

Administrative Support Services

17. The major areas in this section of EAMIP focus on the four Bureaux - Finance and Management Services, Physical Resources, Communication General Services, and Management Review and Audit. While the projects are specific to these Bureaux, they are pertinent to management in the Department as a whole. In the sense this group of projects represent further aspects of corporate processes.

Finance

18. The projects in this area are focused on (a) improving and strengthening the Bureau's operations and its ability to perform its mandate and provide service to the Department in an efficient and economical fashion and (b) specific information and EDP systems and applications improvements which are also reflected in the Management Information Systems section of EAMIP.

19. Examples of projects that fall in categories (a) and (b) are as follows:

- (a) Bureau Organization Review, Review of Financing of Operations Abroad, Post Accounts Management, Regionalization of Financial Services, Review of Departmental Authorities, Departmental Manuals, Financial Management Training and Development (with Personnel) and Financial Manual.
- (b) Finance and Management Systems Enhancement, General Purpose Computer for Headquarters, Systems Support for Headquarters.

Physical Resources

20. There are two major themes to the EAMIP work being undertaken in the Physical Resources Bureau and both are aimed at providing effective, efficient, professional service to headquarters managers and posts. The first incorporates operational management improvement projects, the majority of which were already underway or identified, in response to specific needs, when EAMIP was started. These include such initiatives as follows: Physical Resources Roles and Responsibilities, Facilities Master Planning and Delivery System, Property Management Manual, Materiel Management Procurement and Shipping Control and Works of Art Inventory and Management.

21. The second of these themes consists of two comprehensive studies covering the property and materiel management responsibilities of the Department. These studies have been initiated not only because of observations from the central agencies, but also as a result of internal departmental studies and concerns which prompted the request for in-depth reviews in each of these areas. Both studies will be completed by appropriately qualified consultants from the private sector.