet and type this heading in.

<u>Article</u>	<u>When Purchased</u>	<u>Cost</u>	<u>Condition of Article</u>	<u>Inventory No.</u>
<i>Commercial Counsellor</i>				
1 Wooden Desk—Walnut (132).	1957 (C)	\$125.00	Satisfactory	3
1 Wooden Bookcase—Walnut (37)	1956 (C)	\$150.00	Good—top needs refinishing	5
1 Desk Chair—tilter (192).....	1956 (C)	\$ 60.00	Poor—needs replacing	6
<i>Commercial Secretary</i>				
1 Metal Desk (1144).....	1959 (C)	\$150.00	Good	11
1 Metal Table (1176).....	1959 (C)	\$125.00	Good	12
1 Wooden Bookcase—Walnut...	1959 (LP)	\$ 80.00	Satisfactory	15

- 10-50-8 Household appliances, including transformers, on loan are not to be listed with the office inventory but are to be noted on a separate sheet attached to the office inventory. (See 12-51.) Household items purchased for departmental account and returned to inventory when an F.S.O. or F.S.E. leaves the post should also be included under this section of the inventory. (See 5-91-41.)

*10-51 Statement of Inventory Changes

- 10-51-1 In addition to the inventory of post property submitted every three years, each post will prepare an annual statement of inventory changes listing the additions to and deletions from the inventory during the year ending June 30. This statement is to be airmailed to the Assistant Director (Administration) with the Annual Review of Post Property. (See 8-75.)

DISPOSAL OF GOVERNMENT PROPERTY

10-60 Report Required

- 10-60-1 Where articles become surplus or unusable at a post abroad, the Head of Post should write to the Assistant Director (Administration) reporting the fact, giving the reasons why the articles are surplus or unusable, and his recommendations as to disposal. The report must include information to show whether or not the articles are in sufficiently good condition, with or without repair, to warrant transfer to another post or to the Department. Requests for replacement must be accompanied by such reports.
- 10-60-2 The Head of Post will be advised what disposal may be made of such articles and may not make disposal without authority.

10-61 Sale of Articles

- 10-61-1 When disposal by local sale is authorized, the Head of Post will obtain at least two competitive bids showing the net payment to the Department. The highest bid should be accepted. Any sale must be on a cash basis and the funds received shall be shown as revenue in the contingent account for that month. Duty, when applicable, is to be paid by the purchaser and should be extra to the bid made. No sale should be made to any employee at the post without special authority.
- 10-61-2 When a sale is completed, a report shall be made to the Assistant Director (Administration) giving the name and address of the purchaser, the bids submitted for each article, the total amount of money received, the serial numbers, etc., of equipment disposed of.

CHAPTER 11
Reporting

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Reporting

GENERAL

11-1 General Comments

- 11-1-1 For purposes of the Department, reports set out in written form the results of the collection and analysis of trade information. Circumstances will indicate whether the data shall be conveyed in or with a letter or in a report for publication.
- 11-1-2 The Head of Post is responsible for the content of all reports submitted.
- 11-1-3 Facts must be checked; typing from draft to final copy should be proofread carefully.

11-2 Preparation of Reports

- 11-2-1 A Canadian point of view with Canadian readers in mind is essential. This applies to reports and letters to the Department and to Canadian businessmen, as well as to reports for publication in "Foreign Trade".
- 11-2-2 Fact and opinion should be clearly divided. Material must be factual and not speculative, unless so stated. Where the material cannot be entirely factual, the safest procedure is to set out the known facts, possibly introduce the opinions of others, bring forward the opinions of the writer and finally state the conclusions reached.
- 11-2-3 News value may be lost unless trade information is brought promptly to the attention of those who can use it. A distinction should be drawn between reports with current news value and those useful for reference over a longer period.
- 11-2-4 Special developments should be reported promptly when interest in them is at its peak. If it is vital that a report of this type get into print quickly, both the report itself and the covering letter should be marked "For Immediate Publication", underlined in red.
- 11-2-5 Criticism of the actions or policies of foreign governments, and statements that might be construed as adversely critical, must not be part of reports for publication. (Such topics should be treated in confidential reports to the Department. Similarly, in reports for publication or in non-departmental letters, F.S.O.'s should avoid comments critical of the Canadian Government.) Reports intended for publication should be objective, but this does not mean that they must be confined to favourable and optimistic comment. When prospects for Canadian business are poor, a report for publication should make this quite clear, neither mask nor harp on the facts, but should preferably include appropriate quotations from official or authoritative sources in confirmation.
- 11-2-6 Adverse criticism of Canadian firms by name must not be included in any report for publication or in letters to other firms; such criticisms should be conveyed only to the Department or the firm concerned. Illustrations of good practices or of bad can properly be made without identifying the Canadian firm.
- 11-2-7 Quotations of more than a few words in any report, whether for publication or the confidential use of the Department, must always be clearly identified as to author, title or publication and publisher.

11-3 Security

- 11-3-1 Reports for the Department should be classified and despatched according to the prescribed rules of security. When classified information is submitted with a report for publication, it should be contained in a separate letter or paper marked "Not for Publication".

11-4 Co-operation with Other Canadian Government Departments

- 11-4-1 Some of the work of preparing despatches and reports will be done in co-ordination with other Foreign Service Officers at the same post. Whatever department of the Canadian Government may be seeking information, the common purpose of providing full and exact details can best be achieved by concerted effort.
- 11-4-2 One copy of each report or part of a report prepared for other departments should be forwarded to the Director, Trade Commissioner Service, by diplomatic bag if necessary for security.

TOPICS

11-10 Choice of Topics

- 11-10-1 As always, F.S.O.'s will note and spontaneously report on subjects that are clearly of interest in Canada. From time to time F.S.O.'s will receive instructions to report on subjects of current importance to the Department. Suggestions for reports for "Foreign Trade" will continue to be made to meet editorial schedules and to cover special fields.
- 11-10-2 Groups of topics on which reports may be prepared, whether for publication or for the information of the Department, are suggested in 11-30 to 11-49. They are not given in order of relative importance because that varies with time and place. They are, however, all of definite interest and value to the Department.
- 11-10-3 Some topics may not be appropriate in one post or another or at one time or another. These should be reported on as current situations may require. The complete field is covered so that F.S.O.'s may know the overall needs of the Department and in the light of their knowledge of each territory, make the best selection of subjects for current reports.

SUBMISSION OF REPORTS

11-20 Reports

- 11-20-1 Reports whether for publication or not, should generally be submitted in triplicate. However, agricultural reports should be submitted in quadruplicate, while reports on trade agreements concluded by or with countries of the Soviet Bloc are required in quintuplicate. Reports intended for "Foreign Trade" should be submitted for the attention of the Editor, "Foreign Trade", with one of the copies marked "for International Trade Relations Branch".
- 11-20-2 When the covering letter accompanying the report contains any necessary explanations or observations, it should be forwarded in the same number of copies as the report.
- 11-20-3 Copy must be typed double-spaced on one side of the paper only, and preferably on paper 8" x 13". Each page should be numbered in the upper right-hand corner.
- 11-20-4 The first page should carry the title of the report, the name and title of the writer, the post where the report originates and the date.
- 11-20-5 Because the Head of Post is responsible for the content of reports, the covering letters must bear his signature; the individual who prepares the report, or most of it, should be shown as the author.
- 11-20-6 If, in a report or trade note, the author refers to a previous issue of "Foreign Trade", it should be identified by the date, not the number.
- 11-20-7 Reports, except those from nearby posts, should be airmailed.

11-25 Trade Notes

- 11-25-1 Brief items of significance to Canadian export and import trade should be sent forward as trade notes. They are used by various branches of the Department which may send some direct to Canadian firms. Many are published in "Foreign Trade".
- 11-25-2 They should be classified under heads (such as general notes, commodity notes and transportation notes) as set up from time to time by the Editor of "Foreign Trade".
- 11-25-3 Trade notes should be submitted in triplicate, *each on a separate sheet*, and with the city of origin, the country, and the date included on each. Like reports they should be typed double-spaced.
- 11-25-4 Trade notes on agricultural subjects should be submitted in quadruplicate.
- 11-25-5 Trade notes for publication in "Foreign Trade" should as a rule not run over 100 words, should deal in a succinct way with one topic only and must not include statistical tables.
- 11-25-6 A few trade notes on subjects that may not warrant full-length reports can be extended to 375 or even 550 words. These brief reports sometimes prove useful in making up "Foreign Trade".
- 11-25-7 If the subject matter of a trade note concerns more than one post, the F.S.O. originating the note should send a copy to the other post for information at the same time as he forwards the note to the Department.

SUBJECTS FOR REPORTS

11-30 General Comments

- 11-30-1 The outline of subjects given below is intended as a guide and as a means of encouraging that uniformity in the structure of reports which can prove valuable in comparing one country with another. The Department would like to have separate reports on each of the principal topics *but always and only according to their importance*, and on individual parts or aspects of each main topic when necessary.
- 11-30-2 It is essential to cover, for purposes of the Department, only a part of the wide field included in the term "economic reporting". The Department does need, however, that basic information about each country that explains its economy and is likely to prove valuable in promoting Canadian trade and in formulating Canada's commercial policy.
- 11-30-3 F.S.O.'s do not engage in political reporting as such, except under special circumstances. Their primary duty is to do a competent job of reporting for trade promotion. Reference to political changes and conditions, and to the effects of important changes in fiscal, monetary or other policies, may be made when they are considered pertinent.

11-31 Economic Reports

- 11-31-1 Basic reports about the economy of each country should strive to answer such questions as the following: Why is the economy what it is? What makes it live and progress or why is its growth retarded? What aspects of the economy have an important bearing on foreign trade? Such reports should, if possible, also treat the following questions: What domestic production makes Canadian imports possible or unlikely? What essential goods does local production not supply? What can Canada sell to or buy from that country? How does local production affect Canadian sales to third countries? From which exports is foreign exchange received and what currencies are involved?
- 11-31-2 Each topic may well have to be discussed in the light of local conditions—such as the standard of living, the supply and effectiveness of labour and the influence of labour unions, the participation of government in business, and the importance of economic nationalism.
- 11-31-3 Subjects of basic economic interest should be covered adequately at regular intervals, possibly once a year. Those of lesser importance might be discussed every second or third year. The frequency of reports on the various aspects of the economy will naturally differ from post to post.

11-32 Reports on Current Conditions

- 11-32-1 Reports on current conditions should review developments in the area for the guidance of the Department and, when published, for the Canadian businessman. In these reports F.S.O.'s should summarize developments that are affecting or may affect export and import business, particularly with Canada. This will mean selecting the pertinent topics from those listed in 11-35. This selection will vary from country to country. In some, the report may deal almost exclusively with agriculture or with fisheries; in others, with industrial development or foreign exchange problems. A few statistics on foreign trade may be useful to illustrate trends.

- 11-32-2 F.S.O.'s are required to submit annually a report for "Foreign Trade" on business conditions for each country within the territory of the post. It will be published as part of an annual survey of business and trade in the region—for example, the Middle East, Latin America or Europe. The Editor of "Foreign Trade" informs F.S.O.'s by letter of the date that this report is needed each year.
- 11-32-3 It should stress developments during the preceding twelve months that are likely to influence trade with Canada. Topics covered can include the balance of payments, foreign exchange situation, current controls on imports and any changes made or expected, and alterations in the nature and direction of trade. One section should discuss trade with Canada, giving some statistics, plus explanations of increases or decreases in that trade since the time of the previous report.
- 11-32-4 At least one other report of this type should be sent in during the year, preferably six months after the annual one or when circumstances warrant special coverage.

11-33 Tariffs and Customs

11-33-0 Tariff Aspects

- 11-33-1 The tariff system of a country and the manner in which the tariff is administered call for careful study and constant attention on the part of an F.S.O. who should keep the Department informed. When customs duties are affected by treaties, trade agreements, or concessions granted by legislation or by administrative measures, all such modifications are important, whether they favour Canada or a competing country.
- 11-33-2 Other factors affecting trade are:
- (a) value of currency used in the tariff;
 - (b) coefficient or other means of adjusting rates on account of fluctuating currency;
 - (c) rulings or interpretations;
 - (d) conditions on which preference is granted, such as Canadian content, or direct shipment;
 - (e) valuation for duty;
 - (f) anti-dumping legislation;
 - (g) customs treatment of containers and packing, commercial samples, advertising matter, or any articles not purchased in the ordinary way;
 - (h) means, if any, for the exporter to prepay duty;
 - (i) proposed tariff legislation.
- 11-33-3 In the same category are: surtaxes or any supplementary duties, consumption duty, primage duty, stamp duty, transit duty, luxury tax, sales tax, excise, statistical tax, turnover tax, warehouse charges.
- 11-33-4 F.S.O.'s are required to keep the Department supplied with tariff laws passed from time to time and any related enactments, compilations, or digests which would be useful to the Department in furnishing information on the customs duties in force in their territories. Customs laws in foreign languages may be so voluminous or complicated that a selection of material must be made or, alternatively, conditions explained in memoranda. Where tariff preferences, dumping duty, or any of the other important customs conditions mentioned are absent in a particular country, it is helpful to point this out and to describe the tariff system.

- 11-33-5 When they are in the English language, extra copies of enactments (the number depending on the importance of the country) are desired in order to facilitate distribution of information to exporters concerned. Of special value are consolidations of tariffs or customs laws. Complete copies of commercial treaties or trade agreements are needed but should be accompanied by comments about their significance to Canada. However, an up-to-date customs tariff in any language is always useful.
- 11-33-6 When reporting trade agreements, F.S.O.'s should generally submit their comments and supporting documents in triplicate, but where trade agreements concluded by or with countries of the Soviet Bloc are reported, five copies are required.
- 11-33-7 The exact dates of introduction, final passing, and going into force of a new tariff measure should always be given. In dealing with new tariff legislation, F.S.O.'s should never fail to state whether the rates proposed are in force, when they went into force, and, when not in force, give whatever is known about the date of enforcement.
- 11-33-8 In the case of extensive tariff revision, change in duty on an outstanding commodity, important new requirements in respect of documentation, marking, or other import regulations, the situation may warrant cabling the Department. However, unless there is urgent reason for immediate despatch of the information, prompt service by airmail will suffice. Even in the case of a complete new tariff, it is not expected that F.S.O.'s will cable rates of duty beyond those of exceptional significance in the trade between Canada and the country in question, together with a concise general statement showing the extent of the revision.

11-33-10 Tariff Articles for "Foreign Trade"

- 11-33-11 Information on new tariffs should be published as promptly as possible. Therefore, when there is an important development in tariffs or related matters in his territory, the F.S.O. should forward an article about it in a form ready for "Foreign Trade" or explain why this is not done. As only a small proportion of the world's tariff changes can be given space in "Foreign Trade", articles should cover only the interests of Canadian exporters.
- 11-33-12 In a review of tariff changes, comparison of old and new rates is essential. Information should be set out in a concise, clear, non-technical and readable article. The detailed nomenclature of a tariff schedule or complete text of a customs law is usually too technical, too long, and not self-explanatory enough for "Foreign Trade". When rates of duty are in foreign units of currency and quantity, Canadian equivalents should be given.
- 11-33-13 As customs laws remain in force until altered, they are likely to be the subject of much related correspondence. The significance of the new report should be made clear by the F.S.O. so that there will be no need for research in the Department to link up the latest advice with what has gone before. A communication, therefore, which depends for complete understanding on a previous one, should refer specifically to it.

11-33-20 Customs Documentation

- 11-33-21 Material on customs documentation should be furnished for Departmental records and for publication in much the same manner as on tariffs. The exporter wishes to be informed about:

- (a) number and kind of commercial invoices, consular invoices, certificates of origin and certificates of value necessary to meet the requirements of the importing country;
- (b) extent to which any shipping documents require consular or other visas, legalization or verification;
- (c) consular fees, whether a consul at the ocean port or one nearest the place of origin should visa documents or the procedure where there is no convenient consul or perhaps no consul in Canada of the country concerned;
- (d) procedure where goods originating in Canada are shipped via a United States port;
- (e) specimens of prescribed forms;
- (f) systems of weights and measures, currency and the language to be used on shipping documents;
- (g) invoicing goods forwarded by parcel post;
- (h) documentation required for air cargo shipments;
- (i) marking and numbering cases;
- (j) import licences;
- (k) any special or peculiar documentation requirements of a country.

11-33-22 Reports on this subject should be detailed and practical because of the strict obligations imposed on the exporter. The full text of a law or regulation may be of less value to a reader than a few sentences in the F.S.O.'s own words explaining conditions. Tell the exporter just what he has to do.

11-33-30 Import and Exchange Restrictions and Quotas

11-33-31 Import restrictions are often maintained for economic reasons, and trade in a commodity limited by placing imports under licence, by allotting quotas to particular exporting countries, or by exchange control. The paragraphs on tariffs and documentation give hints on methods, which, to a substantial degree, are applicable here.

11-33-32 Important amendments to exchange control regulations should be reported as they occur. F.S.O.'s should also submit at regular intervals reports on current exchange conditions in their territories, with particular reference to the availability of exchange to pay for imports and to any delays experienced by importers in obtaining exchange.

11-33-40 Export Restrictions and Duties

11-33-41 Where restrictions on export are in force in a country, affecting a commodity essential to a Canadian industry, or otherwise affecting Canadian commerce in the commodity, the trade barrier should be reported. This applies also to export duties.

11-33-50 Marks and Labels on Merchandise

11-33-51 Merchandise marks and labelling requirements should be surveyed as Canadian exporters need to know what regulations are to be observed. Important points are: whether goods should bear the name of the country of origin; prohibition of false or misleading marks; branding or labelling of foods and drugs; size of letters or figures; language; system of weights and measures or other points about how marking is to be done. (The paragraphs on tariffs and documentation suggest how to prepare material for records and publication.)

11-33-60 Patents and Trade Marks

- 11-33-61 F.S.O.'s are expected to forward copies of laws and regulations pertaining to patents and trade marks and, so far as practicable, a statement showing the procedure to be followed by a Canadian firm in order to obtain registration of a patent or trade mark. Although the subject is so technical that the Canadian firm may need the services of a patent attorney, helpful instructions on procedure may be given by the F.S.O.

11-33-70 Sanitary Laws

- 11-33-71 Of much interest to Canada are pure food laws as well as pest and disease suppression measures pertaining to animals, plants, fruits, vegetables, seeds, or nursery stock. Particulars are needed concerning prohibitions of the importation of any goods for sanitary reasons, or of certificates which may be required from the exporting country in regard to shipments coming within this category. Material on these regulations should be furnished for departmental records and for publication.

11-33-80 Commercial Travellers

- 11-33-81 Information is required from F.S.O.'s respecting commercial travellers' taxes or licences, with such details as to whether or not there is separate taxation in different municipalities, states, or provinces, and also as to means of avoiding, or obtaining refunds of, customs duties on commercial travellers' samples.

11-34 Food, Agricultural and Fisheries Reports

- 11-34-1 The Department of Trade and Commerce is responsible for supplying the Department of Agriculture and the Department of Fisheries with basic and current information which will assist them in developing their production and marketing programs.
- 11-34-2 Scheduled reports are prepared by those F.S.O.'s specifically instructed to deal with agricultural and fisheries matters. Many of these reports are used also by the Bureau of Statistics, the Canadian Wheat Board, fisheries associations and boards. Some are published in "Foreign Trade".
- 11-34-3 Possible topics include production policies, records and trends, market information, price support or subsidy programs, animal and plant diseases and health, weather or climatic conditions affecting production, and generally any subjects of direct or indirect interest especially as they may affect Canadian goods competitively.
- 11-34-4 The requirements for reports and notes on food and agricultural topics are the subject of separate instructions which have been supplied to all F.S.O.'s who deal primarily with agricultural and fisheries matters. These instructions have also been made available to other posts without such officers but where the subjects are of considerable importance from an economic or trading standpoint.

11-35 Other Specialized Reports

- 11-35-1 F.S.O.'s are required to report on specific fields of economic activity so that the Department constantly may be aware of the important phases of each area's economy. The following subjects indicate the fields which can be covered.

