

C. Summary of Projects

No.	Title	Responsibility	Description
TF04	. Defence Import Contract System.	T D D	- to update out-of-date system to be more efficient, less costly and compatible with Export System.
SF06	. Consular Operations MIS.	S I C	- pilot project on improved information on workload/services from posts, analysis of this and exploration of automation benefits.
CC19	. MIS EDP Training	C C B I	- formulating, in conjunction with ADD, a relevant and effective set of training and development activities for MIS/EDP.
	<u>B. Operational Improvements</u>		
TF02	. System Improvements in PEMD.	T E D	- to improve PEMD data base and ensure linkage with the financial system at DRIE.
MF12	. Systems Support for Headquarters.	M F D/ M F S	- to improve method of planning and resourcing support requirements in EDP for headquarters managers.
MF11	. EDP Support at Posts.	M F S	- design and implement appropriate automated systems for support of posts (London, Paris, Hong Kong pilot projects).
MG01	. Word Processing Services.	M G D W	- rationalization of word processing at headquarters.
MG02	. Library Services.	M G L	- improvements in library services; e.g. on-line acquisition and cataloguing; expand research service after policy is approved.
	<u>Administrative Support Services</u>	<u>M C B</u>	
MR14	. Accommodation Plan.	C C B A	- to plan and execute the accommodation of all DEA staff in the L.B. Pearson Bldg. post reorganization, targeted end date - August 1984.
	<u>Finance</u>		
MF01	. Bureau Organization Review.	M F D	- taking into account the reorganization of the Department, the review will clarify the Bureau's mandate, responsibilities and authorities, and determine staff levels and classification levels.
MF02	. Post Accounts Management.	M F F	- design and implement an appropriate organization for the management of post financial returns.
MF03	. Regionalization of Financial Services.	M F D/ M F R	- review current practices in UK and France, expand to other multi-post countries as appropriate.