

2. Describing the organization and reporting relationships;
 - responsibilities of the Director General,
 - responsibilities of the Director,
 - responsibilities of the Management Review Officers,
 - how Management Review differs from Internal Audit and Program Evaluation to ensure that there is no duplication or overlap with these other functions.
3. Defining resource requirements;
 - the number of Management Review officers needed;
 - skills required;
 - training programs.
4. Describing the process of Management Review including:
 - selection and prioritization of areas to be reviewed;
 - description of the methodology (activities) used in preparing for, conducting and reporting on management reviews;
 - reviewing and approving Management Review Reports and actioning recommendations;
 - defining the follow-up process including to what extent Management Review will become involved with implementing the recommendations in their reviews.

IMPLEMENTATION CONSIDERATIONS:

The preparation of the Management Review Plan will involve consultations with senior management of the Department and the Office of the Comptroller General. Once approved, the Management Review Plan will be circulated to the Department's Branches, Bureaux, Divisions and Units. Delays in the approval of the Plan could weaken the capacity of the Department to assess and strengthen the management of its operations.

MAJOR STEPS AND TIMING:

It is intended to submit the Management Review Plan to the Audit and Evaluation Committee by the end of April 1984, to the Executive Committee shortly thereafter and to the Under-Secretary of State for External Affairs for final approval and signature.

Should there be difficulties in obtaining the requested meeting schedule to achieve completion of the project by the end of April the outside date for completion is June.