- 11-35-2 Agriculture: Crops—production and consumption, exports and imports of grains and their products, oilseeds and vegetable oils, nuts, fibres, rubber, waxes, sugar, coffee, cocoa, tea, etc.
- Livestock—production and consumption, exports and imports, each as applicable to commercial and breeding stock, hides and skins, wool and hair, tallow, meat, etc.
- 11-35-3 Fisheries: production and consumption, exports and imports of the principal types of fish, by packs, of by-products such as oil and meal, and of marine animals and plants.
- 11-35-4 Forestry: production and consumption, exports and imports of woods, in log, lumber, plywood and other forms, of pulp and paper, and of other products such as wattle and quebracho.
- 11-35-5 Mining: production and consumption, exports and imports of metals and minerals, together with information on whether these compete with Canadian production or are of strategic importance to Canada. Precious metals and stones should be discussed in the same way when they are important sources of foreign exchange.
- 11-35-6 Fuel and Energy: because industrial growth depends on power, the state of an economy may be greatly affected by the abundance or scarcity of coal, petroleum and gas, and electric power. (Nuclear energy developments will be discussed under this heading but the sale of radio isotopes and corresponding equipment comes under commodity reporting.)
- 11-35-7 Manufacturing: each kind of industry offers scope for reports because it may require raw material or equipment, may fill local demand and thereby affect imports from Canada, or may have exportable surpluses that are available to Canada or that affect Canadian sales in third countries. The range of possible topics varies with the country, the development of its economy and the condition of business. Reports on industry should cover production and sources of raw materials, cost and price structure, special competitive factors and other relevant features. These reports may be related to those discussed in 11-31.
- 11-35-8 Services: some countries find a valuable source of foreign exchange in one or more services. Services in this sense include tourism, entrepôt trade, shipping, branch banking and insurance, and investment of any kind which brings foreign exchange. When any of these subjects is economically important, it is a subject for useful reports.
- 11-35-9 Transportation and Communications: the Department should be advised of facilities for or inadequacies of transportation and communications by land, sea or air. The establishment of new services and the interruption or abandonment of existing ones should be reported promptly when the change affects the trade of Canada or of competing countries.

11-36 The Nature and Pattern of Foreign Trade

- 11-36-1 F.S.O.'s should ensure that complete statistics of the foreign trade of each country are forwarded promptly to the Department. When these are not available, reliable estimates will help give guidance on the movement of external trade. (See 10-23.)
- 11-36-2 Using local trade information and statistics (or Canadian data if necessary), F.S.O.'s should report, at least once a year, on any noteworthy aspects of the external trade of their territory.

- 11-36-3 The features to be covered in one report or in several are:
- (a) Import Trade,
 - (i) main groups only unless there are individual items of special significance to Canada,
 - (ii) reasons why leading groups are principal imports and why they come from specific markets,
 - (iii) the effect of any special conditions;
 - (b) Export Trade,
 - (i) complementary to 11-36-3(a);
 - (c) Balance of Payments may be discussed whenever practicable and should deal with,
 - (i) visible items, that is, imports and exports,
 - (ii) invisible items on current account, such as commercial services, tourist trade, shipping,
 - (iii) invisible items on capital account, that is, foreign investment and local investment abroad,
 - (iv) terms of trade, the relative value of imports and exports;
 - (d) Trade with Canada,
 - (i) principal items of import and export,
 - (ii) special or local or historical factors,
 - (iii) favorable and unfavorable factors,
 - (iv) general competitive position of Canadian goods.

11-37 Commodity Market Reports

- 11-37-1 Reports on specific commodities are valuable both to the Department and to readers of "Foreign Trade". They should be prepared whenever conditions permit. Sometimes they are requested for special purposes, such as an issue of "Foreign Trade" dealing with world markets for a specific product or group of products.
- 11-37-2 The F.S.O. alert to opportunities for the sale of Canadian goods or the purchase of goods required in Canada will readily find the most appropriate subjects for commodity market reports. The preparation of a letter on business prospects for a Canadian inquirer immediately suggests the possibility of a suitable report. At the proper time, so as not to disturb the private negotiations and development of business, reports on the market prospects (or lack of them) should be submitted for publication.
- 11-37-3 ~~11-37-3~~ Negative reports are often helpful and should deal especially with those factors which make business difficult.
- 11-37-4 Market reports on a specific commodity or group of commodities should cover current and prospective demand; present sources of supply and principal competitors; range of quality and prices supplied by other countries (but not Canada); peculiarities of taste; advertising and other methods of promotion; packaging (including popular sizes); export packing and proper labelling. One section should cover any trade restrictions, tariffs, and any unusual trade practices. In general, such reports should contain all the information that a Canadian firm new to the scene would need.

11-38 Methods of Business Abroad

- 11-38-1 From time to time, circumstances may warrant the preparation of reports on points for exporters and importers.
- 11-38-2 At the option of the F.S.O., or on request from the Department, reports may be prepared on one or more of the following:
- (a) Visits by Canadian Businessmen,
 - (i) special regulations affecting business visits; passports and visas, health and other certificates, bonds or deposits required of commercial travellers,
 - (ii) medical precautions by the traveller,
 - (iii) transportation and communications,
 - (iv) hotels, food and clothing,
 - (v) hours of business, public holidays and holiday seasons,
 - (vi) influence of weather and of local customs on business,
 - (vii) business areas and centers of commerce,
 - (viii) population and purchasing power, standard of living,
 - (ix) language, currency, weights and measures;
 - (b) Business Procedure,
 - (i) terms of payment and price quotations,
 - (ii) local buying and selling methods,
 - (iii) credit information and facilities,
 - (iv) financing and insuring shipments,
 - (v) standards and inspection services,
 - (vi) special factors influencing sales, such as the effect of climate, seasonal buying, presence of national groups, racial or religious influences, etc.;
 - (c) Channels of Sales,
 - (i) relative importance of commission agents or manufacturers' representatives, indent houses and general merchants, brokers, wholesalers and retailers,
 - (ii) local importance of branch houses, department and chain stores, co-operatives, etc.
 - (iii) commercial importance of chambers of commerce, local associations of manufacturers, exporters and importers and of agents,
 - (iv) purchases by public utilities, mines, oil companies, fruit companies, plantations, etc.,
 - (v) entrepôt trade, local or through third countries,
 - (vi) free ports and manufacture in bond,
 - (vii) warehouses and cold storage facilities;
 - (d) Advertising and Publicity,
 - (i) utility of advertising locally,
 - (ii) advertising media such as newspapers and periodicals, radio and television, theatres, billboards and posters, etc.,
 - (iii) publicity literature, leaflets, give-aways, etc.,
 - (iv) direct mail practices,
 - (v) local agencies for advertising and public relations,
 - (vi) participation in trade fairs.

11-39 Trade Fairs and Exhibitions

- 11-39-1 The Department should be kept informed about trade fairs that may be of interest to Canada. When Canada or Canadian firms are invited to participate, the F.S.O. should submit complete details on the fair. In doing this, he should provide information suggested by reference to the appropriate items of the form (referred to in 11-39-2) in Appendix O, pending receipt of a request from the Department for specific information. He should make definite recommendation as to whether the Department should participate.
- 11-39-2 Heads of Posts are expected to submit, in the prescribed form (Appendix O), a report on both the official and private Canadian participation as soon as possible after a fair has ended. It should be accompanied by photographs of these exhibits.
- 11-39-3 Parts of this report may be published in "Foreign Trade".
- 11-39-4 F.S.O.'s may, on occasion, wish to bring a certain fair to the attention of Canadian businessmen who may want either to visit it or to display products. A report on the fair should be prepared for "Foreign Trade", well in advance of the opening date. This report should include data on the size and scope of the fair, on the regulations for exhibitors, the charges of space, etc., the deadline for submitting applications, and where to obtain further information.
- 11-39-5 Copies of promotion literature on all important trade fairs should be sent forward to the Department.

REPORTS FOR "FOREIGN TRADE"

11-50 General Observations

- 11-50-1 The preparation of reports for publication in "Foreign Trade" is an important part of the normal work of all F.S.O.'s. The preceding sections discuss the wealth of subjects suitable for regular reports in "Foreign Trade". If the F.S.O. is doubtful whether a subject merits writing up for "Foreign Trade", he should check the point first with the Department.
- 11-50-2 From time to time, the Editor of "Foreign Trade", in consultation with other officers of the Department, may ask the co-operation of F.S.O.'s in the preparation of articles on special subjects.
- 11-50-3 "Foreign Trade" does not normally reprint articles from other publications, either Canadian or foreign, nor articles and statements issued to the press, nor does it normally accept contributions from private individuals or foreign government officials.
- 11-50-4 Certain details, such as prices of competing Canadian products, names of competitors, suggested agents, etc., should be omitted from the part of the report prepared for publication and should be included in the covering letter or possibly in a separate enclosure.

11-51 Length of Reports

- 11-51-1 Length is no criterion of worth. The length of a report (not including trade notes) will depend on the intrinsic interest of the subject and on the amount of useful information about it. "Foreign Trade" can use reports of approximately 700, 1,400 and 3,000 words; allowing space for titles these would equal about one, two or four printed pages. (A typed double-spaced foolscap page usually contains about 325 words.)
- 11-51-2 When a topic merits more detailed treatment, it should either be divided into two parts and each made the subject of an article or broken into two or more instalments to be published in successive issues.

11-52 Photographs to Illustrate Reports

- 11-52-1 F.S.O.'s can be of great assistance by supplying good quality photographs suitable for illustrating reports in "Foreign Trade".
- 11-52-2 These photographs should cover the country's main industries and agricultural products, port facilities, transportation, ways of carrying on business, and other characteristic scenes. Special reports should, where possible, be accompanied by appropriate pictures.
- 11-52-3 Good photographs can often be obtained free of charge from government information services or private companies. Each Head of Post is authorized to spend up to \$50 a year for photographs to be used in "Foreign Trade". Applications for authority for additional expenditures should be supported by details of requirements.
- 11-52-4 In selecting photographs, the following points should be kept in mind:
- (a) choose clear, sharp pictures with pleasing contrast between black and white and good gradation of color tone;
 - (b) all photographs should have action in them, or convey the impression of activity, and should reflect the atmosphere of the country from which they come;
 - (c) there is particular need for good dramatic shots for the cover. They may be either square or rectangular in shape; they must be in good focus and with the suggestion of action;
 - (d) send glossy prints only, preferably 8" x 10", though other sizes down to 3½" wide can be used. "Foreign Trade" cannot use color transparencies, color prints, small negatives or halftones from other publications;
 - (e) each picture should carry an accurate caption, typewritten and *pasted* on the back. Do not write or type the caption on the back; a glossy print can be ruined by the pressure of a pencil in writing on the back. Include credit lines where necessary;
 - (f) photographs should be carefully packed with stiff corrugated cardboard on both sides; with lighter packing, they often arrive damaged.
- 11-52-5 Photographs are also needed for two picture features in "Foreign Trade". One of these, "Canada in Foreign Markets", calls for pictures of Canadian products in use or on sale abroad. The other, "Trade Commissioners at Work", features photographs of F.S.O.'s performing varied duties at their posts or on tour at home and abroad.

11-53 Statistics

11-53-1 A group of figures, as a general rule, should be presented in a table rather than incorporated in the text. Statistical tables, in reports for publication, should be neither too long nor too detailed. Longer tables, which the Department may find useful, can be attached in an appendix. Accompany tables in the body of the report with a brief analysis explaining the significance of the figures.

11-53-2 In setting out statistics for "Foreign Trade", list the figures *in descending order of value*, not volume, for the current period. Figures for the latest year should be on the right, or, if the years are listed vertically, at the bottom. In tables showing main markets or sources of supply, by countries, "CANADA" should be written in capitals.

11-54 Charts and Graphs

11-54-1 Statistical graphs or charts make useful illustrations. Graphs should be done on white paper with India ink, should be rectangular in shape, and either $3\frac{1}{2}$ " or 7" wide; squared paper gives good results.

CHAPTER 12

Departmental Residences, Furniture and Appliances

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Departmental Residences, Furniture and Appliances

GENERAL

12-1 General Conditions

- 12-1-1
(12-1-1) Under normal circumstances, F.S.O.'s and F.S.E.'s are responsible for finding their own living accommodation and arranging their own leases; whenever possible unfurnished accommodation should be secured and personally-owned furniture shipped under the conditions of Chapter 5.
- 12-1-2
(12-1-2) At posts abroad, where the housing situation is unusually difficult or where climatic conditions are such that it is not practicable to use Canadian furniture or where removal costs are exorbitant, the Department may, subject to the prior approval of Treasury Board, purchase, build or lease living accommodation and equip such accommodation with furniture and major appliances.
- 12-1-3
(12-1-3) The Department can undertake to furnish only such accommodation as it owns or has leased for a long term.
- 12-1-4
(12-1-4) Any recommendation by a post to purchase, build, lease or furnish accommodation should be submitted in sufficient time to allow for the careful consideration of any such recommendation within the Department.
- 12-1-5
(12-1-5) An English translation must accompany all foreign language documents when these are submitted to the Department.

PURCHASE OF PROPERTY

12-10 Conditions of Purchase

- 12-10-1
(12-10-1) Posts may not take independent action with regard to purchase, nor may obligations be incurred in preparing recommendations, nor may commitments be made to architects or other local experts without the prior approval of the Director.
- 12-10-2
(12-10-2) The Director will issue specific instructions to the post with respect to all negotiations relating to purchase of land and houses.

LEASED ACCOMMODATION

12-20 Conditions prior to Lease

- 12-20-1 The prior approval of the Department must be obtained before entering
(12-20-1) into any agreement to lease living accommodation in the name of the Government of Canada.
- 12-20-2 Living accommodation may be leased by the Department at posts where
(12-20-2) the following conditions apply:
- (a) if there is an acute shortage of accommodation considered suitable by Canadian standards, making it necessary to rent desirable premises on a long-term basis; or
 - (b) if it is the custom for local authorities to assign accommodation to foreign staffs making it preferable for the lessee to be designated as the Government of Canada; or
 - (c) it is considered in the interest of health and morale to have furnished accommodation available for F.S.O.'s and F.S.E.'s.

12-21 Recommendations for Lease of Accommodation

- 12-21-1 Recommendations for the lease of living accommodation by the Department
(12-21-1) must include the following information:
- (a) location and description of the premises, including street address, description of the area and of the possible future development trend of the district;
 - (b) floor or sketch plans showing the layout and size of rooms;
 - (c) a statement of whether the premises are unfurnished or, if furnished, to what extent;
 - (d) a statement of what repairs or improvements will be required, when they will be required and whether they will be paid for by the lessor;
 - (e) the yearly rental in local currency with the Canadian equivalent, together with information as to how this compares with rents of similar premises;
 - (f) a statement as to the inquiries which have been made regarding the availability of other suitable living accommodation, the number of houses or apartments seen, real estate firms contacted, etc.

12-22 Form of Lease

- 12-22-1 A standard form of lease has been set up for departmental use as a guide in
(12-22-1) negotiating new leases or renewing existing leases; a copy of the lease form will be forwarded to the post when it is required.
- 12-22-2 In the event that this form of lease may not be wholly acceptable, every
(12-22-2) effort should be made to incorporate as many of its provisions as possible in the local lease.

12-23 Lease Limitations

- 12-23-1 The following stipulations are to be avoided:
(12-23-1)
- (a) the payment by the lessee of insurance charges;
 - (b) the assumption by the lessee of responsibility for damage occasioned by visitors through the use of halls, stairways, etc., as in an apartment building;

- (c) a lien in favor of the landlord upon Government property or furnishings in an amount equal to the rental consideration;
- (d) the payment of a bonus or premiums in connection with the procurement of premises;
- (e) the submission of disputes to boards or panels for arbitration or to the jurisdiction of local courts;
- (f) the making of capital improvements to the premises for the account of the lessee.

12-24 Lease Requirements

12-24-1 The following points should be noted when preparing departmental
(12-24-1) leases:

- (a) a local lawyer may be engaged when necessary to act for the post; he may be retained for this purpose without prior approval of the Director when such need is apparent; he should not be the same lawyer who is acting for the lessor;
- (b) the lease shall be executed in the name of Her Majesty The Queen in Right of Canada;
- (c) the full name and address of the lessor shall be included in the lease;
- (d) if the lease is to be executed by an attorney, agent, or trustee on behalf of the lessor, an authenticated copy of his power of attorney, or other evidence of authority to act on behalf of the lessor, should be furnished with the approved lease;
- (e) the lease should clearly specify the services to be furnished by the lessor such as heat, light, water, power, etc.;
- (f) the term of the lease shall be for a definite period of time with provision made for renewal and for termination at the option of the lessee upon proper and reasonable notice of a decision to close the post;
- (g) a lease should be preferably for five years with option of renewal;
- (h) the lease should require the lessor to maintain the premises in good repair, including periodic repainting and/or repapering at intervals stated in the lease;
- (i) the lease shall exempt the lessee from responsibility for repairing damages resulting from ordinary wear and tear, fire, earthquake, storm, war, civil disturbances, and other conditions beyond his control;
- (j) taxes, assessment and other charges of a public nature shall be borne by the lessor;
- (k) the lease should call for payment of rent in local currency unless it has been specified to the contrary in the Department's authorization;
- (l) it shall preferably provide for monthly or quarterly rental payments and in no case shall it call for advance payments in excess of 6 months unless specifically authorized by the Director;
- (m) when a lease specifies that rent shall be paid for 6 months in advance, it should contain a rebate clause;
- (n) the lease shall allow the installation and removal of department-owned fixtures;
- (o) if required by local law, the lease shall be recorded and/or executed before a notary public.

12-25 Copies of Lease

12-25-1 (12-25-1) When the approved lease has been signed, the original shall be forwarded to the Director, one signed copy retained on the post file and one signed copy handed to the lessor.

12-26 Renewal of Lease

12-26-1 (12-26-1) The Head of Post shall be responsible for obtaining approval from the Director to renew a lease in sufficient time to ensure appropriate action under the terms of the lease.

12-26-2 (12-26-2) Where the Head of Post recommends that a lease not be renewed and that new living accommodation be obtained, he must forward detailed reasons for making such a recommendation.

12-26-3 (12-26-3) Renewal of a lease may be made by a memorandum of agreement or by a supplement to the original lease if this has been provided for in the original lease and if it is in accordance with the laws of the country.

12-26-4 (12-26-4) The original copy of the agreement or supplement shall be forwarded to the Director.

12-26-5 (12-26-5) If the lease contains no provision for renewal and cannot be extended by mutual agreement, a new lease shall be negotiated in sufficient time to avoid any uncertainty or confusion in regard to the availability of living accommodation or of the post's intention to continue occupancy.

12-26-6 (12-26-6) Recommendations for payment of increased rent, if required by law, should be supported by a copy of the appropriate law or by pertinent extracts of the law and also by the original or certified copy of any ruling of a local rent control board or authority.

12-26-7 (12-26-7) When the terms of a lease require amending to effect a change in the obligations of the parties or otherwise express conditions not contained in the original lease, the post must obtain the prior approval of the Director to amend the lease. Under no circumstances may a lease be amended without the Director's approval where specific rights or benefits of the lessee are surrendered.

12-27 Termination of Lease

12-27-1 (12-27-1) When a lease is to be terminated, in the event of the closing of the post, removal to department-owned quarters or other circumstances, the Head of Post shall give notice of termination in accordance with the provisions of the lease. A copy of all such correspondence sent by the Head of Post to the lessor shall be forwarded to the Director.

12-27-2 (12-27-2) If a lessor agrees for his own convenience or for other reasons to terminate a lease as of a date earlier than the date which the lessee would be permitted by the terms of the lease, the Head of Post should accept the earlier termination date to effect savings in rent and other overhead costs, provided that there is reasonable assurance the premises can be relinquished as of that date.

12-27-3 (12-27-3) When a lease expires and is not renewed or when premises are relinquished for any other reasons, an agreement shall be signed by the lessor and the Head of Post establishing the actual date of termination and stating that the premises have been returned to the lessor free of any and all claims against the Government of Canada or any agency, employee or agent thereof.

- 12-27-4 (12-27-4) The original copy of this agreement shall be forwarded to the Director.
- 12-27-5 (12-27-5) Where the lessor requests restoration of the vacated premises, the post should be guided by:
- (a) the terms of the lease;
 - (b) whether the lessor has given written notice requiring restoration in the lease agreement;
 - (c) whether it would be more economical to pay an agreed-on amount in lieu of carrying out restoration.
- 12-27-6 (12-27-6) Any requests by the lessor for restoration for which the Government of Canada is not legally liable should be submitted to the Department as a claim, together with the post's recommendation.
- 12-27-7 (12-27-7) Notwithstanding the provisions of 12-27-5 and 12-27-6, no commitments may be made by the Head of Post to the lessor without prior reference to the Director.

FURNITURE AND FURNISHINGS

12-30 General Conditions

- 12-30-1 (12-30-1) In supplying furniture and furnishings for department-owned or leased premises abroad, the Department will be guided by the long-term basic requirements of the post because the governing factor in the selection of furniture and furnishings will be the suitability and usefulness of any article to future as well as to present occupants.
- 12-30-2 (12-30-2) Posts will be given a degree of responsibility in regard to furnishing schemes but the final decision on the suitability or necessity of any article will remain with the Department.

12-31 Limitations

- 12-31-1 (12-31-1) The Department is not prepared to provide furniture and furnishings except at posts where it has been clearly established that unusually difficult housing situations exist.
- 12-31-2 (12-31-2) No children's furniture or furnishings as such shall be provided; the provision of cribs, cots, play pens, high chairs, etc. is the personal responsibility of the parent.
- 12-31-3 (12-31-3) The Department shall not provide china, cutlery, kitchenware and household linens as these are the personal responsibility of F.S.O.'s and F.S.E.'s.
- 12-31-4 (12-31-4) In respect of the items exempted in 12-31-2 and 12-31-3 the Department will pay the reasonable costs of shipment to the post.

