

ANALYSTS STANDARDS PICK LIST

January 26, 2009

NOTE: where a distribution list is used as well as an added assignment to another minister, for assignment to specific minister use Action code: Action as Appropriate and sequence number 99 (example: *ENV,+ assign't to J_Baird)

CIMS+ Standard	Dist List	Description	Department (Minister)
Abortion_1.E03	*LV-JUS	Abortion issues (Minister cc'd)	JUS (Nicholson)
Abortion_2.E02	*LV-JUS	Abortion issues.	JUS (Nicholson)
ACOA_1.E02	*LV-ACOA	Atlantic Canada Opportunities Agency (Minister cc'd)	ACOA (Ashfield)
ACOA_2.E01	*LV-ACOA	Atlantic Canada Opportunities Agency	ACOA (Ashfield)
AGRI_1.E02	*LV-AGR	Agriculture and Agri-Food issues (Minister cc'd)	AGR (Ritz)
AGRI_2.E01	*LV-AGR	Agriculture and Agri-Food issues.	AGR (Ritz)
Auctionitem_E02	*LV-Standard	Request for an auction item	
Autograph.E02	*LV-Standard	Autograph (complement card)	
BMD_1.E03	*LV-ND-FA	To be used when correspondent mentions missile defence. (Minister cc'd)	ND (Mackay) FA (Cannon)
BMD_2.E03	*LV-ND-FA	To be used when correspondent mentions missile defence.	ND (Mackay) FA (Cannon)
CAN_HUMAN_RIGHTS _COMM_1.E01	*LV-JUS	Corresp. mentions the Can. Human Rights Comm., Macleans magazine. (Minister cc'd)	JUS (Nicholson)
CAN_HUMAN_RIGHTS _COMM_2.E01	*LV-JUS	Corresp. mentions the Can. Human Rights Comm., Macleans magazine.	JUS (Nicholson)
CBC_1.E02	*LV-CH	Issues regarding the Canadian Broadcasting Corporation (CBC) namely funding issues and CBC role in informing Canadians and providing a sense of national unity. (Minister cc'd)	CH (Moore)

CBC_2.E01	*LV-CH	Issues regarding the Canadian Broadcasting Corporation (CBC) namely funding issues and CBC role in informing Canadians and providing a sense of national unity.	CH (Moore)
CDNHER_1.E02	*LV-CH	In response to corresp. regarding issues falling within the portfolio of Canadian Heritage. (Minister cc'd)	CH (Moore)
CDNHER_2.E01	*LV-CH	In response to corresp. under the Canadian Heritage portfolio.	CH (Moore)
CF_1.E04	*LV-ND	Correspondence regarding Canada's military. (Minister cc'd)	ND (Mackay)
CF_2.E03	*LV-ND	Correspondence dealing with the Canadian military.	ND (Mackay)
CIC_1.E02	*LV-CIC	Citizenship and Immigration issues. (Minister cc'd)	CIC (Kenney)
CIC_2.E04	*LV-CIC	Citizenship and Immigration issues.	CIC (Kenney)
CICDecline_2.E03	*LV-CIC	PM's involvement in Immigration matters.	CIC (Kenney)
CICPolicy_2.E03	*LV-CIC	Immigration policies.	CIC (Kenney)
CIDA_1.E02	*LV-INCO	To use when correspondent mentions International Cooperation issues. (Minister cc'd)	INCO (Oda)
CIDA_2.E01	*LV-INCO	To use when correspondent mentions International Cooperation issues.	INCO (Oda)
Clearcut_1.E03	*LV-NR	Canada temperate Rainforest clearcutting in Canada. (Minister cc'd)	NR (Raitt)
Clearcut_2.E02	*LV-NR	Canada temperate Rainforest clearcutting in Canada.	NR (Raitt)
CONGRATS_HARPER.F01	Assigner au rédacteur (français)	Réponse aux lettres de félicitations reçues par le PM suite à son élection.	
CONGRATS_HARPER.E01	*LV-Standard	To be used for corresp. congratulating the Prime Minister on his election victory.	
CPPBenefits_1.E02	*LV-HRSD	Canada Pension Plan cases. (Minister cc'd)	HRSD (Finley)

