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RECORD OF DECISION OF EXECUTIVE COMMITTEE
MEETING OF JUNE 22, 1983

Security/Sécurité

CONFIDENTIAL

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File/Dossier

Date

July 4, 1983

Number/Numéro

USS-217

ENCLOSURES
ANNEXES

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In attendance were:

Under-Secretary
Messrs. Johnstone
Mathieu
Jenkins
Charland
Black

Shortliffe
Latimer
Delworth
Perron
Warren
Fowler
Mrs. Richer (Secretary)

1. Standards of Behaviour in the Foreign Service

The Committee discussed at length a recommendation from the ADM (Security and Intelligence) concerning the establishment of a policy statement on standards of behaviour in the Foreign Service. The following is a summary of the main points that were made and the decisions reached:

a) Establishing a Policy:

The Committee agreed that a departmental policy was required in order to provide adequate guidance in the area of personnel management. The basic principle of the policy consists of assessing the traits of an individual, the characteristics of the position in which he is to be placed and then making the most efficient match possible. Examples given of personal characteristics which staffing officers should consider before assigning certain individuals to particular countries or environments are: alcoholism, extreme moral convictions, compulsive gambler, greed, racism, homosexuality, etc.

b) Documenting the policy:

The ADM Personnel is to consider whether a circular document on personal suitability should be issued.

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c) Handling of individual cases

Members agreed that cases involving personnel or security problems should be handled on an ~~ad-hoc~~ basis.

a case by case basis

d) Standards for HOPs

It was agreed that standards for the personal suitability of HOPs should be applied in the same manner as those applied for other employees of the Department, that is to assess the individual's personal suitability to fill a given position in a given environment.

Mr. Sherwood was present.

(Eyton/Black)

2. Filière de l'aide au développement

The Committee considered a memorandum (APP-954 of June 20) from the ADM Personnel recommending that:

- a) the first appraisal reports for the new aid stream officers be requested for November 1983 (rather than July 1983);
- b) the new FS-1 and FS-2 aid stream officers become eligible for promotion when two appraisal reports have been completed by DEA.

The Committee approved these recommendations subject to their acceptance by CIDA.

(Eyton)

3. Departmental Participation in Federal Info Presence at 1984 Olympics, Sarajevo, Yugoslavia -- Requests for funds from Operating Reserve

The Committee considered a memorandum (CIN-0868 of June 16) from the ADM Management and Programs and agreed that:

- a) up to \$20,000 from the Operating Reserve be committed to the Public Affairs Branch and up to \$20,000 to the Cultural Affairs Branch, for application to the display and cultural components of the Sarajevo Olympics.

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- b) the Department advance the total cost of the rental of the premises in Sarajevo up to \$65,000 against its one third contribution. This sum is to be advanced from the rentals budget in return for a guarantee from the Federal Olympic Office that the Department would be reimbursed for the excess of the advance over External Affairs' legitimate 1/3 share in the federal share of the rental--approx. \$10,000.
- c) with respect to participation in the 1988 Calgary Olympics, the Department's strategy will be to provide minimal contribution.

4. Overview of Strategic Overviews

Deferred until the next meeting of the Committee. Members were asked to provide any comments to the ADM Sector and Corporate Planning.

(Shortliffe)

5. Report of the Admin Committee meeting of June 7

The Committee briefly discussed the delegation of authority which had been granted to PTD to expend hospitality funds in the trade sector. Members requested that the question of delegation of authority for hospitality expenses be presented to Executive Committee in a separate submission.

(Mathieu)

D. Richer,
Secretary