12-32 Selection of Furniture and Furnishings

12-32-1 The following general considerations shall be applied to the selection of
(12-32-1) furniture and furnishings:

- (a) all furniture shall be of simple design, likely to last beyond current fashions;
- (b) upholstered furniture should not be heavy or bulky in design and should be of a type that can be easily slip-covered;
- (c) ornate or extremely modern style furniture may not be selected;
- (d) although price is a factor, the purchase of poorly constructed furniture or furnishings in order to save costs is to be avoided;
- (e) furniture finishes should be resistant to scratches and burns;
- (f) furniture selected should be such that can be reconditioned locally;
- (g) table and floor lamps should be purchased in lieu of ceiling and wall fixtures as much as possible;
- (h) fabrics should be in conservative colours, restrained designs and easily laundered or dry-cleaned.

12-33 Purchase of Furniture and Furnishings

12-33-1 No purchases may be made at the post without prior approval of the
(12-33-1) Director.

12-33-2 Wherever possible the Department will provide Canadian-made furniture
(12-33-2) and furnishings.

12-33-3 Local purchase may be authorized only at such posts where:

- (12-33-3) (a) local conditions, such as climate and possible damage by insects, make Canadian purchase undesirable;
- (b) where the cost of Canadian articles, plus crating and freight, is considerably in excess of what would be the local cost for comparable items;
- (c) where shipping delays are excessive and result in hardship or excessively high expenses for hotel accommodation;
- (d) where shipping facilities are inadequate and might result in damage in transit.

12-33-4 The decision as to whether Canadian or local purchase shall be authorized
(12-33-4) shall be made by the Department following careful study of the detailed recommendations made by the Head of Post and the conditions existing at the post.

12-33-5 When Canadian purchase is authorized, in whole or in part, the post will
(12-33-5) be requested to provide certain specific information before any purchase is undertaken.

12-33-6 When local purchase is authorized, the post will be requested to provide
(12-33-6) detailed requirements and estimates, including sketches of furniture designs.

12-33-7 Samples of fabrics selected in Canada will be forwarded to the post for
(12-33-7) consideration and samples of fabrics to be purchased at the post must be forwarded to the Department.

APPLIANCES

12-40 General Conditions

- 12-40-1 All appliances provided by the Department shall be of a simple design
(12-40-1) and a model suitable to the conditions existing at the post.
- 12-40-2 Wherever possible and/or practicable, Canadian-made appliances shall
(12-40-2) be supplied.
- 12-40-3 Small appliances such as toasters, irons, etc. shall not be provided.
(12-40-3)

12-41 Appliances Provided under Furnishing Scheme

- 12-41-1 The Department will supply the necessary major appliances required for
(12-41-1) department-owned or leased accommodation. On satisfactory evidence of the necessity, these may include:
- (a) cooking stove;
 - (b) refrigerator;
 - (c) freezer;
 - (d) washing machine;
 - (e) vacuum cleaner—where accommodation is carpeted;
 - (f) air conditioners—for occupied bedrooms and the Head of Post's study;
 - (g) heating units or heaters;
 - (h) fans;
 - (i) water heaters;
 - (j) transformers.

12-42 Appliances for Loan

- 12-42-1 The Department may supply appliances for loan to F.S.O.'s and F.S.E.'s
(12-42-1) who rent their own accommodation. On satisfactory evidence of the necessity, such appliances may include:
- (a) cooking stove;
 - (b) refrigerator;
 - (c) freezer;
 - (d) washing machine;
 - (e) air conditioners—for occupied bedrooms and the Head of Post's study;
 - (f) heaters;
 - (g) fans;
 - (h) transformers.

*12-43 Fire Fighting Equipment

- 12-43-1 The Department will supply necessary fire fighting equipment in
accordance with the provisions of Appendix Q. Requisitions for equipment should be accompanied by a statement of local prices for similar units. (See 8-100 and 10-34.)

ADMINISTRATIVE REQUIREMENTS

12-50 On Completion of Furnishing Scheme

12-50-1 When a furnishing programme is completed the Head of Post shall notify
(12-50-1) the Director and forward, in duplicate, an itemized inventory of the furniture, furnishings and appliances.

12-50-2 Items shall be listed on the inventory by rooms; all items must be numbered,
(12-50-2) purchase date given, local or Canadian purchase indicated. Appliances should be listed on a separate sheet.

12-50-3 The Head of Post shall be asked also to prepare a report on the furnishing
(12-50-3) programme. Details required in the report will be forwarded to the post when advice has been received that the programme has been completed. Snapshot photographs of rooms and exterior of the building are also required.

12-51 Inventories

* 12-51-1 The inventory of household furnishings shall be maintained in the
(12-51-1) same manner as the office inventory. (See 8-75, 10-50 and 10-51.)

12-51-2 Household appliances provided on loan to F.S.O.'s and F.S.E.'s should be
(12-51-2) listed on a separate sheet attached to the office inventory.

* 12-51-3 Household inventories should be submitted to the Department as at
(12-51-3) June 30th every third year (beginning 1961), and when any major renovations have been made.

12-52 Removal of Furniture

12-52-1 No articles in a department-furnished residence may be transferred to
(12-52-1) another residence without the approval of the Director, except when required for a short term by F.S.O.'s or F.S.E.'s on arrival at a post until their personal effects arrive.

MAINTENANCE

12-60 General

12-60-1 The maintenance responsibilities for residential quarters, including grounds,
(12-60-1) buildings, furniture, furnishings and appliances, and appliances on loan, are shared by the occupant and the Department.

12-60-2 The Head of Post will have the overall responsibility for losses or damages
(12-60-2) to department property occurring through negligence or misuse.

12-60-3 The Head of Post should make periodic inspections of all department-
(12-60-3) furnished premises at his post and report on the condition of the premises and furnishings to the Director.

12-61 Occupant's Responsibilities

12-61-1
(12-61-1)

The occupant's responsibilities include, but are not necessarily restricted to:

- (a) charges for light, heat, fuel, gas, electricity and water, except where the allowances regulations for that post stipulate otherwise;
- (b) expense of installing telephone extensions, changing location of telephone and payment of continuing service charges;
- (c) cost of routine housekeeping duties which include, but are not limited to, the replacement or repair of light bulbs, electrical fuses, faucet washers, filters and other sundry small items;
- (d) cost of minor adjustments to appliances and furniture; ordinary repairs to screens and window glass; cleaning of blocked drains or plumbing;
- (e) cost of periodic and seasonal care of grounds in order to keep them in proper condition which includes mowing of lawns, cultivation of gardens, trimming of hedges, clearing of walks, clearing of rubbish;
- (f) cost of normal maintenance and routine running repairs;
- (g) cost of maintaining department furnishings in a clean and neat manner so that, upon transfer, he may turn them over to the Head of Post or the new occupant in a livable condition, reasonable wear and tear excepted;
- (h) cost of cleaning and polishing all hard furniture not less frequently than three times each year;
- (i) cost of dry cleaning or laundering curtains, rugs and upholstered furniture as required during their use in order to avoid unnecessary deterioration but not less frequently than every 18 months;
- (j) cost of repairs to furniture and appliances required as the result of misuse or negligence.

12-62 Department's Responsibilities

12-62-1
(12-62-1)

The Department's responsibilities include:

- (a) ensuring the lessor's compliance with any repair, maintenance or other custodial provisions in the lease;
- (b) major repairs to furniture, furnishings and appliances;
- (c) periodic maintenance and replacement of furniture, furnishings and appliances which result from normal wear and tear (this does not mean day to day maintenance covered by 12-61);
- (d) cleaning when not resulting from negligence of the occupant nor required of him under 12-61;
- (e) necessary redecorating not covered by the terms of the lease;
- (f) necessary redecorating of department-owned premises;
- (g) major repairs to department-owned premises.

PETS AND HOBBIES**12-70 Pets**

12-70-1 The keeping of pets in department-furnished accommodation shall be a
(12-70-1) privilege and not a right.

12-70-2 The Department through the Head of Post reserves the right to prohibit
(12-70-2) pets in department-furnished accommodation for reasons of nuisance, health, damage to departmental property or other just causes.

12-70-3 Damages to structures, grounds or furnishings by pets shall not be con-
(12-70-3) sidered as due to normal wear and tear and shall be the personal responsibility of the occupant.

12-70-4 No alteration, renovation or construction shall be undertaken on depart-
(12-70-4) ment-owned or leased premises for the benefit of pets.

12-71 Hobbies

12-71-1 The Department, through the Head of Post, reserves the right to prohibit
(12-71-1) or limit the pursuit of hobbies which constitute an abnormal strain or over- load on the grounds, structures, or utility services of any department-furnished residence and which would require an increased operating or continuing main- tenance cost to the Department.

12-71-2 Hobbies that require heavy electrical demands or water use or which
(12-71-2) constitute major changes in the utilization of living or storage space, shall be submitted to the Department for consideration before the occupant is per- mitted to pursue the hobby in department-furnished premises.

12-71-3 The occupant shall be responsible for any increased maintenance costs
(12-71-3) or repair charges resulting from such hobbies.

ON TAKING OVER OR LEAVING DEPARTMENT-FURNISHED RESIDENCES AND APPLIANCES**12-75 On Taking Over**

12-75-1 On taking over department-furnished accommodation or appliances on
(12-75-1) loan, F.S.O.'s and F.S.E.'s shall sign a statement that the inventory has been checked and that the premises, furnishings and appliances are in the con- dition which the outgoing occupant stated or will note discrepancies in detail.

12-76 On Leaving

12-76-1 F.S.O.'s and F.S.E.'s shall be required to leave living accommodation,
(12-76-1) furniture, furnishings and appliances clean and in good condition for the incoming occupant, normal wear and tear excepted.

- 12-76-2 On leaving department-furnished accommodation or on releasing appli-
(12-76-2) ances on loan, F.S.O.'s and F.S.E.'s shall sign a statement indicating that the inventory has been checked, that discrepancies have been noted, and that the premises and furnishings are clean and in good condition, normal wear and tear excepted.

INSURANCE

12-80 Policy

- 12-80-1 It is not the policy of the Government of Canada to insure, against fire
(12-80-1) or any other risk, property owned or leased by the Government of Canada.

- 12-80-2 If a prospective landlord makes the payment of insurance a condition
(12-80-2) of a lease, the Department must be informed of such a condition before the lease is signed in order that it may be made part of the submission to Treasury Board for approval to lease the premises.

SHIPMENT OF PERSONAL EFFECTS

12-85 Limitation

- 12-85-1 F.S.O.'s and F.S.E.'s transferred to a post where department-furnished
(12-85-1) accommodation is available are restricted in the shipment of their household effects to pictures, bric-a-brac, linens, cutlery, china, crystal, kitchenware, small household appliances, children's furniture as such and similar items.

12-86 Shipment of Effects for Immediate Needs

- 12-86-1 F.S.O.'s and F.S.E.'s shall arrange for the advance shipment of sufficient
(12-86-1) essential household effects to reach a post where department-furnished accommodation is available to coincide with their own arrival in order to move directly into such accommodation and to avoid hotel expenses.

- 12-86-2 Such household effects can be contained in a case or trunk to accompany
(12-86-2) the F.S.O. or F.S.E. as personal baggage or, if he is travelling by air, air cargo shipment may be authorized.

OFFICIAL INSTRUCTIONS TO TRADE COMMISSIONERS

APPENDICES

- A — Diplomatic Immunities and Privileges
- B — List of Posts where Special Mail Privileges Have Been Granted
- C — Post Classification and Designation
- D — Retirement and Retirement Benefits
- E — Table of Living and Representation Allowances for F.S.O.'s by Post Indices
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- G — Excerpts from Chapter VIII of the Canadian Consular Instructions
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DIPLOMATIC IMMUNITIES AND PRIVILEGES

(Excerpt from External Affairs Manual—the numbers are references in that Manual)

603 Diplomatic Immunities and Privileges

603.1 Diplomatic envoys, traditionally regarded as the personal representatives of their sovereigns, enjoy, under international law, a special status. The immunities and privileges which this status confers, however, do not exist for the personal benefit or convenience of the individual envoy, but are extended to him by the receiving State in order that he may freely perform, without interference or loss of dignity, the functions for which he was appointed.

603.2 Inviolability

603.2.1 The basic immunity enjoyed by diplomatic envoys, and the one from which all others flow, is that of personal inviolability. This inviolability is not restricted to the ambassador and his family, but is extended to all officers appearing on the diplomatic list. From the receiving State's point of view, this inviolability implies, as in the case of the mission's premises, the obligation to respect, and to ensure respect for, the person of a diplomatic agent. The receiving State must take all reasonable steps to that end, possibly including the provision of a special guard where circumstances so require. Being inviolable, the diplomatic agent is exempted from measures that would amount to direct coercion such as any form of arrest or detention. This principle does not exclude in respect of the diplomatic agent either measures of self-defence or, in exceptional circumstances, measures to prevent him from committing crimes or offences. Inviolability lasts from the time the privileged person sets foot in the country of his appointment until a reasonable time after the notification to the Foreign Ministry of the receiving State of his departure.

603.2.2 As regards administrative, technical and service staff of a diplomatic mission, the extent of their immunities has never been tested in a Canadian court. It is likely, however, that they would be recognized to possess immunity in respect of civil proceedings. In the case of criminal action the position is not clear. Generally, however, there is a definite trend to accord to administrative and technical personnel the same immunities as those enjoyed by diplomatic agents.

603.3 "Franchise de l'hotel"

603.3.1 A logical consequence of the personal inviolability of the diplomatic envoy is the immunity extended to his domicile, *the franchise de l'hotel*, which includes both the chancery and the official residence. These are inaccessible to the police of the receiving State, for any purpose whatsoever, unless the express consent of the envoy is given. The archives of the mission and official correspondence enjoy similar protection.

603.5 Immunity from Local Jurisdiction

603.5.1 It follows that diplomatic agents and, subject to the practice in force in the receiving State, non-diplomatic staff of a mission, are exempt from the jurisdiction of the courts, both criminal and civil, of the receiving State. By

the same token they cannot be subpoenaed to appear as witnesses before any local civil, criminal or administrative court. Since the receiving State recognizes the immunity of diplomatic envoys in the interests of the government which they represent, the envoy cannot himself renounce his immunity to jurisdiction. Only his government has the power to waive the immunity which he enjoys.

603.5.1.1 *Requests to give Evidence in a Foreign Court.* There is no obligation for a diplomatic agent to testify, i.e., to give evidence as a witness. Normally, subpoenas to appear as a witness should be courteously returned through the local protocol office with some appropriate reference to a diplomatic immunity. This does not mean that a diplomatic agent ought necessarily to refuse to cooperate with the authorities of the receiving State, for example, in the investigation of a crime of which he has been an eye-witness. On the contrary, it may be proper for him to give the authorities the information he possesses. In certain countries there are special rules concerning the manner in which a diplomatic agent's testimony is to be taken in those cases in which he consents to give evidence. Authority should be sought immediately from the Department where the giving of evidence voluntarily would facilitate the ends of justice. The Department is disposed to authorize the giving of evidence in the interests of justice provided proper safeguards are observed. The most appropriate method of giving evidence would be to submit written testimony. In some cases the taking of oral evidence before a duly appointed Commissioner in the mission premises may be satisfactory.

603.5.1.2 *Traffic Accidents Involving Departmental Personnel.* The non-legal aspects of traffic accident cases involving, indirectly, the reputation of a diplomatic mission are considered just as important in the Department as the considerations of law. Thus departmental personnel are advised to carry sufficient third-party insurance to assure compensation to any persons or property injured as a result of their negligence. Likewise a member of the Department should behave at the scene of an accident as befits a responsible person, assisting the injured and making a full statement to the police. He should make clear his status, however, and indicate that his government will probably wish to claim immunity if criminal prosecution is likely to be involved. He should write a full account of the case to his Head of Mission for transmission to the Department. The Department will normally support a claim of immunity from criminal prosecution depending on the circumstances of the case. It sometimes arises where a member of the Department is the injured party that his insurance company cannot effect a settlement without a waiver of his immunity. While the Department prefers settlements out of court which will not involve its personnel in absences from work, it is generally willing to accede to a waiver of immunity in cases of this type.

603.5.1.3 *Detention of Departmental Personnel.* As a result of a wide variety of circumstances including civil disorder and revolution, the desire of an unfriendly Government to discredit Canadian diplomatic personnel, mistaken identity, alleged impaired driving, or mere coincidence, the security authorities of the receiving State may attempt to arrest or detain departmental personnel. While always observing the proper courtesies, and avoiding physical force, a member of the Department whether of diplomatic rank or not should explain firmly that his official status involves personal inviolability and insist on being released. He should produce for inspection any available evidence of his status such as an identity card issued by the receiving State, or his diplomatic passport with diplomatic or courtesy visa. If he is nonetheless held he should insist on getting in touch with his diplomatic office by telephone or the

quickest available means. The latter will at once approach the Foreign Ministry to demand the detainee's release. The detainee should refuse to sign any documents or statements or to speak about his work at the Embassy, or to hand over any papers, documents or cameras in his possession. On release he should make a full report of the matter to his Head of Mission for transmission to Ottawa where the matter of an official protest will be considered.

- 603.5.1.4 *Duty to Observe Local Law: persona non grata.* It need scarcely be emphasized that this immunity from legal proceedings does not absolve those entitled to it from their obligation to observe local law, or from their responsibility for their private contractual undertakings. This immunity exists solely in order to preserve the independent functioning of the mission and protect its members from frivolous proceedings. By the same token, it is incompatible with the purposes of the mission that a member should abuse his immunity at the expense of the citizens of the country to which he is accredited. Should such an abuse occur, the receiving State may legitimately request the recall of the offending representative by declaring him *persona non grata*.

603.7 Diplomatic Privileges

- 603.7.1 In addition to the immunity enjoyed by diplomatic envoys under international law, it is customary for most states to grant certain privileges, as a matter of courtesy, to the members of diplomatic missions. Most of these privileges, particularly those relating to tax exemptions, are granted on the basis of reciprocity. However, since local regulations and conditions do not always permit the observance of strict reciprocity in these matters, it is not possible to enumerate explicitly the privileges which Canadian representatives will receive abroad. In general, it may be said that the most important class of privileges, that concerning tax exemptions, is governed by the principle that one state cannot impose taxes on another state. This means that foreign representatives are usually exempt from all forms of direct taxation such as income tax, property tax and customs duties on goods imported for their own use.

- 603.7.2 The normal procedure is for Canadian diplomatic and consular officers to inform themselves accurately on the limitations of the privileges and immunities to which they may be entitled and to accept them with discretion, taking care not to abuse them in any way. They should observe scrupulously the laws of the country where they are stationed, and accord due courtesy to the officers appointed to enforce them.

- 603.7.3 Goodwill towards Canada will be fostered by Canadian diplomatic officers who show discretion and adaptability, and refrain from urging special claims for privileges on the basis of their diplomatic status, and who accept gracefully the application of the local laws, even when, as it sometimes happens, the latter conflict with some aspect of traditional diplomatic privileges.

603.8 Request for Additional Privileges

- 603.8.1 All Canadian Posts are provided with the departmental memorandum entitled "Privileges granted in Canada to representatives of other Governments". This publication should serve as a guide whenever a Canadian representative abroad considers requesting a privilege which has not previously been granted to members of his mission. He should, however, always obtain authorization from the Department in Ottawa before approaching the government of the receiving state with such a request.

603.8.2 From time to time, as revisions are made in the privileges which Canada extends to members of foreign missions in Ottawa, Heads of Post will be advised. The memorandum mentioned above, supplemented by such additional information, should be read in the light of the general principles governing the application of diplomatic immunities and privileges which will be found in the basic reference books on the subject, viz., Oppenheim's "International Law"; Stuart's "American Diplomatic and Consular Practice"; Jean Serres "Manuel Pratique de Protocole".

603.9 Abuse of Diplomatic Privileges

603.9.1 It will be the responsibility of each Head of Post to make sure that no member of his staff abuses in any way the privileges granted to members of the Diplomatic Corps.

603.9.2 Examples of the type of action which must not be permitted are as follows:

- (a) Commodities imported free of duties and taxes should normally be solely for the use of the person in whose name they are imported. However, when the local authorities have no objection, they can be imported in the name of one member of the staff for the account of other Canadian members of the staff. The sale, or gift other than an occasional gift of nominal value, such as that of a package of cigarettes, to anyone other than a Canadian member of the staff is not to be permitted.
- (b) The freedom granted to holders of Diplomatic and Special passports to carry baggage, or to effect shipments across frontiers shall under no circumstances be used to carry or to ship the belongings of others.
- (c) No arrangement shall be entered into which will assist any individual in transferring funds from one country to another in contravention of exchange control regulations.

603.10 Spirits, Wines and Cigarettes Obtained Under Diplomatic Privileges

603.10.1 Local laws must be observed in the use of supplies of spirits, wines and cigarettes obtained without the payment of taxes under diplomatic privileges.

603.10.2 In no case may they be sold or used for the payment of financial obligations nor may they be given to any persons in more than normal amounts.