COPYRIGHT_2.E01	*LV-IC-CH	To be used for corresp. from Canadians writing about the proposed changes to copyright legislation, corresp. may also refer to Bill C-61, to be used when neither Minister has been copied)	IC (Clement) CH (Moore)
CPPBenefits_2.E03	*LV-HRSD	Canada Pension Plan cases.	HRSD (Finley)
CPPDisability_1.E04	*LV-HRSD	Canada Pension Plan disability cases. (Minister cc'd)	HRSD (Finley)
CPPDisability_2.E03	*LV-HRSD	Canada Pension Plan disability cases.	HRSD (Finley)
DECLINE_Meeting.E01	*LV-Standard	To be used when declining a request for a meeting with the Prime Minister	
DECLINE_Meeting.F01	Assigner au rédacteur (français)	Réponse négative à une demande de rencontre avec le Premier ministre.	
DEM_REFORM_1.E02	*LV-DEMREF	To use in reply to corresp. regarding democratic reform, reform of the senate, electoral reform and proportional representation. (Minister cc'd)	LGHC-DEMREF (Hill) (Fletcher)
DIAND_1.E01	*LV-INAC	Use to reply to Indian Affairs issues (Minister cc'd)	INAC (Strahl)
DIAND_2.E03	*LV-INAC	Native issues including the Indian Act, land claims, Métis and non-status indians	INAC (Strahl)
Education_2.E03	*LV-HRSD	Post-secondary education funding.	HRSD (Solberg)
EI_Benefits_1.E02	*LV-HRSD	To use in reply to corresp. regarding Employment Insurance policy and personal cases. (Minister cc'd)	HRSD (Finley)
EI_Benefits_2.E01	*LV-HRSD	To use in reply to corresp. regarding Employment Insurance policy and personal cases.	HRSD (Finley)
Enclosure.E05	*LV_Standard	Enclosure (selected by writer) in lieu of reply.	
Encreply.E02	*LV-Standard	Requests for information/materials and items on "enclosure table".	

Endspecies_1.E03	*LV-ENV	Protection of endangered species and their habitat. (Minister cc'd)	ENV (Prentice)
Endspecies_2.E02	*LV-ENV	Protection of endangered species and their habitat.	ENV (Prentice)
Environment_1.E02	*LV-ENV	Environment general (Minister cc'd)	ENV (Prentice)
Environment_2.E02	*LV-ENV	Environment general.	ENV (Prentice)
Euthanasia_1.E03	*LV-JUS	Euthanasia, physician assisted suicide, mercy killing (Minister cc'd)	JUS (Nicholson)
Euthanasia_2.E02	*LV-JUS	Euthanasia, physician assisted suicide, mercy killing.	JUS (Nicholson)
FINANCE_1.E02	*LV-FIN	Finance issues general. (Minister cc'd)	FIN (Flaherty)
FINANCE_2.E02	*LV-FIN	Finance issues general.	FIN (Flaherty)
FISH_1.E01	*LV-DFO	Use to reply to Fisheries and Oceans issues (Minister cc'd)	DFO (Shea)
FISH_2.E03	*LV-DFO	Fisheries issues.	DFO (Shea)
Fonctpubem.F01	Assigner au rédacteur (français)	Correspondant demandant un emploi dans la fonction publique ou Gouvernement fédéral	
FONDS_2.F01	Assigner au rédacteur (français)	Corresp. relative à l'octroi d'un fonds discrétionnaire pour chacun des députés fédéraux	Leader (Hill)
ForAff_1.E02	*LV-FA	Foreign Affairs issues. (Minister cc'd)	FA (Cannon)
ForAff_2.E02	*LV-FA	Foreign Affairs issues.	FA (Cannon)
GAS_PRICES.E02	*LV-Standard	To reply to letters in which corresp. make general complaints about the retail price of gasoline, including accusations of "gouging".	
GAS_PRICES.F02	Assigner au rédacteur (français)	Pour répondre aux corresp. qui manifestent leur désaccord au sujet du prix de l'essence en général, ce qui inclut également les accusations générales de fixation du prix.	
Genack.E02	*LV-Standard	General acknowledgement. (If in doubt, refer to writer)	

