

External Affairs for the purpose of ownership, leasing and management. The rentals for shared accommodation are charged back to the user departments on a *pro rata* basis.

The magnitude of the accommodation requirement for the Department of External Affairs can be seen from the following tabulation, which indicates the total number of building units involved, with a breakdown into those under government ownership, under government lease, and construction projects in progress:

External Affairs - Government Owned and Leased Accommodation

Type	Total	Gov't Owned			Gov't Leased		Const. Projects in Progress	
		Units	\$ Value Original	Current \$ Value	Units	Annual Rental	Units	Approx. Total \$ Value
Office Bldgs	85	20	6,812,000	21,850,000	65	1,725,000	2	2,395,000
Official Residences	72	39	6,507,000	18,543,000	33	344,000	2	482,000
Staff Housing	900	63	1,748,000	1,985,000	372	1,340,000	45	2,443,000
	1,057	122	15,067,000	42,378,000	470	3,409,000	49	5,320,000

During 1970 there was a continuing, though greatly reduced, program of design, construction and purchase of buildings overseas. The purchase of existing buildings included some 24 staff quarters. One chancery under construction was completed. During the year there were under design one chancery and 22 staff units, while tenders were called for one chancery, one residence and 22 staff units.

Organization and Methods Division

The Organization and Methods Division carries out a continuing review of management and operating procedures within the Department. Its activities during 1970 were somewhat curtailed because of reduced staff. The project started in 1969 to develop an organizational structure and revised procedures for the integration of functions of the Comptroller of the Treasury into the Finance Division was continued, and assistance in implementing new procedures was provided. Assistance in implementing procedural changes resulting from basic changes in passport requirements was also continued. The Division participated in a major project to improve the organization and operating procedures of the Passport Office and to develop a staffing plan to meet the seasonal work-load. A study was undertaken to improve the storage, retrieval and controlled distribution of personnel data.