603.10.3 Such supplies may only be exported to persons entitled to diplomatic privileges in the country of destination and in no case may they be brought or sent to Canada.

603.10.4 The Department will forward in the name of the Head of Post such supplies of spirits and cigarettes as may be required for any large Canadian delegation attending a conference at the site of any Post.

603.10.5 These supplies will be paid for by the Department and may be released by the Post on the instructions of the senior Canadian delegate at the conference.

603.10.6 It is not possible to provide special supplies for Canadian officials not accompanying delegations to conferences. The release of Post supplies to such officials will be at the discretion of the Head of Post. Insofar as possible, release should be made only to Heads of other Canadian Posts, Deputy Ministers or officials of equal rank.

LIST OF POSTS WHERE SPECIAL MAIL PRIVILEGES
HAVE BEEN GRANTED

Ankara	Lima
Athens	Mexico City
Beirut	Montevideo
Belgrade	Moscow
Bogota	New Delhi
Buenos Aires	Phnom Penh
Cairo	Port-au-Prince
Caracas	Prague
Colombo	Rio de Janeiro
Djakarta	Saigon
Hanoi	Santiago
Havana	São Paulo
Karachi	Tehran
	Warsaw

APPENDIX "C"

POST CLASSIFICATION AND DESIGNATION

Post	Class	F.S.E. Differential Percentage Rate	Designation
* Accra	D	15	Unhealthy and Tropical
Ankara	C for FSO; D for FSE	—	Unhealthy
Antwerp	A	—	—
Athens	E	—	Healthy
Beirut	C	—	Unhealthy
Belfast	A	—	—
Belgrade	C	20	Unhealthy
Berne	A	—	—
Bogota	C	—	Unhealthy and Tropical
Bombay	D	15	Unhealthy and Tropical
Bonn	A	—	—
Boston	A	—	—
Brussels	A	—	—
Buenos Aires	A	—	—
Cairo	C	10	Unhealthy and Tropical
Canberra	A	—	—
Cape Town	A	—	—
Caracas	C	—	Unhealthy and Tropical
Chicago	A	—	—
Colombo	D	15	Unhealthy and Tropical
Copenhagen	A	—	—
Detroit	A	—	—
Djakarta	D	25	Unhealthy and Tropical
Dublin	A	—	—
*Dusseldorf	A	—	—
Geneva	A	—	—
Glasgow	A	—	—
Guatemala City	C	—	Unhealthy and Tropical
Hamburg	A	—	—
*Havana	D	20	Unhealthy and Tropical
*Hong Kong	C	—	Unhealthy and Tropical
Johannesburg	A	—	—
*Karachi	D	20	Unhealthy and Tropical
Kingston	C	—	Unhealthy and Tropical
Kuala Lumpur	D	10	Unhealthy and Tropical
*Lagos	D	15	Unhealthy and Tropical
*Leopoldville	D	25	Unhealthy and Tropical
Lima	B	—	Unhealthy and Tropical
Lisbon	A	—	—
Liverpool	A	—	—

*Revised December 1961

Post	Class	F.S.E. Differential Percentage Rate	Designation
London.....	A	—	—
Los Angeles.....	A	—	—
Madrid.....	A	—	—
Manila.....	D	15	Unhealthy and Tropical
Melbourne.....	A	—	—
Mexico City.....	B	—	Unhealthy
Montevideo.....	A	—	—
* Moscow (plus free fuel, domestic utilities and telephone)...	D	20	Unhealthy
* New Delhi (excluding air conditioning, electricity).....	D	15	Unhealthy and Tropical
New Orleans.....	B	—	—
New York.....	A	—	—
Oslo.....	A	—	—
Paris.....	A	—	—
* Philadelphia.....	A	—	—
* Port-au-Prince.....	C	15	Unhealthy and Tropical
* Port-of-Spain.....	C	—	Unhealthy and Tropical
* Prague (excluding fuel and utilities).....	C	15	Unhealthy
Pretoria.....	A	—	—
* Rangoon.....	D	25	Unhealthy and Tropical
Rio de Janeiro.....	C	—	Unhealthy and Tropical
Rome.....	A	—	—
Salisbury.....	B	—	Tropical
San Francisco.....	A	—	—
Santiago.....	A	—	—
* Santo Domingo.....	C	—	Unhealthy and Tropical
Sao Paulo.....	B	—	Unhealthy and Tropical
Seattle.....	A	—	—
* Singapore.....	D	—	Unhealthy and Tropical
Stockholm.....	A	—	—
Sydney.....	A	—	—
Tehran.....	C for FSO; D for FSE	15	Unhealthy
* Tel Aviv.....	C for FSO; D for FSE	—	Unhealthy and Tropical
The Hague.....	A	—	—
* Tokyo.....	C	—	Unhealthy

*1. (In addition to the allowances, persons occupying commercially rented or government-owned quarters shall be reimbursed their actual household expenditures for electricity, gas, water, ice and fuel, as supported by receipted vouchers.)

*2. (F.S.E.'s who are required to live in a hotel on a permanent basis may be paid:
 (a) actual expenses for rooms; and
 (b) actual expenses for meals in amounts not exceeding 1,600 Yen per day per person, subject to the deductions of (3-14-4).)

APPENDIX "C"

Post	Class	F.S.E. Differential Percentage Rate	Designation
Vienna.....	A	—	—
* Warsaw (excluding fuel and utilities).....	D	20	Unhealthy
Washington.....	A	—	—
Wellington.....	A	—	—

The Normal Tour of Duty at a:

Class A Post is 3½ years;
 Class B Post is 3 years;
 Class C Post is 2½ years;
 Class D Post is 2 years.

RETIREMENT AND RETIREMENT BENEFITS

The following material is intended only as an outline of principles involving retirement. In case of any conflict or omission, the provisions of the Public Service Superannuation Act, Civil Service Act, and their respective regulations upon which this material is based, will prevail.

Retirement

All employees appointed to positions in the Department who are contributors under the Public Service Superannuation Regulations will be expected to retire upon reaching the age of 65 years unless the Deputy Minister, in very special circumstances and where the best interests of the Department are served, takes appropriate action to have their employment extended.

Contributors earning less than \$11,000 per annum may be extended for any period up to 70 years of age upon approval of such extension by the Deputy Minister.

Contributors earning more than \$11,000 per annum may continue to be employed from year to year, or lesser periods until reaching the age of 70, provided the recommendation of the Minister for such extension is approved by Treasury Board.

Contributors who have more than five years' service upon reaching the age of 60 and who retire by reason only of age, are entitled to an immediate annuity. In such case an employee who elects to retire at age 60, and who is eligible for retiring leave in accordance with Civil Service Regulations, with approval of the Deputy Minister may commence his retiring leave prior to attaining his sixtieth birthday, provided that the leave so granted terminates on the day preceding the employee's sixtieth birthday.

The Deputy Minister may, with the concurrence of the Civil Service Commission, at any time by reason of age, terminate the employment of a contributor who has attained 60 years of age, but who has not reached sixty-four years and six months, provided the contributor has been given at least six months' notice of such termination.

Retiring Leave

Employees who retire or resign may be granted retiring leave or retiring cash gratuity in accordance with the provisions of 2-65.

Retirement Benefits

Contributors With Less Than Five Years' Pensionable Service

A contributor who has less than five years of pensionable service upon retirement or resignation is entitled only to a return of superannuation contributions without interest.

The estate, or widow and children jointly, of a contributor who dies before attaining 5 years of pensionable service is entitled only to a return of contributions without interest.

Contributors With More Than Five Years' Pensionable Service

A contributor in this category upon reaching 60 years of age, who ceases to be employed for any reason, other than misconduct, is entitled to an immediate annuity:

APPENDIX "D"

A contributor in this category not having reached 60 years of age who ceases to be employed by reason of having been disabled is entitled to:

- (a) an immediate annuity; or
- (b) an amount equal to one month's pay for each year of pensionable service not exceeding ten; or
- (c) a return of contributions at his option.

A contributor in this category not having reached 60 years of age who ceases to be employed for any reason other than disability or misconduct is entitled to:

- (a) a deferred annuity—(payable at 60 years of age); or
- (b) a return of contributions; or
- (c) with the consent of Treasury Board an annual allowance, payable immediately in case of a contributor 50 or more years of age, and upon reaching 50 years of age when the contributor is less than 50, which allowance shall be in a reduced amount according to an actuarial equivalent table set out in Schedule II of the Public Service Superannuation Regulations at his option.

A contributor in this category, not having reached 60 years of age, who has ceased to be employed, and who elected in favour of a deferred annuity, or who ceased to be employed and has not reached 50 years of age, but having been entitled to a reduced annual allowance, becomes disabled, ceases to be entitled to the deferred annuity or reduced annual allowance, and becomes entitled to an immediate annuity.

A contributor in this category who is dismissed from the public service is entitled to:

- (a) return of contributions; or
- (b) with consent of Treasury Board, the whole or any part of any benefit to which he would have been entitled under the Public Service Superannuation Act, if at the time of dismissal he had ceased to be employed for a reason other than misconduct, except that the capitalized value of such benefits may not be less than the return of contributions referred to in (a).

* The widow of any contributor who has at the time of his death five or more years of pensionable service is entitled to an immediate basic allowance computed by multiplying the average annual salary of the contributor during the applicable six year period (or lesser period where service does not exceed six years) by the number of years of pensionable service to the credit of the contributor, at the time of entitlement, and taking one one-hundredth of the product as the widow's basic annuity.

If, on the death of a contributor, there are minor children in addition to the widow, in the case of each child an immediate annual allowance is granted equal to $\frac{1}{5}$ of the widow's basic allowance until each child shall attain 18 years of age, and if the widow is also deceased at the time of the death of the contributor the annual allowance for each minor child shall be $\frac{2}{5}$ of the allowance which would have been granted to the widow not exceeding in aggregate $\frac{8}{5}$ of the widow's basic allowance.

The widow's and children's allowances indicated in the foregoing are dependent on several conditions too complex to detail, but generally:

- (a) Marriage of contributor took place before retirement;
- (b) Child was born before retirement;
- (c) Death of contributor occurs more than five years after marriage;
- (d) Age of contributor does not exceed that of the wife by twenty years, in which case widow's allowance is reduced;
- (e) Contributor and wife are not separated at the time of his death, and if separated that the wife would be entitled to support by the contributor.

How Annuities Are Computed

The amount of an annuity to which a contributor may become entitled is based on:

- (a) the number of years of pensionable service not exceeding 35 (contributions cease after 35 years' service), divided by fifty and multiplied by
- * (b) the average annual salary received over that period of six consecutive years in which his salary is highest (or where service is less than six years the average salary during such service).

Documentation

Before benefits can be paid, the ages of contributor, wife, and any minor children, must be established by submission of respective birth, or baptismal certificates. The marital status must be established by production of marriage certificate, and where the contributor has been involved in divorce proceedings evidence must be filed to establish which spouse is to be recognized as entitled to widow's allowance; i.e. divorce decree. In cases of separation entitlement to widow's annuity is determined on the basis of recommendation by Superannuation Branch to Treasury Board after a review of details. It is advisable to file separation agreements or other evidence in advance of retirement. A common-law relationship must be shown to have subsisted for seven years before the wife will be deemed a widow for allowance purposes. "Child" however includes natural child, stepchild, or adopted child.

In order to offset any delay in payment of an annuity, it is departmental policy to obtain from the employee on initial appointment, or shortly thereafter, all personal documents required for superannuation purposes.

TABLE OF LIVING AND REPRESENTATION ALLOWANCES
FOR F.S.O.'s BY POST INDICES

Index	F.S.O. Grade 1		F.S.O. Grade 2		F.S.O. Grade 3		F.S.O. Grade 4		F.S.O. Grades 5 & 6	
	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
80	1368	780	1812	1092	2220	1380	2688	1728	3204	2148
81	1404	804	1860	1128	2280	1416	2760	1776	3276	2196
82	1452	840	1896	1152	2328	1452	2820	1812	3360	2244
83	1488	864	1944	1176	2388	1488	2880	1860	3432	2292
84	1536	900	1992	1212	2448	1524	2952	1908	3504	2340
85	1572	924	2040	1248	2496	1560	3012	1944	3588	2400
86	1608	948	2088	1272	2556	1596	3072	1980	3660	2448
87	1656	972	2136	1308	2604	1632	3144	2028	3732	2496
88	1692	996	2184	1344	2664	1680	3204	2076	3816	2556
89	1728	1020	2232	1368	2724	1716	3264	2112	3888	2604
90	1776	1056	2280	1404	2772	1752	3336	2160	3960	2652
91	1812	1080	2328	1440	2832	1788	3396	2196	4044	2700
92	1848	1104	2376	1464	2880	1824	3456	2244	4116	2748
93	1896	1140	2424	1500	2940	1860	3528	2292	4200	2808
94	1932	1164	2460	1524	2988	1896	3588	2328	4272	2856
95	1968	1188	2508	1560	3048	1932	3648	2364	4344	2904
96	2016	1212	2556	1584	3108	1968	3720	2412	4428	2964
97	2052	1236	2604	1620	3156	2004	3780	2460	4500	3012
98	2088	1260	2652	1656	3216	2040	3840	2496	4572	3060
99	2136	1296	2700	1692	3264	2076	3912	2544	4656	3120
100	2172	1320	2748	1716	3324	2112	3972	2592	4728	3168
101	2208	1344	2796	1752	3384	2160	4032	2628	4800	3216
102	2256	1380	2844	1788	3432	2184	4104	2676	4884	3264
103	2292	1404	2892	1812	3492	2232	4164	2712	4956	3312
104	2328	1428	2940	1848	3540	2256	4224	2760	5028	3360
105	2376	1452	2988	1884	3600	2304	4296	2808	5112	3420
106	2412	1476	3036	1908	3660	2340	4356	2844	5184	3468
107	2448	1500	3072	1932	3708	2376	4416	2880	5256	3516
108	2496	1536	3120	1968	3768	2412	4488	2928	5340	3576
109	2532	1560	3168	2004	3816	2448	4548	2976	5412	3624
110	2568	1584	3216	2028	3876	2484	4608	3012	5496	3684
111	2616	1620	3264	2064	3924	2520	4680	3060	5568	3732
112	2652	1644	3312	2100	3984	2556	4740	3096	5640	3780

APPENDIX "E"

Index	F.S.O. Grade 1		F.S.O. Grade 2		F.S.O. Grade 3		F.S.O. Grade 4		F.S.O. Grades 5 & 6	
	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
113	2688	1668	3360	2124	4044	2604	4800	3144	5724	3828
114	2736	1704	3408	2160	4092	2628	4872	3192	5796	3876
115	2772	1728	3456	2196	4152	2676	4932	3228	5868	3924
116	2808	1752	3504	2220	4200	2700	4992	3264	5952	3984
117	2856	1776	3552	2256	4260	2748	5064	3312	6024	4032
118	2892	1800	3600	2292	4320	2784	5124	3360	6096	4080
119	2940	1836	3636	2316	4368	2820	5184	3396	6180	4140
120	2976	1860	3684	2340	4428	2856	5256	3444	6252	4188
121	3012	1884	3732	2376	4476	2892	5316	3492	6324	4236
122	3060	1920	3780	2412	4536	2928	5376	3528	6408	4284
123	3096	1944	3828	2448	4584	2964	5448	3576	6480	4332
124	3132	1968	3876	2472	4644	3000	5508	3612	6552	4380
125	3180	1992	3924	2508	4704	3036	5568	3660	6636	4440
126	3216	2016	3972	2544	4752	3072	5640	3708	6708	4488
127	3252	2040	4020	2568	4812	3108	5700	3744	6792	4548
128	3300	2076	4068	2604	4860	3144	5760	3780	6864	4596
129	3336	2100	4116	2640	4920	3180	5832	3828	6936	4644
130	3372	2124	4164	2664	4980	3228	5892	3876	7020	4704
131	3420	2160	4212	2700	5028	3252	5952	3912	7092	4752
132	3456	2184	4248	2724	5088	3300	6024	3960	7164	4800
133	3492	2208	4296	2760	5136	3336	6084	3996	7248	4848
134	3540	2232	4344	2784	5196	3372	6144	4044	7320	4896
135	3576	2256	4392	2820	5244	3408	6216	4092	7392	4944
136	3612	2280	4440	2856	5304	3444	6276	4128	7476	5004
137	3660	2316	4488	2880	5364	3480	6336	4164	7548	5052
138	3696	2340	4536	2916	5412	3516	6408	4224	7620	5100
139	3732	2364	4584	2952	5472	3552	6468	4260	7704	5160
140	3780	2400	4632	2976	5520	3588	6540	4308	7776	5208
141	3816	2424	4680	3012	5580	3624	6600	4344	7848	5256
142	3852	2448	4728	3048	5640	3672	6660	4392	7932	5316
143	3900	2484	4776	3072	5688	3696	6732	4440	8004	5364
144	3936	2508	4812	3096	5748	3744	6792	4476	8088	5412
145	3972	2532	4860	3132	5796	3768	6852	4512	8160	5460
146	4020	2556	4908	3168	5856	3816	6924	4560	8232	5508
147	4056	2580	4956	3192	5904	3840	6984	4608	8316	5568
148	4092	2604	5004	3228	5964	3888	7044	4644	8388	5616
149	4140	2640	5052	3264	6024	3924	7116	4692	8460	5664
150	4176	2664	5100	3300	6072	3960	7176	4728	8544	5724
151	4212	2688	5148	3324	6132	3996	7236	4776	8616	5772
152	4260	2724	5196	3360	6180	4032	7308	4824	8688	5820
153	4296	2748	5244	3396	6240	4068	7368	4860	8772	5868
154	4332	2772	5292	3420	6300	4116	7428	4896	8844	5916

APPENDIX "E"

Index	F.S.O. Grade 1		F.S.O. Grade 2		F.S.O. Grade 3		F.S.O. Grade 4		F.S.O. Grades 5 & 6	
	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
155	4380	2796	5340	3456	6348	4140	7500	4944	8916	5964
156	4416	2820	5388	3492	6408	4188	7560	4992	9000	6024
157	4464	2856	5424	3516	6456	4212	7620	5028	9072	6072
158	4500	2880	5472	3540	6516	4260	7692	5076	9144	6120
159	4536	2904	5520	3576	6576	4296	7752	5124	9228	6180
160	4584	2940	5568	3612	6624	4332	7812	5160	9300	6228
161	4620	2964	5616	3636	6684	4368	7884	5208	9384	6288
162	4656	2988	5664	3672	6732	4404	7944	5244	9456	6336
163	4704	3012	5712	3708	6792	4440	8004	5292	9528	6384
164	4740	3036	5760	3732	6840	4476	8076	5340	9612	6432
165	4776	3060	5808	3768	6900	4512	8136	5376	9684	6480
166	4824	3096	5856	3804	6960	4548	8196	5412	9756	6528
167	4860	3120	5904	3828	7008	4584	8268	5460	9840	6588
168	4896	3144	5952	3864	7068	4620	8328	5508	9912	6636
169	4944	3180	5988	3888	7116	4656	8388	5544	9984	6684
170	4980	3204	6036	3924	7176	4692	8460	5592	10068	6744
171	5016	3228	6084	3948	7236	4740	8520	5628	10140	6792
172	5064	3264	6132	3984	7284	4764	8580	5676	10212	6840
173	5100	3288	6180	4020	7344	4812	8652	5724	10296	6900
174	5136	3312	6228	4056	7392	4836	8712	5760	10368	6948
175	5184	3336	6276	4080	7452	4884	8772	5808	10440	6996
176	5220	3360	6324	4116	7500	4920	8844	5856	10524	7044
177	5256	3384	6372	4152	7560	4956	8904	5892	10596	7092
178	5304	3420	6420	4176	7620	4992	8964	5928	10668	7140
179	5340	3444	6468	4212	7668	5028	9036	5976	10752	7200
180	5376	3468	6516	4248	7728	5064	9096	6024	10824	7248
181	5424	3504	6564	4272	7776	5100	9156	6060	10908	7308
182	5460	3528	6600	4296	7836	5136	9228	6108	10980	7356
183	5496	3552	6648	4332	7896	5184	9288	6144	11052	7404
184	5544	3576	6696	4368	7944	5208	9348	6192	11136	7452
185	5580	3600	6744	4392	8004	5256	9420	6240	11208	7500
186	5616	3624	6792	4428	8052	5280	9480	6276	11280	7548
187	5664	3660	6840	4464	8112	5328	9540	6312	11364	7608
188	5700	3684	6888	4488	8160	5352	9612	6360	11436	7656
189	5736	3708	6936	4524	8220	5400	9672	6408	11508	7704
190	5784	3744	6984	4560	8280	5436	9732	6444	11592	7764
191	5820	3768	7032	4584	8328	5472	9804	6492	11664	7812
192	5868	3792	7080	4620	8388	5508	9864	6528	11736	7860
193	5904	3816	7128	4656	8436	5544	9924	6576	11820	7920
194	5940	3840	7164	4680	8496	5580	9996	6624	11892	7968
195	5988	3876	7212	4704	8556	5616	10056	6660	11964	8016
196	6024	3900	7260	4740	8604	5652	10116	6708	12048	8064

