

modation, and the specifying and acquisition of special technical and domestic electrical and mechanical equipment appropriate for use under peculiar and adverse climatic conditions and in under-developed technological environments.

The *Policy, Planning and Co-ordination Division* is responsible for the development and co-ordination of long- and short-term planning and programming of construction, acquisition, maintenance and procurement activities within the bureau. This includes the determination of priorities, development of property strategy, program forecasts and budgets, financial control, and the preparation of Treasury Board submissions. This division is also responsible for the review, determination and co-ordination of standards and policies related to the entire range of accommodation activities undertaken by the bureau.

The *Property Management Division* is responsible for the acquisition of property either through purchase or Government lease, the fit-up and alteration of buildings and premises, and the maintenance and operation of property abroad, for chanceries, offices, official residences, staff housing, ancillary buildings and grounds. This management of property includes an accommodation service provided for all integrated federal departments with overseas accommodation requirements, except operational military establishments. The Government-owned and leased accommodation is managed, maintained and operated in accordance with policy and technical guidance provided by the division and administered by the posts.

The *Bureau of Personnel* consists of the Personnel Planning and Development Division, the Personnel Operations Division and the Staff Relations and Compensation Division.

The *Personnel Planning and Development Division* is responsible for manpower planning, including the forecasting, accounting for and reporting of personnel employment; the designation of positions with respect to Canada's two official languages and the administration of language tests; the development and implementation of training programs, including language-training; the conduct of special projects and studies with the aim of increasing managerial effectiveness, enforcing policies of equal opportunity and making the best use of staff resources; and the administration of a position-classification system for the determination of the relative worth of departmental jobs.