C. Summary of Projects

No.	Title	Responsi-bility	Description
MR09	• Delegation to HOPs for vehicles purchasing and supplementary furnishings.	M R C/ M R C P	- determine feasibility of further delegation in these areas and implement where so decided.
MR10	• Property Management Manual.	M R M S	- develop a comprehensive Property Management Manual to provide operating guidance to HQ and Posts.
MR11	• Review of Real Property Management in the Department.	M C B	- an objective review of the property management function to ensure that the Department has identified all of the required improvements in the context of the already initiated improvement projects in this plan; to ensure credibility of these efforts in the eyes of Central Agencies and to determine the capacity of the Bureau to deliver its function with existing resources.
MR12	• Materiel Management System Feasibility Study.	M C B	- an objective review of the present system with a view to identifying improvements to the materiel management system.
MR13	• Property Management Information Systems (BMIS) Enhancement.	M R C S	- see MIS section.
	Communications and General Services		
MG01	• Word Processing Review.	M G D W	- see MIS section.
MG02	• Library Services.	M G L	- see MIS section.
MG03	• Departmental Telecommunications Policy.	M G T	- to develop, have approved and disseminate a telecommunications policy for the Department.
MG04	• Improving Radio Communications	M G T	- to set up a radioteletype unit, to plan for and implement this aspect of communications equipment at posts with priority requirements; to come in Jan/Feb.
MG05	• Enhancement of the Communicator's Position.	M G T (A P S)	- to enhance the career prospects of communicators by creating some communication officer positions; deciding which posts would receive a communication officer position and determining how best to manage the competitions for these positions.
MG06	• Records Management Work Plan	M G I	- develop overall work plan, set priorities, seek approval, structure further projects. Record Management Improvement Plan now available.