

We realize that such a proposal carries with it the unfortunate implication that representatives of other departments are second class tenants to be bounced in and out of the chancery like a rubber ball. A preferable alternative, if it were feasible, might be to construct a separate self-contained wing, to avoid security problems, and then lease this wing to suitable tenants for a limited period. At the end of this period, the wing would be connected to the main building and would form part of the chancery proper.

These alternatives obviously haven't been thought through, and our only reason for suggesting them is our concern that the Department should base its planning for a chancery in a city like Tokyo on providing over a million dollars worth of space that will not be needed at the time the building is occupied.

#### Space Requirements of Other Departments

During the course of our study many people drew our attention to the difficulties encountered in trying to determine the total space requirements for a chancery. As previously mentioned, it has been the custom for the Property Management Division to obtain establishment forecasts from those departments that normally share chancery space with External Affairs. On several occasions they have found that the building being planned or designed was not capable of accommodating personnel from a department or agency which does not usually share chancery space, and therefore was not contacted when the space schedule was prepared, but which was contemplating the opening of an office at that post. This has resulted in the need to redesign the building and go back to Treasury Board for additional funds, as well as a delay in the building program.

We recommend that a circular letter be drafted and sent to all potential chancery space users telling them that the Department is contemplating the construction of a new chancery at the post in question, and requesting that they notify the Department of their requirements if they wish to share in such accommodation. Another circular letter could be sent out prior to the advanced planning stage and a third one, if necessary, at the start of the design stage. Since the purpose of acquiring chanceries is to provide office space for government employees abroad, every effort should be made to keep departmental data on the requirements of other government departments as up-to-date as possible, even if it means sending out letters more frequently or to more departments than might normally be considered necessary. Until some machinery can be devised that will require other departments to notify External Affairs when their plans and their needs change, the Department will have to take the initiative in seeking out such information at reasonably frequent intervals.