APPENDIX "E"

Index	F.S.O. Grade 1		F.S.O. Grade 2		F.S.O. Grade 3		F.S.O. Grade 4		F.S.O. Grades 5 & 6	
	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
197	6060	3924	7308	4776	8664	5700	10188	6756	12120	8112
198	6108	3960	7356	4800	8712	5724	10248	6792	12204	8172
199	6144	3984	7404	4836	8772	5772	10308	6828	12276	8220
200	6180	4008	7452	4872	8832	5808	10380	6876	12348	8268
201	6228	4044	7500	4908	8880	5844	10440	6924	12432	8328
202	6264	4068	7548	4932	8940	5880	10500	6960	12504	8376
203	6300	4092	7596	4968	8988	5916	10572	7008	12576	8424
204	6348	4116	7644	5004	9048	5952	10632	7044	12660	8484
205	6384	4140	7692	5028	9096	5988	10692	7092	12732	8532
206	6420	4164	7740	5064	9156	6024	10764	7140	12804	8580
207	6468	4200	7776	5088	9216	6060	10824	7176	12888	8628
208	6504	4224	7824	5124	9264	6096	10884	7212	12960	8676
209	6540	4248	7872	5148	9324	6132	10956	7260	13032	8724
210	6588	4284	7920	5184	9372	6168	11016	7308	13116	8784
211	6624	4308	7968	5220	9432	6204	11076	7344	13188	8832
212	6660	4332	8016	5244	9492	6252	11148	7392	13260	8880
213	6708	4356	8064	5280	9540	6276	11208	7440	13344	8940
214	6744	4380	8112	5316	9600	6324	11268	7476	13416	8988
215	6780	4404	8160	5340	9648	6348	11340	7524	13500	9036
216	6828	4440	8208	5376	9708	6396	11400	7560	13572	9084
217	6864	4464	8256	5412	9756	6420	11460	7608	13644	9132
218	6900	4488	8304	5436	9816	6468	11532	7656	13728	9192
219	6948	4524	8340	5460	9876	6504	11592	7692	13800	9240
220	6984	4548	8388	5496	9924	6540	11664	7740	13872	9288
221	7020	4572	8436	5532	9984	6576	11724	7776	13956	9348
222	7068	4596	8484	5556	10032	6612	11784	7824	14028	9396
223	7104	4620	8532	5592	10092	6648	11856	7872	14100	9444
224	7140	4644	8580	5628	10152	6696	11916	7908	14184	9504
225	7188	4680	8628	5664	10200	6720	11976	7944	14256	9552
226	7224	4704	8676	5688	10260	6768	12048	7992	14328	9600
227	7260	4728	8724	5724	10308	6792	12108	8040	14412	9648
228	7308	4764	8772	5760	10368	6840	12168	8076	14484	9696
229	7344	4788	8820	5784	10416	6864	12240	8124	14556	9744
230	7392	4824	8868	5820	10476	6912	12300	8160	14640	9804
231	7428	4848	8916	5856	10536	6948	12360	8208	14712	9852
232	7464	4872	8952	5880	10584	6984	12432	8256	14784	9900
233	7512	4896	9000	5904	10644	7020	12492	8292	14868	9960
234	7548	4920	9048	5940	10692	7056	12552	8340	14940	10008
235	7584	4944	9096	5976	10752	7092	12624	8388	15012	10056
236	7632	4980	9144	6000	10812	7128	12684	8424	15096	10116
237	7668	5004	9192	6036	10860	7164	12744	8460	15168	10164
238	7704	5028	9240	6072	10920	7200	12816	8508	15252	10212

APPENDIX "E"

Index	F.S.O. Grade 1		F.S.O. Grade 2		F.S.O. Grade 3		F.S.O. Grade 4		F.S.O. Grades 5 & 6	
	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
239	7752	5064	9288	6096	10968	7236	12876	8556	15324	10260
240	7788	5088	9336	6132	11028	7272	12936	8592	15396	10308
241	7824	5112	9384	6168	11076	7308	13008	8640	15480	10368
242	7872	5136	9432	6192	11136	7356	13068	8676	15552	10416
243	7908	5160	9480	6228	11196	7392	13128	8724	15624	10464
244	7944	5184	9516	6252	11244	7428	13200	8772	15708	10524
245	7992	5220	9564	6288	11304	7464	13260	8808	15780	10572
246	8028	5244	9612	6312	11352	7500	13320	8844	15852	10620
247	8064	5268	9660	6348	11412	7536	13392	8892	15936	10668
248	8112	5304	9708	6384	11472	7572	13452	8940	16008	10716
249	8148	5328	9756	6408	11520	7608	13512	8976	16080	10764
250	8184	5352	9804	6444	11580	7644	13584	9024	16164	10824
251	8232	5376	9852	6480	11628	7680	13644	9072	16236	10872
252	8268	5400	9900	6516	11688	7716	13704	9108	16308	10920
253	8304	5424	9948	6540	11748	7764	13776	9156	16392	10980
254	8352	5460	9996	6576	11796	7788	13836	9192	16464	11028
255	8388	5484	10044	6612	11856	7836	13896	9240	16548	11088
256	8424	5508	10092	6636	11904	7860	13968	9288	16620	11136
257	8472	5544	10128	6660	11964	7908	14028	9324	16692	11184
258	8508	5568	10176	6696	12012	7932	14088	9360	16776	11232
259	8544	5592	10224	6732	12072	7980	14160	9408	16848	11280
260	8592	5628	10272	6756	12132	8016	14220	9456	16920	11328
261	8628	5652	10320	6792	12180	8052	14280	9492	17004	11388
262	8664	5676	10368	6828	12240	8088	14352	9540	17076	11436
263	8712	5700	10416	6852	12288	8124	14412	9576	17148	11484
264	8748	5724	10464	6888	12348	8160	14472	9624	17232	11544
265	8796	5760	10512	6924	12408	8208	14544	9672	17304	11592
266	8832	5784	10560	6948	12456	8232	14604	9708	17388	11652
267	8868	5808	10608	6984	12516	8280	14664	9744	17460	11700
268	8916	5844	10656	7020	12564	8904	14736	9792	17532	11748
269	8952	5868	10692	7044	12624	8352	14796	9840	17616	11796
270	8988	5892	10740	7068	12672	8376	14856	9876	17688	11844
271	9036	5916	10788	7104	12732	8424	14928	9924	17760	11892
272	9072	5940	10836	7140	12792	8460	14988	9972	17844	11952
273	9108	5964	10884	7164	12840	8496	15048	10008	17916	12000
274	9156	6000	10932	7200	12900	8532	15120	10056	17988	12048
275	9192	6024	10980	7236	12948	8568	15180	10092	18072	12108
276	9228	6048	11028	7272	13008	8604	15240	10140	18144	12156
277	9276	6084	11076	7296	13068	8640	15312	10188	18216	12204
278	9312	6108	11124	7332	13116	8676	15372	10224	18300	12252
279	9348	6132	11172	7368	13176	8712	15432	10260	18372	12300
280	9396	6156	11220	7392	13224	8748	15504	10308	18444	12348

APPENDIX "E"

Index	F.S.O. Grade 1		F.S.O. Grade 2		F.S.O. Grade 3		F.S.O. Grade 4		F.S.O. Grades 5 & 6	
	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
281	9432	6180	11268	7428	13284	8784	15564	10356	18528	12408
282	9468	6204	11304	7452	13332	8820	15624	10392	18600	12456
283	9516	6240	11352	7488	13392	8856	15696	10440	18684	12516
284	9552	6264	11400	7512	13452	8904	15756	10476	18756	12564
285	9588	6288	11448	7548	13500	8940	15816	10524	18828	12612
286	9636	6324	11496	7584	13560	8976	15888	10572	18912	12672
287	9672	6348	11544	7608	13608	9012	15948	10608	18984	12720
288	9708	6372	11592	7644	13668	9048	16008	10656	19056	12768
289	9756	6396	11640	7680	13716	9084	16080	10704	19140	12816
290	9792	6432	11688	7704	13776	9120	16140	10740	19212	12864
291	9828	6456	11736	7740	13836	9156	16200	10776	19284	12912
292	9876	6480	11784	7776	13884	9192	16272	10824	19368	12972
293	9912	6504	11832	7800	13944	9228	16332	10872	19440	13020
294	9948	6528	11868	7824	13992	9264	16392	10908	19512	13068
295	9996	6564	11916	7860	14052	9300	16464	10956	19596	13128
296	10032	6588	11964	7896	14112	9348	16524	10992	19668	13176
297	10068	6612	12012	7920	14160	9372	16584	11040	19740	13224
298	10116	6648	12060	7956	14220	9420	16656	11088	19824	13284
299	10152	6672	12108	7992	14268	9444	16716	11124	19896	13332
300	10200	6696	12156	8016	14328	9492	16788	11172	19980	13380
301	10236	6720	12204	8052	14376	9516	16848	11208	20052	13428
302	10272	6744	12252	8088	14436	9564	16908	11256	20124	13476
303	10320	6780	12300	8124	14496	9600	16980	11304	20208	13536
304	10356	6804	12348	8148	14544	9636	17040	11340	20280	13584
305	10392	6828	12396	8184	14604	9672	17100	11376	20352	13632
306	10440	6864	12444	8220	14652	9708	17172	11436	20436	13692
307	10476	6888	12480	8244	14712	9744	17232	11472	20508	13740
308	10512	6912	12528	8268	14772	9792	17292	11508	20580	13788
309	10560	6936	12576	8304	14820	9816	17364	11556	20664	13836
310	10596	6960	12624	8340	14880	9864	17424	11604	20736	13884
311	10632	6984	12672	8364	14928	9888	17484	11640	20808	13932
312	10680	7020	12720	8400	14988	9936	17556	11688	20892	13992
313	10716	7044	12768	8436	15036	9960	17616	11724	20964	14040
314	10752	7068	12816	8460	15096	10008	17676	11772	21036	14088
315	10800	7104	12864	8496	15156	10044	17748	11820	21120	14148
316	10836	7128	12912	8532	15204	10080	17808	11856	21192	14196
317	10872	7152	12960	8556	15264	10116	17868	11892	21264	14244
318	10920	7176	12996	8580	15324	10152	17940	11940	21348	14304
319	10956	7200	13044	8616	15372	10188	18000	11988	21420	14352
320	10992	7236	13092	8652	15432	10224	18060	12024	21504	14400
321	11040	7260	13140	8676	15480	10260	18132	12072	21576	14448
322	11076	7284	13188	8712	15540	10296	18192	12108	21648	14496
323	11112	7308	13236	8748	15588	10332	18252	12156	21732	14556
324	11160	7344	13284	8772	15648	10368	18324	12204	21804	14604
325	11196	7368	13332	8808	15708	10416	18384	12240	21876	14652

TABLE OF LIVING ALLOWANCES FOR F.S.E.'s BY POST INDICES

Index	F.S.E. Grade 2		F.S.E. Grade 3		F.S.E. Grade 4		F.S.E. Grade 5		F.S.E. Grade 6		F.S.E. Grade 7		F.S.E. Grade 8		F.S.E. Grade 9	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90	—	—	—	—	—	—	—	—	—	—	—	—	—	—	12	—
91	—	—	—	—	—	—	—	—	—	—	—	—	—	—	60	12
92	—	—	—	—	—	—	—	—	—	—	—	—	—	—	96	48
93	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
94	—	—	—	—	—	—	—	—	—	—	—	—	12	—	144	72
95	—	—	—	—	—	—	—	—	—	—	—	—	60	—	180	96
96	12	—	12	—	—	—	—	—	—	—	—	—	96	—	228	132
97	24	—	24	—	—	—	24	—	48	—	72	—	168	36	312	180
98	48	—	48	—	24	—	48	—	84	—	108	—	204	60	348	216
99	60	—	72	—	48	—	72	—	108	—	144	—	240	84	396	240
100	84	—	96	—	72	—	108	—	144	—	180	—	288	108	444	264
101	108	—	108	—	84	—	132	—	168	—	204	24	324	144	480	300
102	120	—	132	—	108	—	156	—	192	12	240	48	360	168	528	324
103	144	—	156	—	132	—	180	—	228	24	276	72	396	192	564	360
104	156	—	168	—	156	—	204	—	252	48	300	96	432	216	612	384
105	180	—	192	—	180	—	228	24	276	60	336	120	468	240	648	408
106	192	—	216	—	204	—	252	36	312	84	372	132	504	264	696	444
107	216	12	228	12	216	—	276	48	336	96	408	156	552	288	732	468
108	228	24	252	36	240	12	300	72	360	120	432	180	588	312	780	492
109	252	36	276	48	264	36	324	84	396	144	468	204	624	348	816	528
110	264	48	288	60	288	48	360	108	420	156	504	228	660	372	864	552

Original June 1960

APPENDIX "F"

Original June 1960

Index	F.S.E. Grade 2		F.S.E. Grade 3		F.S.E. Grade 4		F.S.E. Grade 5		F.S.E. Grade 6		F.S.E. Grade 7		F.S.E. Grade 8		F.S.E. Grade 9	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
111	288	60	312	72	312	60	384	120	444	180	528	240	696	396	900	576
112	300	72	336	84	336	72	408	132	480	192	564	264	732	420	948	612
113	324	84	360	96	360	96	432	156	504	216	600	288	780	444	984	636
114	348	96	372	108	372	108	456	168	528	228	636	312	816	468	1032	672
115	360	108	396	132	396	120	480	192	564	252	660	336	852	492	1068	696
116	384	120	420	144	420	132	504	204	588	276	696	360	888	516	1116	720
117	396	132	432	156	444	156	528	216	612	288	732	372	924	540	1152	756
118	420	144	456	168	468	168	552	240	648	312	756	396	960	576	1200	780
119	432	156	480	180	492	180	576	252	672	324	792	420	996	600	1236	804
120	456	168	492	192	516	192	612	276	696	348	828	444	1044	624	1284	840
121	468	180	516	204	528	216	636	288	732	360	864	468	1080	648	1332	864
122	492	204	540	216	552	228	660	312	756	384	888	480	1116	672	1368	888
123	504	216	552	240	576	240	684	324	780	408	924	504	1152	696	1416	924
124	528	228	576	252	600	252	708	336	816	420	960	528	1188	720	1452	948
125	552	240	600	264	624	276	732	360	840	444	984	552	1224	744	1500	984
126	564	252	624	276	648	288	756	372	864	456	1020	576	1272	768	1536	1008
127	588	264	636	288	672	300	780	396	900	480	1056	600	1308	804	1584	1032
128	600	276	660	300	684	312	804	408	924	492	1092	612	1344	828	1620	1068
129	624	288	684	312	708	336	840	420	960	516	1116	636	1380	852	1668	1092
130	636	300	696	336	732	348	864	444	984	540	1152	660	1416	876	1704	1116
131	660	312	720	348	756	360	888	456	1008	552	1188	684	1452	900	1752	1152
132	672	324	744	360	780	372	912	480	1044	576	1212	708	1488	924	1788	1176
133	696	336	756	372	804	384	936	492	1068	588	1248	732	1536	948	1836	1200
134	708	348	780	384	828	408	960	504	1092	612	1284	744	1572	972	1872	1236
135	732	360	804	396	840	420	984	528	1128	624	1320	768	1608	996	1920	1260
136	744	372	828	408	864	432	1008	540	1152	648	1344	792	1644	1032	1956	1284
137	768	384	840	420	888	444	1032	564	1176	672	1380	816	1680	1056	2004	1320

APPENDIX "F"

Index	F.S.E. Grade 2		F.S.E. Grade 3		F.S.E. Grade 4		F.S.E. Grade 5		F.S.E. Grade 6		F.S.E. Grade 7		F.S.E. Grade 8		F.S.E. Grade 9	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
138	792	396	864	444	912	468	1056	576	1212	684	1416	840	1716	1080	2040	1344
139	804	408	888	456	936	480	1092	588	1236	708	1440	852	1764	1104	2088	1380
140	828	420	900	468	960	492	1116	612	1260	720	1476	876	1800	1128	2136	1404
141	840	432	924	480	984	504	1140	624	1296	744	1512	900	1836	1152	2172	1428
142	864	444	948	492	996	528	1164	648	1320	756	1548	924	1872	1176	2220	1464
143	876	456	960	504	1020	540	1188	660	1344	780	1572	948	1908	1200	2256	1488
144	900	468	984	516	1044	552	1212	684	1380	804	1608	972	1944	1224	2304	1512
145	912	480	1008	540	1068	564	1236	696	1404	816	1644	984	1980	1260	2340	1548
146	936	492	1020	552	1092	588	1260	708	1428	840	1668	1008	2028	1284	2388	1572
147	948	504	1044	564	1116	600	1284	732	1464	852	1704	1032	2064	1308	2424	1596
148	972	516	1068	576	1140	612	1320	744	1488	876	1740	1056	2100	1332	2472	1632
149	984	528	1092	588	1152	624	1344	768	1512	888	1776	1080	2136	1356	2508	1656
150	1008	540	1104	600	1176	648	1368	780	1548	912	1800	1092	2172	1380	2556	1692
151	1032	552	1128	612	1200	660	1392	792	1572	936	1836	1116	2208	1404	2592	1716
152	1044	564	1152	636	1224	672	1416	816	1596	948	1872	1140	2256	1428	2640	1740
153	1068	576	1164	648	1248	684	1440	828	1632	972	1896	1164	2292	1464	2676	1776
154	1080	600	1188	660	1272	708	1464	852	1656	984	1932	1188	2328	1488	2724	1800
155	1104	612	1212	672	1296	720	1488	864	1680	1008	1968	1212	2364	1512	2760	1824
156	1116	624	1224	684	1308	732	1512	876	1716	1020	2004	1224	2400	1536	2808	1860
157	1140	636	1248	696	1332	744	1536	900	1740	1044	2028	1248	2436	1560	2844	1884
158	1152	648	1272	708	1356	768	1572	912	1776	1068	2064	1272	2472	1584	2892	1908
159	1176	660	1296	720	1380	780	1596	936	1800	1080	2100	1296	2520	1608	2928	1944
160	1188	672	1308	744	1404	792	1620	948	1824	1104	2124	1320	2556	1632	2976	1968
161	1212	684	1332	756	1428	804	1644	972	1860	1116	2160	1332	2592	1656	3024	2004
162	1224	696	1356	768	1452	828	1668	984	1884	1140	2196	1356	2628	1692	3060	2028
163	1248	708	1368	780	1464	840	1692	996	1908	1152	2232	1380	2664	1716	3108	2052
164	1272	720	1392	792	1488	852	1716	1020	1944	1176	2256	1404	2700	1740	3144	2088

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	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
165	1284	732	1416	804	1512	864	1740	1032	1968	1200	2292	1428	2748	1764	3192	2112
166	1308	744	1428	816	1536	888	1764	1056	1992	1212	2328	1452	2784	1788	3228	2136
167	1320	756	1452	840	1560	900	1800	1068	2028	1236	2352	1464	2820	1812	3276	2172
168	1344	768	1476	852	1584	912	1824	1080	2052	1248	2388	1488	2856	1836	3312	2196
169	1356	780	1488	864	1596	924	1848	1104	2076	1272	2424	1512	2892	1860	3360	2220
170	1380	792	1512	876	1620	936	1872	1116	2112	1284	2460	1536	2928	1884	3396	2256
171	1392	804	1536	888	1644	960	1896	1140	2136	1308	2484	1560	2976	1920	3444	2280
172	1416	816	1560	900	1668	972	1920	1152	2160	1332	2520	1572	3012	1944	3480	2316
173	1428	828	1572	912	1692	984	1944	1164	2196	1344	2556	1596	3048	1968	3528	2340
174	1452	840	1596	936	1716	996	1968	1188	2220	1368	2580	1620	3084	1992	3564	2364
175	1476	852	1620	948	1740	1020	1992	1200	2244	1380	2616	1644	3120	2016	3612	2400
176	1488	864	1632	960	1752	1032	2016	1224	2280	1404	2652	1668	3156	2040	3648	2424
177	1512	876	1656	972	1776	1044	2052	1236	2304	1416	2688	1692	3192	2064	3696	2448
178	1524	888	1680	984	1800	1056	2076	1248	2328	1440	2712	1704	3240	2088	3732	2484
179	1548	900	1692	996	1824	1080	2100	1272	2364	1464	2748	1728	3276	2112	3780	2508
180	1560	912	1716	1008	1848	1092	2124	1284	2388	1476	2784	1752	3312	2148	3828	2532
181	1584	924	1740	1020	1872	1104	2148	1308	2412	1500	2808	1776	3348	2172	3864	2568
182	1596	936	1752	1044	1896	1116	2172	1320	2448	1512	2844	1800	3384	2196	3912	2592
183	1620	948	1776	1056	1908	1140	2196	1344	2472	1536	2880	1812	3420	2220	3948	2628
184	1632	960	1800	1068	1932	1152	2220	1356	2496	1548	2916	1836	3468	2244	3996	2652
185	1656	984	1824	1080	1956	1164	2244	1368	2532	1572	2940	1860	3504	2268	4032	2676
186	1668	996	1836	1092	1980	1176	2280	1392	2556	1596	2976	1884	3540	2292	4080	2712
187	1692	1008	1860	1104	2004	1200	2304	1404	2592	1608	3012	1908	3576	2316	4116	2736
188	1716	1020	1884	1116	2028	1212	2328	1428	2616	1632	3036	1932	3612	2340	4164	2760
189	1728	1032	1896	1140	2052	1224	2352	1440	2640	1644	3072	1944	3648	2376	4200	2796
190	1752	1044	1920	1152	2064	1236	2376	1452	2676	1668	3108	1968	3684	2400	4248	2820
191	1764	1056	1944	1164	2088	1260	2400	1476	2700	1680	3144	1992	3732	2424	4284	2844