GMFOODS_2.E02	*LV-HC + assign to Ritz	To use for correspondence on GMO's or genetically modified foods.	HC (Aglukkaq) AGR (Ritz)
HEALTH_1.E02	*LV-HC	For correspondence on Health issues. (Minister cc'd)	HC (Aglukkaq)
HEALTH_2.E01	*LV-HC	For correspondence on Health issues.	HC (Aglukkaq)
HOUSING_1.E02	*LV-HRSD	Housing issues. (Minister cc'd)	HRSD (Finley)
HOUSING_2.E01	*LV-HRSD	Housing issues.	HRSD (Finley)
HRSD_1.E01	*LV-HRSD	General comments or specific cases within the portfolio of the Department of Human Resources and Social Development, including lifelong learning and student loans. (Minister cc'd)	HRSD (Finley)
HRSD_2.E01	*LV-HRSD	General comments or specific cases within the portfolio of the Department of Human Resources and Social Development, including lifelong learning and student loans.	HRSD (Finley)
IGA_1.E02	*LV-IGA	Intergovernmental Affairs (Minister cc'd)	IGA (Verner)
IGA_2.E01	*LV-IGA	Intergovernmental Affairs	IGA (Verner)
IndCan_2.E02	*LV-IC	Industry Canada general.	IC (Clement)
Infrastructure_1.E01	*LV-INFRA	For correspondence on Infrastructure issues (Minister cc'd)	INFRA (Baird)
Infrastructure_2.E01	*LV-INFRA	For correspondence on Infrastructure issues	INFRA (Baird)
INTTRADE_1.E01	*LV-IT	International Trade issues (Minister cc'd)	IT (Day)
INTRADE_2.E02	*LV-IT	International Trade issues	IT (Day)
Inv_Auc_Decline.E01	*LV-Standard	Invitation declines where an auction item has been requested.	
Inv_Auc_Decline.F01	Assigner au rédacteur (français)	Réponse négative à une invitation et envoi d'un article pour un encan.	
Invitation_B_Decline.E01	*LV-Standard	To be used for belated invit. declines.	

Invitation_B_Decline.F01	Assigner au rédacteur (français)	Utiliser pour répondre à une invitation dont la date est passée.	
Invitation_Decline.E01	*LV-Standard	Invitation declined by PMO	
Invitation_Decline.F01	Assigner au rédacteur (français)	Invitation refusée par le Cabinet du Premier ministre	
Inv_SM_Decline.E01	*LV-INV.	Invitation declines where a special message request has been made.	
Inv_SM_Decline.F01	Assigner au rédacteur (français)	Réponse négative à une invitation et demande de message.	
Jeunegrp.F01		Enfants - groupes	
Jeunemoins12.F01		Enfant - jeune	
Jeunenv.F02		Enfants - préoccupations environnementales	
Jeunetab.F01		Enfants - tabac	
JobPubServ.E05	*LV-Standard	Correspondent seeks work in the Federal Public Service	
Justice_1.E02	*LV-JUS	Justice issues/enquiries Supreme Court. (Minister cc'd)	JUS (Nicholson)
Justice_2.E03	*LV-JUS	Justice issues/enquiries Supreme Court.	JUS Nicholson)
LABOUR_1.E02	*LV-LAB	Labour issues. (Minister cc'd)	LAB (Ambrose)
LABOUR_2.E02	*LV-LAB	Labour issues.	LAB (Ambrose)
Largeflag.E01	*LV-Standard	Request for large Canadian flag.	
Lubicon_1.E03	*LV-INAC	Lubicon Cree land settlement. (Minister cc'd)	INAC (Strahl)
Lubicon_2.E02	*LV-INAC	Lubicon Cree land settlement.	INAC (Strahl)
Marine_1.E03	*LV-DFO	Marine mammal capture policy. (Minister cc'd)	DFO (Shea)
Marine_2.E02	*LV-DFO	Marine mammal capture policy.	DFO (Shea)
Mideast_1.E04	*LV-Standard	Conflict in the Middle East, particularly Palestinians and Israelis.	No CC

MULTI_ISSUE.F02	Assigner au rédacteur (français)	Toute correspondance sur 2 ou plusieurs sujets	
MULTI_ISSUE.E02	*LV-Standard	For correspondence with more than two issues.	
NATRES_1.E01	*LV-NR	To use to reply to Natural Resources issues (Minister cc'd)	NR (Raitt)
NATRES_2.E01	*LV-NR	Forestry, Energy Mines.	NR (Raitt)
NoNukes_1.E02	*LV-FA	Abolition of nuclear weapons. (Minister cc'd)	FA (Cannon)
NoNukes_2.E02	*LV-FA	Abolition of nuclear weapons.	FA (Cannon)
OASBenefits_1.E02	*LV-HRSD	Old Age Security cases. (Minister cc'd)	HRSD (Finley)
OASBenefits_2.E03	*LV-HRSD	Old Age Security cases.	HRSD (Finley)
OMAR_KHADR_2.E01	*LV-FA	To use in reply to correspondence commenting on the detention of Omar Khadr at Guantanamo Bay Naval Base in Cuba.	FA (Cannon)
Pharmapat_1.E03	*LV-IC	Pharmaceutical patents. (Minister cc'd)	IC (Clement)
Pharmapat_2.E02	*LV-IC	Pharmaceutical patents.	IC (Clement)
Photo.F02	Assigner au rédacteur (français)	Photo autographiée	
Photo.E07		Autographed picture request	
PhotoReply.E01	*LV-Standard	Autographed picture request-reply with photo	
PJ.F02		Pièce jointe.	
PSC_2.E01	*LV-PSC	Issues regarding the Public Service Commission of Canada. N.B. This standard is <u>not</u> to be used as a response to corresp. who are seeking employment within Canada's public service.	PSC (Barados)

