

A particular aim of this division is the gradual development of an integrated management-information system to serve all the needs of the Department. To attain this goal, the division is responsible for reviewing and assessing, before they are implemented, all new computer applications proposed anywhere in the Department. In addition, the division programs all computers after they have been installed.

The *Bureau of Physical Resources* is responsible for the planning, provision, and functional management of all Crown-held property and matériel² that the Department of External Affairs provides in support of the Government's integrated foreign operation. The bureau was established to manage an expanded accommodation program, which will provide for a systematic increase in Crown ownership of office and living accommodation abroad. The four divisions of this bureau are Facilities Development, Matériel Management, Policy Planning and Co-ordination, and Property Management.

The *Facilities Development Division* is responsible for the physical planning, design and construction of buildings and multi-use complexes required in support of Canada's integrated foreign operation. This includes the development of program requirements, involvement in site selections, architectural design through consultants, interior design and the co-ordination of engineering projects. The division is also responsible for the "in-house" development of major interior-design schemes and the specification of furniture and furnishings for chanceries, official residences, and ministerial-level staff accommodations.

The *Matériel Management Division* is responsible for the provision of matériel support for those Canadian Government posts and agencies outside Canada whose operations have been integrated for administrative support, as well as for the Department of External Affairs headquarters. Its detailed responsibilities include determination of requirements, cataloguing, shipment and distribution, storage, maintenance and repair, accounting for assets on hand and ultimate disposal of matériel when it is beyond further use. Of particular significance is the procurement, through selected sources, of furnishings and equipment for chanceries, official residences and staff accom-

²Defined by the Treasury Board as all moveable public property except money obtained by a department in support of its operations.