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	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
192	1788	1068	1956	1176	2112	1272	2424	1488	2724	1704	3168	2016	3768	2448	4332	2880
193	1800	1080	1980	1188	2136	1284	2448	1512	2760	1728	3204	2040	3804	2472	4368	2904
194	1824	1092	2004	1200	2160	1296	2472	1524	2784	1740	3240	2052	3840	2496	4416	2928
195	1836	1104	2028	1212	2184	1320	2496	1536	2808	1764	3264	2076	3876	2520	4452	2964
196	1860	1116	2040	1224	2208	1332	2532	1560	2844	1776	3300	2100	3912	2544	4500	2988
197	1872	1128	2064	1248	2220	1344	2556	1572	2868	1800	3336	2124	3960	2580	4536	3024
198	1896	1140	2088	1260	2244	1356	2580	1596	2892	1812	3372	2148	3996	2604	4584	3048
199	1908	1152	2100	1272	2268	1380	2604	1608	2928	1836	3396	2172	4032	2628	4620	3072
200	1932	1164	2124	1284	2292	1392	2628	1632	2952	1860	3432	2184	4068	2652	4668	3108
201	1956	1176	2148	1296	2316	1404	2652	1644	2976	1872	3468	2208	4104	2676	4716	3132
202	1968	1188	2160	1308	2340	1416	2676	1656	3012	1896	3492	2232	4140	2700	4752	3156
203	1992	1200	2184	1320	2364	1428	2700	1680	3036	1908	3528	2256	4176	2724	4800	3192
204	2004	1212	2208	1344	2376	1452	2724	1692	3060	1932	3564	2280	4224	2748	4836	3216
205	2028	1224	2220	1356	2400	1464	2760	1716	3096	1944	3600	2292	4260	2772	4884	3240
206	2040	1236	2244	1368	2424	1476	2784	1728	3120	1968	3624	2316	4296	2808	4920	3276
207	2064	1248	2268	1380	2448	1488	2808	1740	3144	1992	3660	2340	4332	2832	4968	3300
208	2076	1260	2292	1392	2472	1512	2832	1764	3180	2004	3696	2364	4368	2856	5004	3336
209	2100	1272	2304	1404	2496	1524	2856	1776	3204	2028	3720	2388	4404	2880	5052	3360
210	2112	1284	2328	1416	2520	1536	2880	1800	3228	2040	3756	2412	4452	2904	5088	3384
211	2136	1296	2352	1440	2532	1548	2904	1812	3264	2064	3792	2424	4488	2928	5136	3420
212	2148	1308	2364	1452	2556	1572	2928	1824	3288	2076	3828	2448	4524	2952	5172	3444
213	2172	1320	2388	1464	2580	1584	2952	1848	3312	2100	3852	2472	4560	2976	5220	3468
214	2196	1332	2412	1476	2604	1596	2976	1860	3348	2124	3888	2496	4596	3000	5256	3504
215	2208	1344	2424	1488	2628	1608	3012	1884	3372	2136	3924	2520	4632	3036	5304	3528
216	2232	1356	2448	1500	2652	1632	3036	1896	3408	2160	3948	2532	4668	3060	5340	3552
217	2244	1380	2472	1512	2676	1644	3060	1908	3432	2172	3984	2556	4716	3084	5388	3588
218	2268	1392	2496	1524	2688	1656	3084	1932	3456	2196	4020	2580	4752	3108	5424	3612

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	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
219	2280	1404	2508	1548	2712	1668	3108	1944	3492	2208	4056	2604	4788	3132	5472	3648
220	2304	1416	2532	1560	2736	1692	3132	1968	3516	2232	4080	2628	4824	3156	5520	3672
221	2316	1428	2568	1572	2760	1704	3156	1980	3540	2256	4116	2652	4860	3180	5556	3696
222	2340	1440	2568	1584	2784	1716	3180	2004	3576	2268	4152	2664	4896	3204	5604	3732
223	2352	1452	2592	1596	2808	1728	3204	2016	3600	2292	4176	2688	4944	3228	5640	3756
224	2376	1464	2616	1608	2832	1752	3240	2028	3624	2304	4212	2712	4980	3264	5688	3780
225	2400	1476	2628	1620	2844	1764	3264	2052	3660	2328	4248	2736	5016	3288	5724	3816
226	2412	1488	2652	1644	2868	1776	3288	2064	3684	2340	4284	2760	5052	3312	5772	3840
227	2436	1500	2676	1656	2892	1788	3312	2088	3708	2364	4308	2772	5088	3336	5808	3864
228	2448	1512	2688	1668	2916	1812	3336	2100	3744	2388	4344	2796	5124	3360	5856	3900
229	2472	1524	2712	1680	2940	1824	3360	2112	3768	2400	4380	2820	5160	3384	5892	3924
230	2484	1536	2736	1692	2964	1836	3384	2136	3792	2424	4404	2844	5208	3408	5940	3960
231	2508	1548	2760	1704	2988	1848	3408	2148	3828	2436	4440	2868	5244	3432	5976	3984
232	2520	1560	2772	1716	3000	1872	3432	2172	3852	2460	4476	2892	5280	3468	6024	4008
233	2544	1572	2796	1740	3024	1884	3456	2184	3876	2472	4512	2904	5316	3492	6060	4044
234	2556	1584	2820	1752	3048	1896	3492	2196	3912	2496	4536	2928	5352	3516	6108	4068
235	2580	1596	2832	1764	3072	1908	3516	2220	3936	2520	4572	2952	5388	3540	6144	4092
236	2592	1608	2856	1776	3096	1932	3540	2232	3960	2532	4608	2976	5436	3564	6192	4128
237	2616	1620	2880	1788	3120	1944	3564	2256	3996	2556	4632	3000	5472	3588	6228	4152
238	2640	1632	2892	1800	3132	1956	3588	2268	4020	2568	4668	3024	5508	3612	6276	4176
239	2652	1644	2916	1812	3156	1968	3612	2292	4044	2592	4704	3036	5544	3636	6312	4212
240	2676	1656	2940	1824	3180	1980	3636	2304	4080	2604	4740	3060	5580	3660	6360	4236
241	2688	1668	2952	1848	3204	2004	3660	2316	4104	2628	4764	3084	5616	3696	6408	4260
242	2712	1680	2976	1860	3228	2016	3684	2340	4128	2652	4800	3108	5664	3720	6444	4296
243	2724	1692	3000	1872	3252	2028	3720	2352	4164	2664	4836	3132	5700	3744	6492	4320
244	2748	1704	3024	1884	3276	2040	3744	2376	4188	2688	4860	3144	5736	3768	6528	4356
245	2760	1716	3036	1896	3288	2064	3768	2388	4224	2700	4896	3168	5772	3792	6576	4380

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Index	F.S.E. Grade 2		F.S.E. Grade 3		F.S.E. Grade 4		F.S.E. Grade 5		F.S.E. Grade 6		F.S.E. Grade 7		F.S.E. Grade 8		F.S.E. Grade 9	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
246	2784	1728	3060	1908	3312	2076	3792	2400	4248	2724	4932	3192	5808	3816	6612	4404
247	2796	1740	3084	1920	3336	2088	3816	2424	4272	2736	4968	3216	5844	3840	6660	4440
248	2820	1764	3096	1944	3360	2100	3840	2436	4308	2760	4992	3240	5880	3864	6696	4464
249	2832	1776	3120	1956	3384	2124	3864	2460	4332	2784	5028	3264	5928	3888	6744	4488
250	2856	1788	3144	1968	3408	2136	3888	2472	4356	2796	5064	3276	5964	3924	6780	4524
251	2880	1800	3156	1980	3432	2148	3912	2484	4392	2820	5088	3300	6000	3948	6828	4548
252	2892	1812	3180	1992	3444	2160	3936	2508	4416	2832	5124	3324	6036	3972	6864	4572
253	2916	1824	3204	2004	3468	2184	3972	2520	4440	2856	5160	3348	6072	3996	6912	4608
254	2928	1836	3228	2016	3492	2196	3996	2544	4476	2868	5196	3372	6108	4020	6948	4632
255	2952	1848	3240	2040	3516	2208	4020	2556	4500	2892	5220	3384	6156	4044	6996	4668
256	2964	1860	3264	2052	3540	2220	4044	2568	4524	2916	5256	3408	6192	4068	7032	4692
257	2988	1872	3288	2064	3564	2244	4068	2592	4560	2928	5292	3432	6228	4092	7080	4716
258	3000	1884	3300	2076	3588	2256	4092	2604	4584	2952	5316	3456	6264	4116	7116	4752
259	3024	1896	3324	2088	3600	2268	4116	2628	4608	2964	5352	3480	6300	4152	7164	4776
260	3036	1908	3348	2100	3624	2280	4140	2640	4644	2988	5388	3504	6336	4176	7212	4800
261	3060	1920	3360	2112	3648	2304	4164	2664	4668	3000	5424	3516	6372	4200	7248	4836
262	3072	1932	3384	2124	3672	2316	4200	2676	4692	3024	5448	3540	6420	4224	7296	4860
263	3096	1944	3408	2148	3696	2328	4224	2688	4728	3048	5484	3564	6456	4248	7332	4884
264	3120	1956	3420	2160	3720	2340	4248	2712	4752	3060	5520	3588	6492	4272	7380	4920
265	3132	1968	3444	2172	3744	2364	4272	2724	4776	3084	5544	3612	6528	4296	7416	4944
266	3156	1980	3468	2184	3756	2376	4296	2748	4812	3096	5580	3624	6564	4320	7464	4980
267	3168	1992	3492	2196	3780	2388	4320	2760	4836	3120	5616	3648	6600	4344	7500	5004
268	3192	2004	3504	2208	3804	2400	4344	2772	4860	3132	5652	3672	6648	4380	7548	5028
269	3204	2016	3528	2220	3828	2424	4368	2796	4896	3156	5676	3696	6684	4404	7584	5064
270	3228	2028	3552	2244	3852	2436	4392	2808	4920	3180	5712	3720	6720	4428	7632	5088
271	3240	2040	3564	2256	3876	2448	4416	2832	4944	3192	5748	3744	6756	4452	7668	5112
272	3264	2052	3588	2268	3900	2460	4452	2844	4980	3216	5772	3756	6792	4476	7716	5148

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	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
273	3276	2064	3612	2280	3912	2472	4476	2856	5004	3228	5808	3780	6828	4500	7752	5172
274	3300	2076	3624	2292	3936	2496	4500	2880	5040	3252	5844	3804	6864	4524	7800	5196
275	3324	2088	3648	2304	3960	2508	4524	2892	5064	3264	5880	3828	6912	4548	7836	5232
276	3336	2100	3672	2316	3984	2520	4548	2916	5088	3288	5904	3852	6948	4584	7884	5256
277	3360	2112	3696	2328	4008	2532	4572	2928	5124	3312	5940	3864	6984	4608	7920	5292
278	3372	2124	3708	2352	4032	2556	4596	2952	5148	3324	5976	3888	7020	4632	7968	5316
279	3396	2136	3732	2364	4056	2568	4620	2964	5172	3348	6000	3912	7056	4656	8004	5340
280	3408	2160	3756	2376	4068	2580	4644	2976	5208	3360	6036	3936	7092	4680	8052	5376
281	3432	2172	3768	2388	4092	2592	4680	3000	5232	3384	6072	3960	7140	4704	8100	5400
282	3444	2184	3792	2400	4116	2616	4704	3012	5256	3396	6108	3984	7176	4728	8136	5424
283	3468	2196	3816	2412	4140	2628	4728	3036	5292	3420	6132	3996	7212	4752	8184	5460
284	3480	2208	3828	2424	4164	2640	4752	3048	5316	3444	6168	4020	7248	4776	8220	5484
285	3504	2220	3852	2448	4188	2652	4776	3060	5340	3456	6204	4044	7284	4812	8268	5508
286	3516	2232	3876	2460	4212	2676	4800	3084	5376	3480	6228	4068	7320	4836	8304	5544
287	3540	2244	3888	2472	4224	2688	4824	3096	5400	3492	6264	4092	7356	4860	8352	5568
288	3564	2256	3912	2484	4248	2700	4848	3120	5424	3516	6300	4104	7404	4884	8388	5592
289	3576	2268	3936	2496	4272	2712	4872	3132	5460	3528	6336	4128	7440	4908	8436	5628
290	3600	2280	3960	2508	4296	2736	4896	3144	5484	3552	6360	4152	7476	4932	8472	5652
291	3612	2292	3972	2520	4320	2748	4932	3168	5508	3576	6396	4176	7512	4956	8520	5688
292	3636	2304	3996	2544	4344	2760	4956	3180	5544	3588	6432	4200	7548	4980	8556	5712
293	3648	2316	4020	2556	4368	2772	4980	3204	5568	3612	6456	4224	7584	5004	8604	5736
294	3672	2328	4032	2568	4380	2796	5004	3216	5592	3624	6492	4236	7632	5040	8640	5772
295	3684	2340	4056	2580	4404	2808	5028	3228	5628	3648	6528	4260	7668	5064	8688	5796
296	3708	2352	4080	2592	4428	2820	5052	3252	5652	3660	6564	4284	7704	5088	8724	5820
297	3720	2364	4092	2604	4452	2832	5076	3264	5676	3684	6588	4308	7740	5112	8772	5856
298	3744	2376	4116	2616	4476	2856	5100	3288	5712	3708	6624	4332	7776	5136	8808	5880
299	3756	2388	4140	2628	4500	2868	5124	3300	5736	3720	6660	4344	7812	5160	8856	5904

APPENDIX "F"

Index	F.S.E. Grade 2		F.S.E. Grade 3		F.S.E. Grade 4		F.S.E. Grade 5		F.S.E. Grade 6		F.S.E. Grade 7		F.S.E. Grade 8		F.S.E. Grade 9	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	M	S
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
300	3780	2400	4164	2652	4524	2880	5160	3324	5772	3744	6696	4368	7860	5184	8904	5940
301	3804	2412	4176	2664	4536	2892	5184	3336	5796	3756	6720	4392	7896	5208	8940	5964
302	3816	2424	4200	2676	4560	2916	5208	3348	5820	3780	6756	4416	7932	5232	8988	6000
303	3840	2436	4224	2688	4584	2928	5232	3372	5856	3792	6792	4440	7968	5268	9024	6024
304	3852	2448	4236	2700	4608	2940	5256	3384	5880	3816	6816	4464	8004	5292	9072	6048
305	3876	2460	4260	2712	4632	2952	5280	3408	5904	3840	6852	4476	8040	5316	9108	6084
306	3888	2472	4284	2724	4656	2976	5304	3420	5940	3852	6888	4500	8076	5340	9156	6108
307	3912	2484	4296	2748	4668	2988	5328	3432	5964	3876	6924	4524	8124	5364	9192	6132
308	3924	2496	4320	2760	4692	3000	5352	3456	5988	3888	6948	4548	8160	5388	9240	6168
309	3948	2508	4344	2772	4716	3012	5376	3468	6024	3912	6984	4572	8196	5412	9276	6192
310	3960	2520	4356	2784	4740	3024	5412	3492	6048	3924	7020	4584	8232	5436	9324	6216
311	3984	2544	4380	2796	4764	3048	5436	3504	6072	3948	7044	4608	8268	5460	9360	6252
312	3996	2556	4404	2808	4788	3060	5460	3516	6108	3972	7080	4632	8304	5496	9408	6276
313	4020	2568	4428	2820	4812	3072	5484	3540	6132	3984	7116	4656	8352	5520	9444	6312
314	4044	2580	4440	2844	4824	3084	5508	3552	6156	4008	7152	4680	8388	5544	9492	6336
315	4056	2592	4464	2856	4848	3108	5532	3576	6192	4020	7176	4704	8424	5568	9528	6360
316	4080	2604	4488	2868	4872	3120	5556	3588	6216	4044	7212	4716	8460	5592	9576	6396
317	4092	2616	4500	2880	4896	3132	5580	3612	6240	4056	7248	4740	8496	5616	9612	6420
318	4116	2628	4524	2892	4920	3144	5604	3624	6276	4080	7272	4764	8532	5640	9660	6444
319	4128	2640	4560	2904	4944	3168	5628	3636	6300	4104	7308	4788	8568	5664	9696	6480
320	4152	2652	4560	2916	4968	3180	5664	3660	6324	4116	7344	4812	8616	5700	9744	6504
321	4164	2664	4584	2928	4980	3192	5688	3672	6360	4140	7380	4824	8652	5724	9792	6528
322	4188	2676	4608	2952	5004	3204	5712	3696	6384	4152	7404	4848	8688	5748	9828	6564
323	4200	2688	4620	2964	5028	3228	5736	3708	6408	4176	7440	4872	8724	5772	9876	6588
324	4224	2700	4656	2976	5052	3240	5760	3720	6444	4188	7476	4896	8760	5796	9912	6624
325	4248	2712	4668	2988	5076	3252	5784	3744	6468	4212	7500	4920	8796	5820	9960	6648

EXCERPTS FROM CHAPTER VIII OF THE CANADIAN
CONSULAR INSTRUCTIONS

Visits by Ships of the Royal Canadian Navy

- 8.01 a. Diplomatic, consular and Trade Commissioner posts will give all possible advice and assistance, consistent with these regulations, to HMC Ships visiting any port in the country or consular district in which they are situated.
- b. Posts will be consulted by their Department concerning the advisability of visits to ports in their territory, except for operational visits arranged by local notification procedure.
- c. In case of doubt concerning their functions relating to a naval visit, posts should consult their Department.
- 8.02 a. Visits to ports abroad by HMC Ships are formally defined as follows:
- (i) *Formal* visits are those of a formal nature requiring special honours and ceremonies to be rendered. These visits are normally made when important personages are embarked, when participating in National Ceremonies or on other special occasions.
 - (ii) *Informal* visits are those involving participation in local ceremonies in which formalities normally are restricted to customary salutes or exchange of calls; they may, and usually do, include the objectives of operational visits.
 - (iii) *Operational* visits are those made primarily for logistics, repairs, search and rescue, transport of personnel, passage through territorial waters, combined exercises, material trials, or in connection with other operational tasks. Calls and other formalities are restricted to those necessary.
- b. These definitions are agreed for use with Australia, the United Kingdom and colonies, and the United States and possessions, except that the United States employs the term "visit of courtesy" instead of "formal visit". Many other countries recognize this or a similar definition of naval visits. All Canadian naval visits are given one of the above designations, but posts dealing with authorities of other countries in arranging for naval visits should exercise their discretion in the use of these designations.
- c. Few visits are designated as formal. Normally when the primary objects of a visit are representation and the creation of goodwill for Canada, the visit is designated as informal. For operational visits, representational and other non-administrative arrangements should be kept to a minimum.
- 8.34 a. Naval visits provide an important opportunity for the creation of goodwill for Canada, which posts should exploit as far as possible. However, the nature and extent of the representational and information activities in connection with a visit will depend on the designation of the visit and the conditions under which it is being carried out.
- b. In general suitable entertainment for representational purposes will be necessary during formal and informal visits, whereas posts are not expected to provide such entertainment for operational visits.

NOTE: Except where options are permitted, all items must be answered.

OUTLINE FOR YEAR-END REPORT

To: The Director, Trade Commissioner Service Date:

From:.....

Referring to: Official Instructions File:

Subject: Year-End Report of the Office for the year.....

I submit herewith, in triplicate, the Year-End report on the work of this office for the calendar year just ended. The duplicate copy is for the annual report file of this office, departmental file No. 18-1-..... (For the number of your annual report file in Ottawa, see Appendix J.)