PublicSafety_1.E02	*LV-PS	Public Safety issues including emergency management, national security, law enforcement, corrections, RCMP, CSIS and the Canada Border Services Agency. (Minister cc'd)	PS (Van Loan)
PublicSafety_2.E02	*LV-PS	Public Safety issues including emergency management, national security, law enforcement, corrections, RCMP, CSIS and the Canada Border Services Agency.	PS (Van Loan)
PUBLICWORKS_1.E02	*LV-PWGS	To use for correspondence that mentions Public Works and Government Services issues. (Minister cc'd)	PWGS (Paradis)
PUBLICWORKS_2.E01	*LV-PWGS	To use for correspondence that mentions Public Works and Government Services issues.	PWGS (Paradis)
REVENUE_2.E03	*LV-REVENUE	To use for correspondence on Revenue Canada issues.	RC (Blackburn)
Seal_1.E04	*LV-DFO	East Coast Seal Hunt (Minister cc'd)	DFO (Shea)
Seal_1.F03	Assigner au rédacteur (français)	Chasse aux phoques (cc au ministre)	DFO (Shea)
Seal_2.E03	*LV-DFO	East Coast Seal Hunt	DFO (Shea)
Seal_2.F03	Assigner au rédacteur (français)	Chasse aux phoques	DFO (Shea)
Securitycertificates_1.E02	*LV-PS + assign to Finley (CIC)	To be used if corresp. is writing about security certificates issued by the Canadian government. (Minister cc'd)	PS (Van Loan) CIC (Kenney)
Securitycertificates_2.E01	*LV-PS + assign to Finley (CIC)	To be used if corresp. is writing about security certificates issued by the Canadian government	PS (Van Loan) CIC (Kenney)
Seed_patent_1.E02	*LV-IT + assign to Prentice and Ritz	To use for correspondence on seed and/or crop patenting. (Ministers already cc'd)	IT (Day) IC (Clement) AGR (Ritz)

Seed_patents_2.E01	(LV-IT + assign to Prentice and Ritz	To use for correspondence on seed and/or crop patenting.	IT (Day) IC (Clement) AGR (Ritz)
SoftwoodLumber_1.E05	*LV-IT	To use when correspondent mentions softwood lumber dispute with the U.S. (Minister cc'd)	IT (Day)
SoftwoodLumber_2.E04	*LV-IT	To use when correspondent mentions softwood lumber dispute with the U.S.	IT (Day)
SPORT_1.E02	*LV-SPORT	To use for issues relating to amateur sport. (Minister cc'd)	Sport (Lunn)
SPORT_2.E01	*LV-SPORT	To use for issues relating to amateur sport.	Sport (Lunn)
SUPPORT_THE_TROOPS.E02	*LV-Standard	To use for corresp. from communities across Canada where council has passed a resolution in support of the Canadian Forces, corresp. may also refer to the resolution passed by the Town of Petawawa, corresp. may include a copy of the resolution	
Sweatshop_1.E03	*LV-FA + assign't to Blackburn	Labour conditions in the textile industry, usually in Third World countries. (Ministers cc'd)	FA (Cannon) LAB (Ambrose)
Sweatshop_2.E02	*LV-FA + assign't to Blackburn	Labour conditions in the textile industry, usually in Third World countries.	FA (Cannon) LAB (Ambrose)
TB_2.E02	*LV-TB	Treasury Board general - except pay equity.	TB (Toews)
TRAINCOM_1.E01	*LV-TC	To use for corres. on issues falling within areas of transport, infrastructure and communities (Minister cc'd)	TC-INFRA-COM (Baird)
TRAINCOM_2.E01	*LV-TC	To use for corres. on issues falling within areas of transport, infrastructure and communities	TC-INFRA-COM (Baird)
VETAFFAIRS_2.E02	*LV-VAC	Veterans Affairs general.	VAC (Thompson)
WATER_1.E03	*LV-FA	For corresp. regarding the bulk export of water from Canada, particularly to the United States. (Minister cc'd)	FA (Cannon)

WED_1.E01	*LV-WED	Western Economic Diversification (Minister cc'd)	WED (Yelich)
WED_2.E01	*LV-WED	Western Economic Diversification.	WED (Yelich)

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