
**POLICY,
MANAGEMENT
AND
ADMINISTRATION**

The Policy Development Bureau assisted on East-West issues and changes in Germany and Eastern Europe. The Bureau was responsible for the Canadian contribution on political issues to two important international meetings. The Paris Summit was held in July 1989 and the Commonwealth Heads of Government meeting took place in Kuala Lumpur, Malaysia in October 1989.

The management of the Department has become more and more challenging due to expenditure restraint. In December 1989, a fundamental corporate review was undertaken to establish how an expenditure reduction of \$70 million could occur by 1994. From this, a plan was introduced to achieve the stated objectives.

The Canadian On-Line Secure Information and Communications System (COSICS), a sophisticated office automation and communications project, was initiated in 1988/89. In the year under review, sites were prepared and equipment was installed in selected branches of headquarters and in 13 missions in the United States. Over 270 users at headquarters were trained on the system and another 290 in the U.S. missions. By the end

of Phase I, late in 1990, more than 1,000 people should be using the system. The second phase will bring COSICS to the remaining headquarters units and to missions elsewhere in the world. This will constitute a total of approximately 5,000 users.

New measures were put in place to assist in the employment of spouses abroad and on their return to Canada. Through its recruitment and promotion efforts, the Department seeks to reflect more equitable representation of the Canadian population.

A Foreign Service Language School was opened in September 1989. At present it provides intensive training in Japanese, Mandarin and Russian. Other languages will be added in future.

Working towards improving the quality of management within the Department, the Office of the Inspector General assessed the quality of managers as part of inspections of missions abroad and programs at headquarters. Findings were reported to Senior Management.

Departmental expenditures for the year 1989/90 totalled approximately \$1,071.3 million. This included operation and capital expenditures, grants and contributions, and other transfer