	<u>This Year</u>	<u>Last Year</u>	<u>Year Before</u>
1. Personnel Index (Described in Note 1 of Appendix I)			
(a) Career officers (List names for current year only)	---	---	---
..... (Name)			
..... (Name)			
(b) Commercial assistants (Defined in Note 1 of Appendix I)	---	---	---
..... (Name)			
..... (Name)			
(c) External Affairs assistants (If required: see Note 1 of Appendix I)	---	---	---
..... (Name)			
..... (Name)			
2. Value of Export Business Influenced			
(a) Commercial transactions	---	---	---
(b) Government procurements	---	---	---
(c) Through official approach to governments	---	---	---
3. Agencies and Buying Connections Established			
Export from Canada	---	---	---

APPENDIX "H"

	<u>This Year</u>	<u>Last Year</u>	<u>Year Before</u>
4. Trade Enquiries Received			
(a) Export from Canada			
(i) Originating in Canada	—	—	—
(ii) Originating in territory	—	—	—
(b) Imports into Canada			
(i) Originating in Canada	—	—	—
(ii) Originating in territory	—	—	—
5. Commercial Claims and Complaints			
(a) Originating in Canada	—	—	—
(b) Originating in territory	—	—	—
6. Industrial Development Enquiries			
(a) Branch plants in Canada			
(i) Originating in Canada	—	—	—
(ii) Originating in territory	—	—	—
(b) Manufacture under license in Canada			
(i) Originating in Canada	—	—	—
(ii) Originating in territory	—	—	—
(c) Canadian branch plants abroad and/or manufacture of Canadian products under license abroad			
(i) Originating in Canada	—	—	—
(ii) Originating in territory.	—	—	—
7. Correspondence			
(a) Letters and cables received	—	—	—
(b) Letters and cables sent	—	—	—
(c) (Optional: see Note 7 of Appendix I)			
8. Interviews (Defined in Note 8 of Appendix I)			
(a) In our office	—	—	—
(b) Out of office	—	—	—
(c) Number of Canadian business visitors	—	—	—
8A (Optional: see Note 8 of Appendix I)			
8B (Optional: see Note 8 of Appendix I)			
9. Reports for the Department			
(a) For "Foreign Trade"			
(i) Number of reports	—	—	—
(ii) Number of typed pages of reports	—	—	—
(iii) Number of trade notes (not pages)	—	—	—
(b) Other			
(i) Number of reports	—	—	—
(ii) Number of typed pages of reports	—	—	—

APPENDIX "H"

	<u>This Year</u>	<u>Last Year</u>	<u>Year Before</u>
10. <i>Reports for Other Canadian Government Departments</i>			
(a) Agriculture and Fisheries reports for publication	—	—	—
(b) Agriculture and Fisheries reports for information	—	—	—
(c) Other, for publication	—	—	—
(d) Other, for information	—	—	—
11. <i>Other Reports</i>			
Record number only of special or lengthy reports to other than government departments.	—	—	—
12. <i>Official Travel</i>			
(a) Number of business trips	—	—	—
(b) Total days of business trips	—	—	—
(c) List reports to the Department: (See Note 12 of Appendix I)			
..... (Place) (Date of Report)			
13. <i>Trade Fairs</i>			
(a) Number of days attending Trade Fairs			
(i) By career officers	—	—	—
(ii) By local staff	—	—	—
(b) List reports to the Department: (Name of Fair) (Date of Report)			
14. <i>Conferences</i>			
(a) Number of days attending conferences			
(i) By career officers	—	—	—
(ii) By local staff	—	—	—
(b) List reports to the Department: (Name of Conference) (Date of Report)			
15. <i>Trade Missions</i>			
(a) To Canada (number)	—	—	—
(b) From Canada (number)	—	—	—
(c) From Canada (total days)	—	—	—
(d) List reports to the Department: (Name of Mission) (Date of Report)			

APPENDIX "H"

	<u>This Year</u>	<u>Last Year</u>	<u>Year Before</u>
16. <i>Public Relations</i>			
(a) Speeches by officers (number)	—	—	—
(b) Speeches by officers (total hours)	—	—	—
(c) Press coverage (column inches)	—	—	—
(d) Radio and television (total hours)	—	—	—
(e) Official visits by Canadian Government officers	—	—	—
17. <i>Representational Activities</i>			
(a) Number of functions attended officially	—	—	—
(b) Number of functions held	—	—	—
(c) Total guests at functions held	—	—	—
18. <i>Consular and Immigration Activities</i>			
(Optional: see Note 18 of Appendix I)			
19. <i>Miscellaneous Office Activities</i>			
(Optional: see Note 19 of Appendix I)			

.....
 (Head of Post by title)

NOTES ON EACH ITEM OF THE YEAR-END REPORT

N.B.: except where options are permitted, all items must be answered

1. *Personnel Index*

The activity of an office can better be assessed, in comparing one year with another, when the variations in number of personnel are known, e.g., one or other officers may have been away on home leave in one of the years. A personnel index is required, and the simplest way of producing this is to count "man-months"; e.g., if Mr. A. was at the post for 12 months of the year while Mr. B. was there for 7 months, then the "man-months" total is 19. In the previous or succeeding year it might have been the maximum of 24.

"Career officer" means an officer of the Department of Trade and Commerce. In counting man-months, statutory leave and time outside of the office are included but exclude time absent on home leave, tour of Canada and on extended sick leave. Fractions of months are counted to the nearest whole number.

Similar information is required about commercial assistants. A "commercial assistant" is a member of the local staff whose normal work mainly means meeting with businessmen and government officials on matters of trade concern.

Under each sub-heading, e.g., career officers and commercial assistants, enter the names of the personnel for the current year only.

Sub-section "c" is for use by detached posts, e.g., those not associated with a mission. Provide information on personnel appointed by the Department of External Affairs. Record names for the current year only and identify as F.S.O. or F.S.E. While such personnel may have no trade promotion duties they generally make a significant contribution to office activities in other respects, e.g., items 18 and 19.

2. *Value of Export Business Influenced*

Only totals of the business reported to the Department during the calendar year are to be recorded. Totals for (a) and (b) are mutually exclusive, but figures for (c) may include elements of either (a) or (b); (b) can include sales through Canadian aid programs; (c) includes business made possible by relaxation of controls, etc.

3. *Agencies and Buying Connections*

Only the total of the connections *established with the help of the office* during the year is to be recorded.

4. *Trade Enquiries Received*

Under each of the four headings indicated, every office will continue to maintain records of the trade enquiries handled during the year. There is normally no need to report details to the Department. Only the totals for the year of each of the four headings are to be entered.

5. *Commercial Claims and Complaints*

Enter only the totals of claims and complaints which were *initiated* during the year and involved the post in correspondence—whether or not they were resolved by the end of the year.

6. *Industrial Development Enquiries*

Most offices normally report industrial development enquiries as they occur; some offices may report regularly, for example each month. Only the totals for the year of each of the 6 headings are to be entered.

7. *Correspondence*

Report the aggregate of letters, cables, telegrams and teletypes received and dispatched during the calendar year. (These numbers are *not* to include correspondence handled on behalf of the Department of External Affairs, when these totals are reported separately under item 18.) The incoming count may include carbon copies of correspondence from other offices and circular letters only when these prompt action. Any given outgoing circular letter is to be counted only as one irrespective of the number mailed. However, at the discretion of the Head of Post, the aggregate of all copies of all circular letters dispatched may be shown though only as a separate sub-item, e.g. 7(c).

8. *Interviews*

Give only the number of incoming and outgoing *personal* interviews. A personal interview means a meeting between a career officer or a commercial assistant and a bona fide businessman or government official to discuss matters concerned with the work of the office. Lengthy telephone discussions may be recorded as personal interviews.

The number of Canadian business visitors to an office is of interest. Note that the data for 8(a) and possibly 8(b) will include the figures for 8(c). This latter can be obtained most easily if the office maintains a register for visiting Canadians and distinguishes the names of the business visitors recorded. Each Canadian visitor should be counted only once for the purpose of personal interviews unless he returns to the territory during the course of the year.

At the discretion of the Head of Post, those offices which use the telephone a great deal may give separate note, as item 8A, of telephone calls, both incoming and outgoing, when these figures are deemed useful as a measure of the activity of the office.

Casual or miscellaneous telephone or personal enquiries, even though numerous, probably account for about the same proportion of total incoming calls in one office as in another. In any event, the Department requires no record of miscellaneous calls to be reported. However, any Head of Post who so desires may report miscellaneous interviews as item 8B.

9. *Reports for the Department*

Where reports for "Foreign Trade" are concerned, give only the number of reports submitted, the total typed pages (foolscap, double space) of those reports and the number but not the total pages of trade notes. There is no need to list reports or trade notes by title or date.

In the case of other reports for the Department, provide the data requested only in respect of reports with individual lengths of 3 typed pages or more (foolscap, double space, or equivalent) and written primarily for the Department. Exclude copies of reports written primarily for other recipients.

10. *Reports for Other Canadian Government Departments*

Some offices provide reports to or for other departments such as External Affairs, Agriculture, Fisheries and Transport. Because this represents activity of the office, we should like to have a record of the numbers of such reports indicating separately those which are for publication.

APPENDIX "I"

Show separately as 10(a) the number of reports on Agriculture and Fisheries for publication and as 10(b) the number of reports on these subjects for information purposes. In both cases indicate the total number of typed pages in parenthesis.

In recording "other reports" in 10(c) or 10(d), any given report is to be counted once only, irrespective of the number of copies distributed, and must not have been recorded in 9.

11. Other Reports

From time to time, offices undertake quite extensive work in preparing special or lengthy reports for Canadian firms and institutions other than federal government departments. If such reports consume an inordinate amount of time because of the need for detailed research and multiple calls outside the office in search of facts, and if the ultimate report amounts to 3 typed pages or more (foolscap, double space, or equivalent), the total number of such reports should be entered. A letter which involves only average study or consumption of time should not be counted as a report under this heading. The totals under section 11 will seldom exceed two digits.

N.B.—Items 12, 13, 14 and 15 request data concerning reports to the Department on travel, trade fairs, conferences and trade missions. In each case, this information is required *only for the year just ended*. The information is desired solely as a ready reference.

12. Official Travel

Enter only the total number of trips and the total *man-days* all career officers and commercial assistants were away from the office on government business. Do not include home leave or tour of Canada but special business visits to Canada will be included.

Give the name(s) of the area or region visited and the date of each report to the Department *for the current year only*. In some instances, it would be sufficient to use merely the name of the country, e.g., Turkey, in a report from the Athens office. In other cases, as in reports from offices in the United States, a list is not wanted of the cities or states visited but merely the area, which could be the name of a place or a state or a geographic description such as "north-western states".

13. Trade Fairs

In some territories—and one year may be quite different from another—a fair amount of time is taken up as a result of participation in trade fairs. The totals of *man-days* in attendance by career officers and local staff (commercial assistants and others) should be entered separately. The names of the fairs and dates of reports to the Department *during the current year* should be listed for convenient reference.

14. Conferences

Much the same observations as for Trade Fairs apply to attendance at conferences and similar information is required.

15. Trade Missions

Here again activity will vary from year to year; whenever a trade mission forms definite part of the office activities it should be recorded as shown. The aggregate number of days Canadian missions are in the territory gives a fairly precise measurement of activity.

16. *Public Relations*

What is required is statistical coverage under the headings shown. When the Director has the number and total *delivery* time of speeches by all officers, he also has adequate indication of the time consumed in preparation as well as in delivery. When articles and photographs supplied by the office are published locally, a record should be made at the time of the number of column inches which will be totalled for the Year-End Report. Clippings should be sent forward at the time of publication.

The record of total hours of programmes contributed to local radio and television output will serve the purpose at the end of the year provided that a report has been made on each occasion.

The heading (c) is intended to give a measure of the activity of the office resulting from visits by Canadian government officials. Reports will be submitted, as the events occur, on visits, for example, by Cabinet Ministers and by units of the Canadian armed services; the Year-End record need show only the number of visits—the simultaneous arrival of more than one warship is one visit. This heading will include visits by senior officials of the Department on official business but will not include visits by Trade Commissioners passing through the territory.

17. *Representational Activities*

For purposes of section (a), a function is a formal or official affair to which the F.S.O. has been invited because he is an accredited representative of the Canadian Government, e.g., a national day celebration, a state occasion, a cocktail party, etc.

All officers now submit quarterly reports on their representational expenditures. Therefore, in answering 17(b) and (c) enter only the aggregate for all officers at the post under the two headings given.

18. *Consular and Immigration Activities*

Those Heads of Posts who so desire, e.g., at detached posts, may give a measure of consular and immigration activity by reporting correspondence and interviews related solely to these activities. These data should then not be included under items 7 and 8. See also the concluding paragraph of section 1.

19. *Miscellaneous Office Activities*

At the discretion of the Head of Post, and *only when statistical record is possible*, note may be made of the total or aggregate number of other specific activities which reflect the nature or trend of the work of the office; for example, posts operating film libraries may wish to indicate the borrowings and screenings. No "amplifying detail" is to be provided but reports can be submitted at the time of the event.

APPENDIX "J"

NUMBERS OF ANNUAL REPORT FILES
DEPARTMENT OF TRADE AND COMMERCE

ACCRA.....	18-1-71	LISBON.....	18-1-25
ATHENS.....	18-1-2	LIVERPOOL.....	18-1-21
BEIRUT.....	18-1-63	LONDON.....	18-1-22
BERNE.....	18-1-3	LOS ANGELES.....	18-1-23
BOGOTA.....	18-1-5	MADRID.....	18-1-58
BOMBAY.....	18-1-4	MANILA.....	18-1-55
BONN.....	18-1-46	MELBOURNE.....	18-1-26
BOSTON.....	18-1-56	MEXICO.....	18-1-47
BRUSSELS.....	18-1-44	MONTEVIDEO.....	18-1-64
BUENOS AIRES.....	18-1-6	MOSCOW.....	18-1-73
CAIRO.....	18-1-7	NEW DELHI.....	18-1-45
CANBERRA.....	18-1-75	NEW ORLEANS.....	18-1-61
CAPE TOWN.....	18-1-8	NEW YORK.....	18-1-28
CARACAS.....	18-1-9	OSLO.....	18-1-29
CHICAGO.....	18-1-48	PARIS.....	18-1-30
COLOMBO.....	18-1-60	*PHILADELPHIA.....	18-1-76
COPENHAGEN.....	18-1-49	PORT-OF-SPAIN.....	18-1-40
DETROIT.....	18-1-52	RIO DE JANEIRO.....	18-1-31
DJAKARTA.....	18-1-65	ROME.....	18-1-32
DUBLIN.....	18-1-10	SALISBURY.....	18-1-69
*DUSSELDORF.....	18-1-77	SANTIAGO.....	18-1-33
*GLASGOW (and BELFAST).....	18-1-11	*SANTO DOMINGO.....	18-1-62
GUATEMALA.....	18-1-12	SAO PAULO.....	18-1-34
HAMBURG.....	18-1-50	SINGAPORE.....	18-1-36
HAVANA.....	18-1-13	ST. JOHN'S.....	18-1-27
HONG KONG.....	18-1-14	STOCKHOLM.....	18-1-37
JOHANNESBURG.....	18-1-18	SYDNEY.....	18-1-37
KARACHI.....	18-1-19	TEHRAN.....	18-1-72
KINGSTON.....	18-1-17	*TEL AVIV.....	18-1-78
LAGOS.....	18-1-74	THE HAGUE.....	18-1-15
LEOPOLDVILLE.....	18-1-24	TOKYO.....	18-1-39
LIMA.....	18-1-20	VANCOUVER.....	18-1-41
		VIENNA.....	18-1-70
		WASHINGTON.....	18-1-42
		WELLINGTON.....	18-1-43

**FEEs FOR NOTARIAL AND MISCELLANEOUS SERVICES RENDERED BY
TRADE COMMISSIONERS WHO ARE NOT POSSESSED
OF CONSULAR RANK**

*(Numbering corresponds to Chapter XIV, Schedule A, of the Tariff of
Canadian Consular Fees)*

Notarial Services

13. Administering an oath or receiving a declaration or affirmation with or without attestation or signature (except oaths taken under Canadian Citizenship Act or affidavits in lieu of guarantor on passport applications) . . .	\$ 1.00
14. Each official signature attached to an exhibit referred to in an affidavit, declaration, or affirmation	1.00
15. Each alteration or interlineation initialled by a Trade Commissioner in any document not prepared by him25
16. Executive of a Power of Attorney, attested by a Trade Commissioner:	
(a) by one person	2.50
(b) by two or more persons at the same time	5.00
17. Execution of a deed, bond or conveyance under seal, attested by a Trade Commissioner:	
(a) where the value of the property in question does not exceed \$50.00,	
(i) if one person executes75
(ii) if two or more persons execute at the same time	1.50
(b) where the value of the property in question exceeds \$50.00,	
(i) if one person executes	1.50
(ii) if two or more persons execute at the same time	3.00
18. Attaching Trade Commissioner's signature and office stamp, if required, to declarations for purposes of Canadian Government pay, half-pay, pension, or allowance	No fee
19. Attaching Trade Commissioner's signature to any declaration of existence in cases not covered by Item 1850
20. Drawing up and attaching Trade Commissioner's signature to any declaration of existence	1.50
21. Attesting the signature and seal of a foreign authority	2.50
22. Attesting any signature on a document not otherwise provided for	1.00

Miscellaneous Services

23. Registration of a birth	No fee
24. Each search in the Register Book of Births of the Consulate or Trade Commissioner office	\$.50

Original June 1960

APPENDIX "K"

25. Furnishing a certified copy of an entry in the Register Book of Births.....	1.00
26. Certifying a copy of any document or part of a document, as follows:	
(a) first 100 words or less.....	1.75
(b) each additional 100 words or less.....	.75
27. Issuance or attestation of a certificate of origin or other document in support of consignment of goods (irrespective of number of copies) and filing copy....	No fee
28. Issuance of <i>in transitu</i> certificate.....	1.00
29. Granting any certificate not otherwise provided for, as follows:	
(a) first 100 words or less.....	3.00
(b) each additional 100 words or less.....	1.50
30. Making or verifying a translation of a document, as follows:	
(a) first 100 words or less.....	1.00
(b) each additional 100 words or less.....	1.00
31. Letter to foreign authorities requesting assistance in obtaining a visa, exit permit, or similar document or service. (This fee may be waived for Canadian citizens unless it appears that excessive or unnecessary requests are being made of the Trade Commissioner).....	.50
32. Affixing the official office stamp where no other fee is authorized.....	1.00
33. Additional fee for all services rendered elsewhere than at the Trade Commissioner's office at the request of the interested parties as follows:	
(a) for each hour or fraction thereof.....	3.00
(b) maximum per day.....	15.00
34. Recording unofficial documents in Trade Commissioner offices upon requests as follows:	
(a) for each 100 words or less.....	.50
(b) maximum for any one document.....	2.50

APPENDIX "L"

REQUISITION DATES FOR STATIONERY AND SUPPLIES

<u>Post</u>	<u>*Requisition Dates</u>
Accra.....	} April and October
Athens.....	
Beirut.....	
Berne.....	
Bogota.....	
Bombay.....	} May and November
Bonn.....	
Brussels.....	
Buenos Aires.....	
Cairo.....	} June and December
Cape Town.....	
Caracas.....	
*Santo Domingo...	
Copenhagen.....	
Colombo.....	} July and January
Djakarta.....	
Dublin.....	
*Dusseldorf.....	
Belfast.....	
Guatemala City ..	
Glasgow.....	
Havana.....	} August and February
Hamburg.....	
Hong Kong.....	
Johannesburg.....	
Karachi.....	
Kingston.....	} September and March
*Lagos.....	
Lisbon.....	
Lima.....	
Liverpool.....	
London.....	} October and April
Leopoldville.....	
Madrid.....	
Melbourne.....	
Canberra.....	
Sydney.....	} November and May
Manila.....	
Mexico.....	
Montevideo.....	

APPENDIX "L"

<u>Post</u>	<u>* Requisition Dates</u>
New Delhi.....	} December and June
Oslo.....	
Paris.....	
Port-of-Spain.....	
Rio de Janeiro....	} January and July
Rome.....	
Santiago.....	
Singapore.....	
Sao Paulo.....	} February and August
Salisbury.....	
Stockholm.....	
Tehran.....	
*Tel Aviv.....	
Moscow.....	} March and September
*The Hague.....	
*Tokyo.....	
Vienna.....	
Wellington.....	

1. Posts are requested to forward their requisitions to reach the Department in the month specified. Shipment will be made three months after receipt of the requisition.
2. Posts in the United States of America also should forward requisitions twice yearly but they are not bound by any set schedule.

C.T. 174B
10M-14-44
This affidavit to be sworn before
a Notary under his Notarial seal.

To be used when payee not being resident
in Canada has not received cheque.

AFFIDAVIT

.....
(Country)
.....
(State, Province, etc.)
.....
(County, District, etc.)

To WIT:

I, of the
(Christian and Surname in full) (City, Town, Village, etc.)
of in the
(Name of City, Town, Village, etc.) (County, District, etc.)
..... make oath and say:
(Trade or occupation)

(1) That Receiver General Cheque Series Number
dated the day of 19....., or any cheque for \$.....
covering.....
.....

..... has not been received by me.
(2) That I have never endorsed nor authorized the endorsement of the said cheque.
(3) That I have never received nor do I expect to receive benefit or payment of any kind
whatsoever either directly or indirectly through the cashing of the said cheque.

Sworn before me at.....
in the of
this day of 19.....
.....
(A Notary Public)

.....
(Signature of Deponent)



UNDERTAKING

I, of the
(City, Town, Village, etc.)
of in the
(Name of City, Town, Village, etc.) (State, Province, etc.)
of undertake:
(Name of State, Province, etc.)

That if Receiver General Cheque No....., which was issued to me in the form following:

**DOMINION OF CANADA
COMPTROLLER OF THE TREASURY**

To the
Receiver General of Canada,
Ottawa, Canada.

No.

OTTAWA,

\$

PAY
to the
order
of

Dollars

.....
Verified

For

.....
For Comptroller of the Treasury

should come into my possession, to return it, uncashed, to the Comptroller of the Treasury, Ottawa.

Signed, Sealed and Delivered in the presence of }
Witness.....

..... (Seal)

[OVER]

AFFIDAVIT OF WITNESS

.....
(Country)

.....
(State, Province, etc.)

.....
(County, District, etc.)

To Wit:

I,do solemnly swear that I
(Christian Name and Surname of Witness)
was personally present and did see
(Christian Name and Surname of Payee)
the obligor in the foregoing undertaking named, duly execute said instrument by signing, sealing and
delivering the same, and that I am the subscribing witness to such execution.

Sworn before me at.....
in the..... of.....
this..... day of..... 19.....

.....
(Signature of Witness)



.....
(A Notary Public)

APPENDIX "N"

FORMS—TRADE COMMISSIONER POSTS

		<u>Number of Copies Required by Department</u>
<i>Trade Commissioner Service Forms</i>		
T.C.S.	1—Application for Loan on Posting.....	1
T.C.S.	2—Inventory of Household and Personal Effects..	1
T.C.S.	2A—Declaration for Department of Agriculture..	See form
T.C.S.	3—Paylist.....	See Chapter 9
T.C.S.	4—Statement of Petty Cash.....	See Chapter 9
T.C.S.	5—Statement of Contingent Account.....	See Chapter 9
T.C.S.	6—Statement of Recoverable Expenditures.....	See Chapter 9
T.C.S.	7—General Voucher.....	See Chapter 9
T.C.S.	8—Statement of Receipts.....	See Chapter 9
T.C.S.	9—Statement of Local Transportation.....	See Chapter 9
T.C.S.	10—Statement of Disbursements.....	See Chapter 9
T.C.S.	11—Statement of Outstanding Items Recoverable Locally.....	See Chapter 9
T.C.S.	12—Statement of Expenditures Made under Local Purchase Authority.....	See Chapter 9
T.C.S.	13—Statement of Accommodation Rented.....	3
T.C.S.	14—Requisition for Consular Fee Stamps.....	3
T.C.S.	15—Dislocation Expenses.....	3
T.C.S.	16—Quarterly Summary of Direct Representational Expenditures.....	1
T.C.S.	17—Official Receipt Book.....	See Chapter 9
T.C.S.	18—Estimate of Travel Costs.....	1
*T.C.S.	19—Signature Card, Bank Specimen.....	1
T.C.S.	101—Employment Certificate for Locally-Engaged Staffs Abroad.....	3
T.C.S.	102—Personal History Form for Locally-Engaged Staffs Abroad.....	2
T.C.S.	103—Oaths of Office — Locally-Engaged Staffs Abroad.....	1
T.C.S.	104—Recommendation for Salary Increase for Locally-Engaged Staffs Abroad.....	1
T.C.S.	105—Reclassification and Promotion Report for Locally-Engaged Staffs Abroad.....	3
T.C.S.	106—Termination of Employment Certificate for Locally-Engaged Staffs Abroad.....	2 or 3
▲T.C.S.	107—Officer Rating Report.....	1
*T.C.S.	108—Monthly Attendance Report.....	1
<i>Other Forms</i>		
▲CSC	64—Efficiency Rating and Appraisal Form.....	2
CSC	263—Application for Leave.....	1
CSC	264—Supplementary Information Required in Ap- plications for Special Leave with Pay— Illness in Family.....	1
C.T.	110 (Rev.)—Travelling Expenses.....	As required
*C.T.	421—Car Mileage Certificate and Diary.....	1
Ext.	116—Inventory of Consular Fee Stamps.....	See Chapter 9
Ext.	120—Cash Blotter for Consular Fees Collected....	See Chapter 9

▲ Forms forwarded to post when report is required.

APPENDIX "N"

Number of Copies
Required by Department

Ext.	253—Report of Motor Vehicle Accident.....	3
M.V.	2—Cost Record—Motor Vehicles.....	2
M.V.	8—Statement of Cost of Transporting Employees to and from Work.....	2
Form	1—Requisition for Stationery and Supplies.....	1 plus duplicate on plain paper
*Form	17—Inventory, Post Property.....	2
A111 A	—Form for Accounts Receivable (Items Recoverable outside Post Area).....	See Chapter 9
*D78156	—Attendance and Leave Card.....	See L-7-51-30
*F.A.	4—Hospital Insurance Claim Form.....	5
*490-PSC	—Group Surgical-Medical Insurance Claim Form.....	1
*1311-PSC	—Group Surgical-Medical Insurance Summary of Miscellaneous Expenses and Claim Instructions.....	1

TRADE FAIR PARTICIPATION REPORT

1. *Organization of Exhibit*

- (a) Location;
- (b) Size;
- (c) General character;
- (d) Manning—Trade and Commerce and other departments;
- (e) Cinema—capacity, etc.;
- (f) List of Canadian firms participating (to be attached as appendix to report).

2. *Operation of Exhibit*

- (a) Customs formalities;
- (b) Security arrangements;
- (c) Accessibility of exhibit to public—if not, why not?
- (d) Difficulties or problems encountered—manning, etc.

3. *Effect of Official Participation*

- (a) Effectiveness of theme and design;
- (b) Comparison with other national exhibits;
- (c) Reception,
 - (i) Type and location,
 - (ii) Number of guests,
 - (iii) Effectiveness;
- (d) Cinema,
 - (i) Attendance,
 - (ii) Films shown,
 - (iii) Effectiveness;
- (e) Impact on,
 - (i) General public,
 - (ii) Business visitors,
 - (iii) Local government officials,
 - (iv) Participants;
- (f) Comments, if useful, by,
 - (i) Fair management,
 - (ii) Local government officials,
 - (iii) Business visitors,
 - (iv) General public,
 - (v) Canadian visitors,
 - (vi) Canadian participants and/or their agents,
 - (vii) Press.

4. *Results*

- (a) Trade enquiries,
 - (i) Total enquiries for export from Canada,
 - (A) Originating in your territory,
 - (B) Originating elsewhere,

APPENDIX "O"

- (ii) Breakdown of enquiries for export from Canada by name of Canadian exhibitor,
- (iii) Total enquiries for import into Canada,
- (iv) Industrial development enquiries,
- (v) Others—tourist, immigration, general information, etc.;
- (b) Attendance of representatives or agents of Canadian firms,
 - (i) Number and names of those in attendance,
 - (ii) Comments on adequacy or effectiveness of this attendance;
- (c) Suitability of product content,
 - (i) Comment on items that are not suitable because of,
 - (A) Controls,
 - (B) Price,
 - (C) Quality,
 - (D) Delivery time,
 - (E) Modifications required (describe),
 - (F) Local taste,
 - (G) Non-Canadian content,
 - (ii) Other comments on product suitability;
- (d) Representations established;
- (e) Actual sales made.

5. *Private Canadian Exhibits*

- (a) Names of exhibitors (Canadian company and local agents) and whether Canadian goods were shown exclusively;
- (b) Manning of stands—Canadian or local agents;
- (c) Results achieved;
- (d) Appearance and effectiveness of exhibits.

6. *Publicity and Advertising*

- (a) Canadian literature distributed,
 - (i) Estimated quantities distributed by title,
 - (ii) Comment on value of material for this purpose;
- (b) Paid advertising—comment on its use,
 - (i) For this fair,
 - (ii) For future fair, if recommended, giving details of media to be used, cost, size of space, etc.;
- (c) Co-operation of local agents,
 - (i) Special measures to obtain co-operation of local agents,
 - (ii) Advertising by local agent or Canadian principal;
- (d) Press releases and news stories,
 - (i) Publications to which publicity material was distributed,
 - (ii) Describe actual press coverage, with tear sheets where possible;
- (e) Other publicity measures—direct mail campaign, etc.

7. *Attendance at Trade Fair*

- (a) Number of exhibitors (by country, if possible);
- (b) Number of visitors (by country, if possible),
 - (i) General public,
 - (ii) Business visitors.

8. *Recommendations*

- (a) Recommendation for future participation;
- (b) Reasons for participation,
 - (i) Commercial,
 - (ii) Other—political, immigration, tourist, etc.;
- (c) Recommendations for,
 - (i) Size and location of space,
 - (ii) Product groups;
- (d) Recommendation for reception,
 - (i) Type and location,
 - (ii) Size;
- (e) Practicability of "cost sharing".

9. *Comments*

***LISTS OF REPORTS REQUIRED FROM POSTS**
as prescribed by Official Instructions

<u>To Be Forwarded</u>	<u>Report</u>	<u>Reference</u>	<u>Copies</u>	<u>Addressee</u>	<u>Via</u>
A. <i>Quarterly</i>	Quarterly Summary of Direct Representational Expenditure (Form TCS 16). See Note 3	3-11-3	1	Asst. Dir. (Admin.)	Airmail
B. <i>Semi-annually</i> As prescribed by Appendix "I"	Bulk Requisition for Stationery and Supplies (Form 1)	10-10	Original, plus copy on white paper	Asst. Dir. (Admin.)	Airmail
As of March 31 and Sept. 30	Statement of the Cost of Transporting Employees to and from Work, (Form MV 8). See Note 2	8-14-14	1	Asst. Dir. (Admin.)	Airmail
As of March 31 and Sept. 30	Cost Record—Motor Vehicles (Form MV 2) See Note 2	8-14-14	2	Asst. Dir. (Admin.)	Airmail
C. <i>Annually</i>					
Early January	List of Post Holidays	2-13-3	1	Asst. Dir. (Admin.)	Airmail
Not later than January 6	Year-End Report. See Note 1	8-70	3	Director	Airmail
Mid-May	Requisition for Calendar Pads, Refills and Diaries	10-13-1	1	Asst. Dir. (Admin.)	Airmail
As of June 30	Annual Review of Post Property. See Note 1.	8-75	3	Asst. Dir. (Admin.)	Airmail
As of June 30	Statement of Inventory Changes. See Note 2.	10-51 8-75-3	3	Asst. Dir. (Admin.)	Airmail
As of June 30	Household Appliances on Loan to F.S.O.'s and F.S.E.'s	10-50-7 12-51-2	2	Asst. Dir. (Admin.)	Ordinary Mail
* Not later than May 15	Annual Review of Post Personnel. See Note 1	8-76 L-7-36	3	Asst. Dir. (Pers.)	Airmail
When requested, usually August	Estimates of Operating Expenses of Posts Abroad	9-90	2	Asst. Dir. (Admin.)	Airmail

<u>To Be Forwarded</u>	<u>Report</u>	<u>Reference</u>	<u>Copies</u>	<u>Addressee</u>	<u>Via</u>
When requested, usually August	Lists of Reference Books, Periodicals and Subscription's Required	10-20	2	Asst. Dir. (Admin.)	Airmail
As of October 31	Annual Statement on Trade Prospects. <i>See Note 3</i>	8-73	5	Director	Airmail
Not later than November 30	Future Plans of the Office. <i>See Notes 1 and 4</i>	8-74	2	Director	Airmail
To reach the Department three months before the effective date of increase	Recommendation for Salary Increase for Locally-Engaged Staffs Abroad (Form TCS 104)	L 7-45	1	Asst. Dir. (Pers.)	Airmail
*D. Every Three Years					
As of June 30 (from 1961)	Inventory of Post Property	10-50 12-51	2	Asst. Dir. (Admin.)	Ordinary Mail
E. When Requested					
On request of the Director	Officer Rating Report (Form TCS 107). <i>See Note 5</i>	1-22-10	1	Director	Airmail
On request of the Director	F.S.E. Rating Report. <i>See Note 5</i>	1-22-10	1	Asst. Dir. (Pers.)	Airmail
On request of the Director	Efficiency Rating and Appraisal Form (Form CSC 64). <i>See Note 5</i>	1-22-10	2	Asst. Dir. (Pers.)	Airmail
On request of Editor, "Foreign Trade"	Report on Business Conditions for Each Country in the Post Territory—for publication	11-32-3	3	Editor, "Foreign Trade"	Airmail

- NOTES: 1. To be marked "Duplicate for the Annual Report of the Office."
 2. Where applicable.
 3. To be classified "Confidential".
 4. Optional.
 5. To be marked "Personal".

PROTECTION AGAINST FIRE

TYPES OF FIRE FIGHTING EQUIPMENT

These are divided into the following main groups:

- (1) *Water Type Extinguishers* for fighting fires involving ordinary combustibles such as wood, paper, etc.

Pump Tank Extinguishers of two Imperial gallons capacity are the type most frequently available for use in offices. Their method of operation is self-evident. They can be easily tested and maintained. The water content can also be treated with calcium chloride so that the extinguisher can be used in locations subject to freezing temperatures.

Soda Acid Extinguishers and Foam Extinguishers are also suitable for fighting this class of fire. Their methods of operation and maintenance vary considerably but instructions for their use are always contained on the name plate of the extinguisher itself. These should be read NOW and complied with.

- (2) *Fire Hose* equipped with nozzle is supplied in many buildings. It is suitable for fighting fires involving ordinary combustibles but some skill is required for its use.
- (3) *Smothering Type Extinguishers* for fighting fires involving flammable liquids and electrical fires.

These are of the *Dry Chemical, Vapourizing Liquid* (carbon tetrachloride) or *Carbon Dioxide* types.

Their methods of operation and maintenance again vary considerably with the type and manufacturer and the instructions contained on the name plate of the extinguisher should be read and complied with.

FIRE FIGHTING PROCEDURE

In the event of fire first telephone the fire department. Then try to bring the fire under control with the equipment available. Always keep fire fighting equipment in the same place making certain that the units can be easily reached and that their location is made known to all persons.

In using a hose or any type of water stream always aim at the object burning and not at the smoke or flame. If the fire is spread out over the floor start at the side nearest you and work forward. If the fire is travelling up the walls put out the fire at the bottom first.

When fighting a fire caused by electric short circuits, turn off the power first. This prevents the fire from being re-ignited and also avoids the possibility of receiving a severe shock.

PERSONNEL PRECAUTIONS IN THE EVENT OF FIRE

- (a) Telephone the fire department.
- (b) Walk, don't run, to the nearest exit or assembly point. If time permits, place important papers or files in fireproof safe or cabinet or otherwise remove out of hazard.
- (c) Before opening a door be careful to close windows to reduce the effects of draft. Open doors carefully and slowly in view of the possibility of fire and heat on the other side. Test the heat of the near side of the door before opening.
- (d) In conditions of extreme heat and smoke, stay close to the floor where the air is fresher. A damp cloth or handkerchief over the nose and mouth will provide some protection against effects of smoke.
- (e) Never jump if it can be avoided. Where fires have cut off the exit through hallway and stairs, close the door and then open the window and attempt to attract attention and then wait for firemen to take you down by ladder.

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Official instructions to Trade
Commissioners
64349241

Insert after
p. 131

DEPARTMENT OF EXTERNAL AFFAIRS

MANUAL OF REGULATIONS AND INSTRUCTIONS

October 5, 1955

THE FLAG

616.1 The Red Ensign with the Coat-of-Arms of Canada in fly was declared, in Order-in-Council P.C.5888 of September 5, 1945, to be the appropriate flag to fly within and without Canada whenever place or occasion may make it desirable to fly a distinctive Canadian flag.

616.2 FLYING OF THE CANADIAN RED ENSIGN IN CANADA

616.2.1 The Canadian Red Ensign is flown from sunrise to sunset on the following occasions:

616.2.1.1 From the Peace Tower of the Parliament Buildings, Ottawa(a) At the mast head

- (i) Each day Parliament is in session
- (ii) New Year's Day
- (iii) Victoria Day
- (iv) Queen's Birthday
- (v) July 1
- (vi) Labour Day
- (vii) Thanksgiving Day
- (viii) Remembrance Day

(b) At half mast

On the death of the Sovereign, the Governor General, a Lieutenant Governor, a Minister of the Federal Cabinet, a Privy Councillor, a Senator, a Member of Parliament and, subject to special instructions on the death of a member of the Royal Family or of the Head of a foreign state.

(c) The Canadian Red Ensign is flown at full mast on the Parliament Buildings on national holidays notwithstanding any other event except the death of the Sovereign.

616.2.1.2 From other Government buildings(a) At the mast head

- (i) Every day, including Sunday

(b) At half mast

(i) Throughout Canada, on the death of the Sovereign, Governor General, or a Cabinet Minister.

(ii) Within his own province, on the death of a Lieutenant Governor.

(iii) Within his own riding, on the death of a Member of the Federal Parliament or a provincial legislature.

(iv) At his place of residence, on the death of a Senator, Privy Councillor or Mayor.

616.3 FLYING OF FOREIGN FLAGS IN CANADA

Flags of other nations may be flown in Canada; if this is done elsewhere than at a diplomatic mission or consulate, the Canadian Red Ensign of the same size should be flown as well from a separate flag staff and at the same height. The Canadian Red Ensign should be given the place of honour.

616.4 FLYING OF THE UNITED NATIONS FLAG

616.4.1 The United Nations flag is flown on suitable occasions in Ottawa. On United Nations Day, the United Nations flag and the Canadian Red Ensign are flown on the two masts flanking the Centre Block on Parliament Hill, both flags being of the same size and at the same level, The Canadian Red Ensign having precedence at the western staff.

616.4.2 The United Nations flag is also flown, subject to prior approval in each case, at the time of official visits to Ottawa of the Secretary-General or his representative, or to celebrate notable United Nations events.

616.4.3 When the Secretary-General visits Ottawa semi-officially, the United Nations flag alone or with the Canadian Red Ensign may be flown from the building which the Secretary-General occupies.

616.5 FLYING OF CANADIAN RED ENSIGN AT CANADIAN MISSIONS ABROAD

616.5.1 At the Chancery or Consulate and at the Official Residence

Abroad, the Heads of Canadian posts are expected to comply with local custom, regulations or requirements on the flying of the flags. If it is usual, they may fly the Canadian Red Ensign every day. Otherwise, they are advised to hoist the flag at the Chancery or Consulate and at the official residence on the following occasions, from sunrise to sunset:

(a) At the mast head

- (i) The day proclaimed for the official celebration in Canada of the Queen's birthday.
- (ii) July 1
- (iii) National and local holidays of the country in which the post is situated.
- (iv) If the post is situated at a port, during the stay in port of one of her Majesty's Canadian ships.
- (v) As a courtesy on the national holidays of other countries represented in the same city, in accordance with local customs.

(b) At half mast

- (i) On the death of the Sovereign, when it remains at half mast until after the funeral, except for the day of proclamation of the new Sovereign.
- (ii) On the death of a member of the Royal Family, or of the Governor General or of the Prime Minister.
- (iii) On the death of the Head of a foreign state with which Canada has diplomatic relations.
- (iv) On the death of the Head of any other foreign state whose government is recognized by Canada. At the discretion of the Head of post, the flag may be flown at half mast on the day of the funeral.
- (v) On the death or funeral of a local dignitary or of a dignitary or representative of another country represented at the capital, as signified by the Chief of Protocol or Dean of the Diplomatic Corps there.

616.5.2 Flying of Canadian Red Ensign on Automobiles at Posts Abroad

The flying of a miniature Canadian Red Ensign on automobiles at Canadian missions abroad is normally restricted to the automobile of the titular Head of Mission, provided he is present in the car. Members of Canadian Missions abroad other than the Head of Mission may not fly this flag on automobiles, except where it is the practice to do so in the country in which the mission is located. The Head of Mission may, however, permit the flying of a miniature flag on automobiles if he considers that such action will ensure the safety of the members of his staff.

616.6 GENERAL INSTRUCTIONS ON THE USE OF FLAGS

616.6.1 When two or more flags are flown together, the place of honour is on the left as seen by the spectators; if two flags are crossed, the flag being honoured should have its staff over that of the other. When flags of several countries are flown, they may be arranged according to the alphabetical order of the names of the countries.

616.6.2 In processions, the position of honour is at the marching right. If several flags are being carried abreast, the honoured flag may be carried in front of the centre of the line. If a flag is hung on a wall rather than from a pole, it should be arranged as though the flag pole were on the left as seen by spectators.

616.6.3 When a flag is hoisted or lowered on ceremonial occasions, it is customary for all present to stand at attention facing the flag. Men in civilian dress remove their hats. Those in uniform salute. When unfurled colours pass in procession, men may doff their hats.

616.6.4 When a flag is used to drape a coffin, the portion of the flag normally at the top next to the flag pole should be placed at the head of the coffin over the left shoulder of the deceased. The flag should be secured at the four corners. In Canadian army military funerals, the flag is removed from the coffin at the place of burial, but is not presented to the bereaved family as is the custom in some countries.

616.6.5 There is no special ceremony observed in Canada for destroying old flags. When they have become unserviceable, they are burned.